



# **Fardel Governans**

## **Governance Pack**

Akademi Kernewek

v1.0, April 2024



This pack comprises four key documents which govern and oversee the Akademi Kernewek:

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## **Section A: The Constitution of the Akademi Kernewek**

**ADOPTED 26 NOVEMBER 2019**

**LAST AMENDED 26 APRIL 2024**

## **Constitution of AKADEMI KERNEWEK**

A Charitable Incorporated Organisation whose only voting members are its charity trustees.  
(‘Foundation’ model constitution)

Date of constitution (last amended): 26 April 2024

### **1. Name:**

The name of the Charitable Incorporated Organisation (“the CIO”) is AKADEMI KERNEWEK

### **2. National location of principal office**

The principal office of the CIO is in England.

### **3. Objects**

The objects of the CIO are:

To advance the education of the public in the Cornish language (Standard Written Form) by:

- a) Developing understanding of Cornish language vocabulary, grammar and place names.
- b) Developing the collective knowledge and understanding of the Cornish language and making this knowledge publicly accessible for use by schools, pre-schools, adult education classes, educational establishments, research organisations, and anyone with an interest in, or in learning, the Cornish language.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

### **4. Powers**

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections

117, 119 and 123 of the Charities Act 2011;

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

## **5. Application of income and property**

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to charity trustees and connected persons**

- (1) General provisions No charity trustee or connected person may:
  - (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
  - (b) sell goods, services, or any interest in land to the CIO;
  - (c) be employed by, or receive any remuneration from, the CIO
  - (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a

benefit, direct or indirect, which is either money or has a monetary value.

- (2) Scope and powers permitting trustees' or connected persons' benefits
- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
  - (b) A charity trustee or connected person may enter into a contract for the supply of services and/or goods to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
  - (c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
  - (d) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
  - (e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

In sub-clause (2) of this clause:

- (f) "the CIO" includes any company in which the CIO:
  - (i) holds more than 50% of the shares; or
  - (ii) controls more than 50% of the voting rights attached to the shares; or
  - (iii) has the right to appoint one or more directors to the board of the company;
- (g) "connected person" includes any person within the definition set out in clause [30] (Interpretation);

## **7. Conflicts of interest and conflicts of loyalty**

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any

financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8. Liability of members to contribute to the assets of the CIO if it is wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity trustees**

### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### **(2) Eligibility for trusteeship**

- (a) Every charity trustee must be a natural person (an individual person).
- (b) No individual may be appointed as a charity trustee of the CIO:
  - (i) if he or she is under the age of 16 years; or
  - (ii) if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If



there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows and are appointed for the following terms from 1 April 2020:

Simon Margetts for 4 years

Esme Harriet Tackley for 4years

Janet Edmondson for 4years

Maureen Pierce for 4 years

Paul Bennett Hodge for 3 years

Jenefer Mary Lowe for 3 years

Professor Gareth Parry for 3 years

William Mark Trevethan for 3 years

Dr Garry Harcourt Tregidga for 2 years

Julian Ronald Ralph German for 2 years

## **10. Appointment of charity trustees**

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

## 11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## 12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

(3) A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

## 13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that a copy of the proposed resolution has been sent, at or as near as

reasonably practicable to the same time, to all of the charity trustees; and

- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

#### **14. Delegation by charity trustees**

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

#### **15. Meetings of charity trustees**

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is four charity trustees, or the number nearest to one third of the total number of charity trustees, whichever

is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## **16. Membership of the CIO**

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

## **17. Informal or associate (non-voting) membership**

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

## **18. Decisions which must be made by the members of the CIO**

(1) Any decision to:

- (a) amend the constitution of the CIO;
- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
- (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## **19. General meetings of members**

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting

of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

## 20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## 21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

## 22. Use of electronic communications

### (1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

### (2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

### (3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing).

- (c) The charity trustees must –
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
  - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

### **23. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees

### **24. Minutes**

The charity trustees must keep minutes of all:

- (1) proceedings at general meetings of the CIO;
- (2) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (3) decisions made by the charity trustees otherwise than in meetings.

### **25. Accounting records, accounts, annual reports and returns, register maintenance**

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

### **26. Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must



be made available to any member of the CIO on request.

## **27. Disputes**

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **28. Amendment of constitution**

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
  - (a) by resolution agreed in writing by all members of the CIO; or
  - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of the CIO's objects, of any provision of the CIO's constitution directing the application of property on its dissolution or any provision of the CIO's constitution where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution.

