



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

## ACADEMIES PARTNERSHIP COMMITTEE

### Membership, Principles and Procedures and Terms of Reference

Updated & approved June 2023

#### Current composition of APC

*Operating as a sub-committee of the Diocesan Education Committee since 2020*

#### Voting members:

Name	Year of Appointment	Role	
Joe Davies	2015	FG	Chair
Stephen Ravenscroft	2015	FG	Vice-Chair
Dave Barrett	2019	FG	
Patrick Burgess		Diocesan Trustee & Director of Bosco CET	
Greg Melly	2022	Diocesan Trustee & Director of Xavier CET	

#### In attendance:

Bishop Richard	2022	Bishop
Canon Jonathan Martin	2022	Vicar General & Diocesan Trustee
Sarah Kilmartin	2016	COO
Julie Oldroyd	2021	Director, DES
Maria Cowler	2022	Deputy Director, DES

Mark Brunet	2017	Buildings Officer, DES
Andrea Squires (if required)	2015	Winckworth Sherwood
Gill Sajnog		Secretary to the APC

## Current composition of Education Committee

Committee Members	Name	Year of Appointment
Chair	Mgr Tony Barry	2020
One diocesan Clergy Representatives	Canon Tim Madeley	2020
Bishop's nominee Primary HT(s)	Sarah Clayton Steve Tindall	2020
Bishop's nominee Secondary HT	Michael Ferry	2020
Specialist Education Representative	Annie Sutton	2015
Diocesan Trustee	John Lydon	2020
Independent School representative	Sarah Conrad	2020

Ex officio members	Name	Year of Appointment
An <b>ex-officio</b> committee member is entitled to a position on the committee for as long as he or she holds a certain office in the organization. Ex officio members are entitled to vote on Committee matters.		
The Bishop	Bishop Richard	
Secretary to the Education Committee	Simon Parr	
Chair of Primary HTs Assoc	Tamsyn Lawlor	2022
Chair of Secondary HTs Assoc	Pete Byrne	2022
Diocesan Chief Operating Officer	Sarah Kilmartin	

Diocesan Inclusion Adviser	Margaret Fraher	
Director, Education Service	Julie Oldroyd	2021
Deputy Director, Education Service	Maria Cowler	2022
Chair of the APC	Joe Davies	2020

In attendance	Name	
Those 'in attendance' are invited to attend Committee as appropriate. They do not vote on Committee matters.		
Primary Adviser: Religious Education	Anna Flood	2021
Secondary Adviser: Religious Education & CSI Coordinator	Paul McHugh	2022
Buildings Officer	Mark Brunet	

## Principles and Procedures

- “Schools are a key element in the life and mission of the Diocese. The Catholic school is marked by its ethos, which must always be an expression of the Gospel. Foundation Governors have a particular responsibility in assuring the Catholic ethos of the school. Education, no matter how good the results, can never be the measure of effective Catholic Formation, for this lies in the life of a student whose entire life is marked by Gospel values and, for the student who is a Catholic, by a commitment to discipleship as a member of Christ’s body, the Church.”<sup>1</sup>
- With this in mind and in conjunction with the Diocesan Education Service, the Academies Partnership Committee provides a vehicle for collective advice and recommendation in relation to the academies programme.

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<sup>1</sup> *The Word who is Life*, 2022. 8.1

- The Committee membership will reflect an appropriate skillset and professional experience. It will include two Diocesan Trustees. It will be attended and supported by diocesan staff within and beyond the Education Service.
- Committee Members participate by virtue of their appointment, bringing to the role their own professional and lay experience and expertise. They are not representatives of a particular group.
- Should any committee member have direct involvement in a school or Trust, the member must recuse him/herself from any and all decisions pertaining to said school and/or Trust.
- The initial term of office will be for four years after which, further periods of office may be set (which may be between two and four years, to enable appointments to be made on a rolling programme). Fresh nominations will be sought after each term of office, which will not preclude the re-appointment of existing members.
- When appropriate, Committee Members determine, advise on and/or monitor the setting and operation of a range of policies and guidelines relating to the diocesan academies programme.
- The Committee will scrutinise applications from schools wishing to convert to academy status. The Committee's recommendation to the Bishop will be based on due diligence presented by the CETs, the outcome of consultations undertaken, discussion with the CEO and Chair of the Trust Board and advice from diocesan officers. Recommendations and/or proposed decisions taken by the Committee will be subject to ratification by the Bishop and Trustees where they relate to the conversion of a school to academy status.
- Some proposed decisions may require the express consent of the Bishop, for example if they relate to the policies of the Bishops' Conference or are regulated in Canon Law.
- Although each member has voting rights, the Committee should work as much as possible by consensus. Voting should be a last resort, when efforts to reach a consensus have been exhausted and a decision must be taken from the Common Good.

- For a Committee meeting to be quorate, a minimum of 66% of Committee members must be present, including a Trustee and/or the Chair. This figure does not include diocesan staff 'in attendance'. The quorum for decision-making will be 50% of the membership of the Committee at the time of the decision. In the event of a tie, the Chair has the casting vote.
- Two diocesan Trustees will be directly appointed to the Committee by the Bishop.
- The agenda will be agreed by the Chair and the Director of the Education Service, in consultation with committee members. The agenda will comprise two parts:  
A – items subject to open reporting.  
B – items subject to restricted reporting.
- An agenda and accompanying papers will be circulated no less than five working days before a meeting.
- At the beginning of each meeting, each member should declare any personal or prejudicial interest in an item of business on the Agenda.

Full minutes will be made available to the Academies Partnership Committee, Diocesan Trustees and Diocesan Education Advisory Members. Abridged minutes will be made available for wider dissemination.

## **Terms of reference**

- To work in close collaboration with the Diocesan Education Service and the Catholic Education Trusts to promote the Bishop's vision of education in the diocese of Arundel and Brighton.
- To work in close, collaborative and mutually beneficial partnership with both Trusts in order to advance together.
- To seek advice, input and/or feedback from CETs on policy and practice as appropriate.
- To assist the Diocesan Education Service in the implementation of the CET programme.

- To advise the Bishop and Trustees through the Director, Education Service on diocesan strategy and policy regarding the diocesan academies programme, Catholic Education Trusts and the operation thereof.
- To scrutinise applications from schools wishing to join a CET, taking into account due diligence undertaken by the CET, meetings with the school(s) and Trust Officers and advice from diocesan officers in order to make recommendations to the Bishop through the Director, Education Service.
- To scrutinise, review, develop and evaluate current diocesan arrangements, policies and guidelines around academies and the operation thereof, including communication lines.
- To monitor the performance both of CETs, in conjunction with the Education Service, using the four key areas of accountability in the Model Multi Academy Trust Monitoring Matrix:
  - Catholic life and mission;
  - Leadership and governance;
  - Provision and standards; and
  - Finance and estates.