



# Guidance Note: CMAT Employees as Governors



## **CMAT Employees as Governors**

This note provides guidance on considerations that must be given in relation to the appointment of CMAT employees as governors within a Catholic School in the Diocese of Nottingham.

CMAT employees are described as all staff working in either as school within the CMAT or the CMAT central team on permanent or temporary full time or part time contracts. There is no entitlement for agency workers.

Minimising risks associated with conflicts of interest: In order to minimise the risks of conflicts of interests the following parameters/restrictions will apply:

1. There is no restriction on CMAT employees being appointed as governors in the Catholic schools in the other Nottingham Diocese CMATs or a governor in any other non-catholic school.
2. CMAT employees working within a school setting should not be appointed as a governor within the school in which they work but may be appointed as a governor within another school in the CMAT.
3. CMAT employees working in a central CMAT function may be appointed as a governor at any school in the CMAT subject to the restrictions below relating to the positions of Chair and Vice Chair.
4. CMAT employees should not be appointed into the positions of Chair or Vice Chair of Governors.
5. Should a serving governor become an employee of the CMAT at the school where they work arrangements should be made for them to step down as a governor to a time frame agreed with the NRCDES. If they are in the position of Chair or Vice Chair they should relinquish that position immediately upon taking up employment in the CMAT.

Pre-appointment checks: NRCDES will undertake checks on employment status prior to initial appointments and re-appointment of Foundation Governors. Schools should carry out their own checks in relation to the appointment of Elected Parent Governors.

Changes to circumstances: Clerks should note the restrictions on appointment to the position of governor and also in relation to Chair and Vice Chair. NRCDES should be contacted as soon as it is clear that a change in circumstance that would prevent the governor continuing to serve or hold the position of Chair/Vice Chair has occurred.

### Time off to undertake Governor duties:

In accordance with Section 50 of the Employment Rights Act, employees may be allowed a “reasonable” amount of time off work if they are a school governor or academy trustee.

Employees wishing to take time off during their working day are required to request time off and the request should be agreed before any time off is taken. The CMAT may refuse a request for time off if they think it is unreasonable. Up to a maximum of 5 days, paid leave for this purpose may be granted in any academic year.

**Contacts for further advice:**

**Neil Weightman** 01332 293833 ext 211 [neil.weightman@nottingham-des.org.uk](mailto:neil.weightman@nottingham-des.org.uk)

**Julie Sweeney** 01332 293833 ext 202 [julie.sweeney@nottingham-des.org.uk](mailto:julie.sweeney@nottingham-des.org.uk)

Website: [www.dioceseofnottingham.uk/education](http://www.dioceseofnottingham.uk/education)