## **29. Voluntary winding up or dissolution**

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
  - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - (i) by a resolution passed by a 75% majority of those voting, or
    - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

- (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
  - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied. (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
    - (i) a copy of the resolution passed by the members of the CIO;
    - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
    - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
  - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### **30. Interpretation**

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –

- (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
- (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.

## **Section B: Code of Governance**

## **CODE OF GOVERNANCE**

This Code is based on the Charity Governance Code of the UK Good Governance Steering Group and sets out how the Akademi Kernewek will comply with the law and relevant regulations.

The Code is structured on the following principles:

1. Organisational purpose
2. Leadership
3. Integrity
4. Decision-making, risk and control
5. Board effectiveness
6. Diversity
7. Openness and accountability

## 1. Organisational Purpose

The purpose of the Akademi Kernewek is:

TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE STANDARD WRITTEN FORM OF THE CORNISH LANGUAGE BY:

- A) DEVELOPING UNDERSTANDING OF CORNISH LANGUAGE VOCABULARY, GRAMMAR AND PLACE NAMES.
- B) DEVELOPING THE COLLECTIVE KNOWLEDGE AND UNDERSTANDING OF THE CORNISH LANGUAGE AND MAKING THIS KNOWLEDGE PUBLICLY ACCESSIBLE FOR USE BY SCHOOLS, PRE-SCHOOLS, ADULT EDUCATION CLASSES, EDUCATIONAL ESTABLISHMENTS, RESEARCH ORGANISATIONS, AND ANYONE WITH AN INTEREST IN, OR IN LEARNING, THE CORNISH LANGUAGE.

### Principle

The Board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.

### Rationale

Charities exist to fulfil their charitable purposes. Trustees have a responsibility to understand the environment in which the charity is operating and to lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.

The Board's core role is a focus on strategy, performance and assurance.

### Key outcomes

- 1.1 The Board has a shared understanding of and commitment to the Akademi Kernewek's purpose in advancing the education of the public in the Cornish language using the Standard Written Form.
- 1.2 The Board can demonstrate that the charity is effective in achieving its charitable purposes and agreed outcomes.

### Akademi Kernewek Policies

- 1A** The Board will periodically review progress against the Akademi Kernewek's charitable purposes, and the external environment in which it works, to make sure that the charity, and its purposes, stay relevant and valid.
- 1B** The Board leads the development of, and agrees, a strategy or plan that aims to achieve the organisation's charitable purposes and is clear about the desired outputs, outcomes and impacts. The Board will publish an annual work plan.

- 1C** All trustees can explain the charity's public benefit.
- 1D** The Board evaluates the charity's impact, outputs and outcomes on an ongoing basis.
- 1E** The Board regularly reviews the sustainability of its income sources and their impact on achieving charitable purposes in the short, medium and longer term.
- 1F** Trustees consider the benefits and risks of partnership working, merger or dissolution if other organisations are fulfilling similar charitable purposes more effectively and/or if the charity's viability is uncertain.
- 1G** The Board recognises its broader responsibilities towards communities, stakeholders, wider society and the environment, and acts on them in a manner consistent with the charity's purposes, values, and available resources.

## 2. Leadership

### Principle

Akademi Kernewek is headed by an effective Board that provides strategic leadership in line with the charity's aims and values.

### Rationale

Strong and effective leadership helps the Akademi Kernewek adopt an appropriate strategy for effectively delivering its aims. It also sets the tone for the charity, including its vision, values and reputation.

### Key outcomes

1. The Board, as a whole, and trustees individually, accept collective responsibility for ensuring that the Akademi Kernewek has a clear and relevant set of aims and an appropriate strategy for achieving them.
2. The Board agrees to the Akademi Kernewek's vision, values and reputation and leads by example, requiring anyone representing the charity to reflect its values positively.
3. The Board makes sure that the Akademi Kernewek's values are reflected in all of its work, and that the ethos and culture of the organisation underpin the delivery of all activities.

### Akademi Kernewek Policies

#### 2A Leading the Akademi Kernewek

1. The Board and individual trustees take collective responsibility for its decisions.
2. The chair provides leadership to the Board and takes responsibility for ensuring the Board has agreed priorities, appropriate structures, processes and a productive culture and has trustees who are able to govern well and therefore add value to the charity.
3. The Akademi Kernewek Board will make sure that there are proper arrangements for the appointment, supervision, appraisal remuneration and dismissal of staff.
4. The Board will make sure that there are proper arrangements for the recruitment, support and supervision of volunteers.
5. The Board's functions are formally recorded and there are clear role profiles for Trustees, Panel Chairs and Panel members.

