



Achieving together in faith

**Holy Cross Catholic
Multi-Academy Company
MAC Observer Protocol
2023 - 2026**

Responsible for Policy	Marina Kelly
Board Approval Date	20 December 2023
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Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	11/2023	M.Kelly	HCCMAC, Central Team	Creation of document from template
1.0	Draft	12/2023	C.Connoll	HCCMAC, Central Team	Updated onto MAC Template Policy and added signature box
1.0	Approved	20/12/2023			Approved by Board of Directors

1 INTRODUCTION

- 1.1 Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.
- 1.2 Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.
- 1.3 Holy Cross Catholic Multi Academy Company (MAC) has adopted this policy in order to promote positive working relationships and equal opportunities in employment, so that all employees feel fully valued as members of Christ's family and are free to develop their abilities to the full.
- 1.4 All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:
 - faithfulness and integrity;
 - dignity and compassion;
 - humility and gentleness;
 - truth and justice;
 - forgiveness and mercy;
 - purity and holiness;
 - tolerance and peace;
 - service and sacrifice (Christ at the Centre' 2008 Fr Marcus Stock STL MA).
- 1.5 Holy Cross Catholic MAC acknowledges its obligation to promote a positive working environment.
- 1.6 Holy Cross Catholic MAC is also aware of its duties under racial, disability and gender equality laws including the training of employees in their responsibilities.
- 1.7 Holy Cross Catholic MAC will ensure that prompt and appropriate action is taken to deal with any complaints which come under the scope of this policy. This includes action where there is a possibility of victimisation for making or for otherwise being involved in a complaint.
- 1.8 Holy Cross Catholic MAC expects all those dealing with complaints to make objective decisions, without fear or favour.
- 1.9 This policy will be applied in accordance with statutory regulations for the governance of Holy Cross schools which may apply at any time in accordance

with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.

- 1.10 This policy is for use by Holy Cross Catholic MAC and some academies' governance terminology differs within Archdiocesan Multi Academy Companies. This policy uses the term Director to represent Trustees of the Company. The term Local Governing Body is used throughout.

Observers to a meeting of MAC Board Meetings and/or Local Governing Board

Persons attending meetings are there at the invitation of the MAC Directors and/or Local Governing Board.

The Chair of the meeting will explain at the beginning of the meeting why a person has been asked to attend as an Observer.

The Observer must agree to:

- Be present as an observer only and not participate in any decision-making.
- Not take part in any voting.
- Not speak to or in any way interrupt the meeting other than in relation to the business for which they are attending.
- At the request of the Chair, leave the meeting, or any part of it.
- Not record any part of the meeting electronically or in writing
- Not share any information they become aware of within the meeting outside of the meeting.
- Paperwork will only be provided by instruction of the Chair and should be returned following the meeting if in hard copy

The Chair of the meeting reserves the right to postpone or refuse a request to observe a meeting.

Failure to abide by these expectations may result in an individual being asked to withdraw from the meeting and potentially be refused an invitation to future meetings.

I have read and understood this MAC Observer and agree to abide by the rules contained within it when observing a meeting.

Name	
Signature	
Date	

Definition of an Observer

A person who has been invited to a meeting for all or part of the time. A person who may present electronically or verbally to the meeting. Somebody who doesn't regularly attend the meeting.