#### 2B Leading by example

1. The Board agrees the values, consistent with the purpose of the Akademi



Kernewek, that it wishes to promote and makes sure that these values underpin all its decisions and the charity's activities .

2. The Board recognises, respects and welcomes diverse, different and, at times, conflicting trustee views.
3. The Board provides oversight and direction to the charity and provides support and constructive challenge to the panels.
4. The Board supports volunteers and any staff to feel confident and able to provide information and advice to the Board.

## **2C** Commitment

1. All trustees give sufficient time to the charity to carry out their responsibilities effectively. This includes preparing for Board meetings and sitting on Panels. The expected time commitment is made clear to trustees before nomination or appointment and again on acceptance of nomination or appointment.
2. Where individual Board members are also involved as panel members or panel chairs, they are clear about the capacity in which they are acting at any given time.

### **The Values of Akademi Kernewek**

1. Encouraging those with research and knowledge about Cornish language to work together and always acting with respect
2. Sharing our pooled knowledge of the Cornish language
3. Cooperating and working together to reach joint decisions
4. Being open so that information about the Cornish language is easily accessible in the Standard Written Form
5. Supporting speakers and learners by meeting their Cornish language-related needs
6. Building confidence for partners across Cornwall and beyond to use more Cornish language

### 3. Integrity

#### Principle

The Board of the Akademi Kernewek acts with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes. The Board is aware of the importance of the public's confidence and trust in the Akademi Kernewek, and trustees undertake their duties accordingly.

#### Rationale

Trustees, and the Board members collectively, have ultimate responsibility for the charity's funds and assets, including its reputation. Trustees should maintain the respect of beneficiaries, other stakeholders and the public by behaving with integrity, even where difficult or unpopular decisions are required. Not doing this risks bringing the Akademi Kernewek and its work into disrepute.

#### Key outcomes

1. The Board acts in the best interests of the charity and its beneficiaries. The Board is not unduly influenced by those who may have special interests and places the interests of the charity before any personal interest. This applies whether trustees are elected, nominated, or appointed. Collectively, the Board is independent in its decision making.
2. The Board safeguards and promotes the reputation of the Akademi Kernewek and, by extension, promotes public confidence in the wider Cornish language sector.
3. Members of the Board and those working in or representing the Akademi Kernewek are seen to be acting with integrity, and in line with the values of the Akademi Kernewek.

#### Akademi Kernewek policies

##### 3A Maintaining the reputation of the Akademi Kernewek

1. Trustees adopt and adhere to a suitable code of conduct that sets out expected standards.
2. The Board considers how the Akademi Kernewek is perceived by other organisations and the public. It makes sure that the Akademi Kernewek operates responsibly, in line with its purpose to advance education in the Standard Written Form of the Cornish language and in line with its values.
3. The Board ensures that the Akademi Kernewek follows the law. It also considers adherence to non-binding rules, codes and standards, for example relevant regulatory guidance, the 'Nolan Principles' and other initiatives that promote confidence in charities.

**3B** Identifying, dealing with and recording conflicts of interest/loyalty

1. The Board understands how real and perceived conflicts of interests and conflicts of loyalty can affect the performance and reputation of the Akademi Kernewek.
2. Trustees disclose any actual or potential conflicts to the Board, and deals with these in line with the Akademi Kernewek's constitution and conflicts of interest policy.
3. Registers of interests, hospitality and gifts are kept and made available to stakeholders in line with the Akademi Kernewek's agreed policy on disclosure.
4. Trustees keep their independence and tell the Board if they feel influenced by any interest, or may be perceived as being influenced or to having a conflict.

## 4. Decision making, risk and control

### Principle

The Board of the Akademi Kernewek makes sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, risk-assessment, and management systems are maintained.

### Rationale

The Board is ultimately responsible for the decisions and actions of the Akademi Kernewek. The Panels will carry out detailed research for specific work areas and prepare recommendations for the Board to decide.

Trustees may delegate authority to the Panels but not ultimate responsibility, so the Board will implement suitable reporting arrangements to make sure it oversees these delegated matters.

Trustees must also identify and assess risks and opportunities for the organisation and decide how best to deal with them.

### Key outcomes

1. The Board is clear that its main focus is on strategy, performance and assurance and reflects this in what it delegates.
2. The Board has a sound decision-making and monitoring framework which helps the organisation deliver its charitable purposes. It is aware of the range of risks it needs to monitor and manage.
3. The Board promotes a culture of sound management of resources but also understands that being over-cautious and risk averse can itself be a risk and hinder innovation.
4. Where aspects of the Board's role are delegated, the Board keeps responsibility and oversight.

### Akademi Kernewek policies

1. Delegation and control
  1. The Board regularly reviews which matters are reserved to the Board and which can be delegated. It collectively exercises the powers of delegation to Panels charged with specific, on-going work areas. It may also set up task and finishing working groups where the need arises and may also delegate to individuals.
  2. The Board describes its 'delegations' framework in section 3 of the Akademi's Governance papers setting out the organisational structure and processes..
  3. The Board makes sure that its Panels have suitable terms of reference and

membership and that:

1. the terms of reference are reviewed regularly
  2. the Panel membership is refreshed regularly and does not rely too much on particular people
  3. Panel members recognise that the Board has ultimate responsibility.
  4. Where third party suppliers or services are used, the Board will assure that this work is carried out in the interests of the charity and in line with its values.
  5. The Board regularly checks the Akademi's key policies and procedures to make sure that they still support, and are adequate for, the delivery of the Akademi's aims.
2. Managing and monitoring organisational performance
1. The Board makes sure that work plans and budgets are in line with the charity's purposes, strategic aims and resources.
  2. The Board regularly monitors performance and checks performance against the charity's strategic aims, operational plans and budgets.
  3. The Board agrees what information is needed to assess delivery against agreed outcomes and timescales. Trustees share timely, relevant and accurate information in an easy to understand format.
  4. The Board regularly considers information from other similar organisations to benchmark the organisation's performance.
3. Actively managing risks
1. The Board retains overall responsibility for risk management and discusses and decides the level of risk it is prepared to accept for specific and combined risks.
  2. The Board regularly reviews the Akademi's specific significant risks and the effect of these risks added together. It makes plans to mitigate and manage these risks appropriately.
  3. The Board reviews the charity's process for identifying, prioritising, escalating and managing risks annually. The Board describes the charity's approach to risk in its annual report and in line with regulatory requirements.
4. Appointing external examiners or auditors
1. The Board agrees and oversees an effective process for appointing and reviewing its external examiners or auditors if they are required.

## 5. Board effectiveness

### Principle

The Board works as an effective team, using the appropriate balance of skills, experience and knowledge to make informed decisions.

### Rationale

The Board affects whether the Akademi Kernewek is effective in supporting greater use of the Cornish language in the Standard Written Form. The tone the Board sets through its leadership, behaviour and performance is critical to the Akademi's success.

It is important to have a rigorous approach to trustee recruitment, performance and development, and to the Board's conduct. In an effective team, Board members feel it is safe to suggest, question and challenge ideas and address, rather than avoid, difficult topics.

### Key outcomes

1. The Board's culture, behaviours and processes help it to be effective; this includes accepting and resolving challenges or different views.
2. All trustees have appropriate skills and knowledge of the Akademi Kernwek and can give enough time to be effective in their role.
3. The chair enables the Board to work as an effective team by developing strong working relationships between members of the Board and creates a culture where differences are aired and resolved.
4. The Board takes decisions collectively and confidently. Once decisions are made the Board unites behind them and accepts them as binding.

### Akademi Kernewek policies

1. Working as an effective team
  1. The Board meets as often as it needs to be effective.
  2. The chair, working with Board members, plans the Board's work and meetings, making sure trustees have the information and time they need to explore key issues and reach well-considered decisions.
  3. The Board regularly discusses its effectiveness and its ability to work together as a team, including individuals' motivations and expectations about behaviours. Trustees take time to understand each other's motivations to build trust within the Board and the chair asks for feedback on how to foster an environment where trustees can constructively challenge each other.
  4. Where differences of opinion arise, trustees take time to consider the range of perspectives and outcomes, respecting all viewpoints and the value of

compromise in Board discussions.

5. The Board collectively can get independent, professional advice in areas such as governance, law and finance. This is either on a pro-bono basis or at the Akademi Kernewek's expense if needed for the Board to discharge its duties.
2. Reviewing the Board's composition
    1. The Board has, and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively. It reflects this mix in its trustee appointments, balancing the need for continuity with the need to refresh the Board.
    2. The Board is big enough that the needs of the Akademi's work can be carried out and changes to the Board's composition can be managed without too much disruption.
  3. Overseeing appointments
    1. There is a formal, rigorous and transparent procedure to appoint new trustees to the Board.
    2. The search for new trustees is carried out, and appointments or nominations for election are made, on merit, against objective criteria. The Board regularly looks at what skills it has and needs, and this affects how new trustees are found.
    3. Trustees are appointed for three years but may be re-appointed. If a trustee has served for more than nine years, their reappointment is
      1. subject to a rigorous review and takes into account the need for progressive refreshing of the Board
      2. explained in the trustees' annual report.
  4. Developing the Board
    1. New Trustees receive full information about the work of the Akademi and are introduced to the other Trustees and Panel Chairs.
    2. The Board reviews its own performance, including that of the chair. These reviews consider the Board's balance of skills, experience and knowledge, its diversity, how the Board works together and other factors that affect its effectiveness.
    3. Knowledge of the Cornish language will be generally expected of Board members but not required. Board members with little or no knowledge of Cornish may be appointed if they have particular skills or experience identified by the Board as being required to develop the Akademi.

## 6. Diversity

### Principle

The Board's approach to diversity supports its effectiveness, leadership and decision making.

### Rationale

Diversity is essential for the Akademi Kernewek to stay informed and responsive to the needs of the community, both the existing Cornish language community and the wider community who may have an interest in using and learning the language. Boards whose trustees have different backgrounds and experience are more likely to encourage debate and to make better decisions.

The Akademi considers 'diversity' in terms of the nine protected characteristics of the Equality Act 2010 as well as different backgrounds, life experiences, career paths and diversity of thought.

### Key outcomes

1. The Board is more effective if it includes a variety of perspectives, experiences and skills.
2. The Board ensures that the charity follows principles of equality and diversity, going beyond the legal minimum where appropriate.

### Akademi Kernewek policies

1. Encouraging inclusive and accessible participation
  1. The Board periodically takes part in training and/or reflection about diversity and understands its responsibilities in this area.
  2. The Board makes a positive effort to remove, reduce or prevent obstacles to people being trustees, allocating budgets, where necessary, to achieve this within the charity's available resources. This could include looking at
    1. the time, location and frequency of meetings
    2. how papers and information are presented to the Board, for example using digital technology
    3. offering communications in formats such as audio and Braille
    4. paying reasonable expenses within Cornwall
    5. where and how trustee vacancies are publicised and the recruitment process.
3. The chair regularly asks for feedback on how meetings can be made more



accessible and how to create an environment where all voices are heard equally.

2. Recruiting diverse trustees

1. The Board regularly looks at the skills, experience and diversity of background of its members to find imbalances and gaps, informing trustee recruitment and training.
2. The Board sees diversity as an important part of its regular Board reviews. The Board recognises the value of a diverse Board and has suitable diversity objectives.
3. When deciding how to recruit trustees, the Board thinks about how to attract a diverse pool of candidates. It tries to have diversity in any trustee appointment panels.

## 7. Openness and accountability

### Principle

The Board leads the organisation in being transparent and accountable. The Akademi Kernewek will be open in its work, unless there is good reason for it not to be.

### Rationale

The public's trust that the Akademi Kernewek is delivering public benefit is fundamental to its reputation and success.

The purpose of the Akademi Kernewek is to develop the collective knowledge and understanding of Cornish language in the Standard Written Form and to make this knowledge publicly accessible in order to support increase use of the language in the community today.

Making accountability real, through genuine and open two-way communication that celebrates successes and demonstrates willingness to learn from mistakes, helps to build this trust and confidence and earn legitimacy.

### Key outcomes

1. The organisation's work and impact are appreciated by all its stakeholders.
2. The Board ensures that the Akademi Kernewek's performance and interaction with its stakeholders are guided by the values, ethics and culture put in place by the Board. Trustees make sure that the Akademi Kernewek collaborates with stakeholders to promote ethical conduct.
3. The Akademi Kernewek takes seriously its responsibility for building public trust and confidence in its work.
4. The Akademi Kernewek is seen to have legitimacy in representing its stakeholders.

### Policy

1. Communicating and consulting effectively with stakeholders
  1. The Board identifies the key stakeholders with an interest in the work of the Akademi Kernewek. These include Cornish speakers, students, schools, teachers, members of the public interested in Cornish culture, researchers, community groups and others.
  2. The Board makes sure that there is a strategy for regular and effective communication with these stakeholders about the charity's purposes, values, work and achievements.
  3. The Board will publish how the Akademi Kernwek is governed, who the trustees are and the decisions they make on the Akademi Kernewek website.

4. The Board will ensure that stakeholders have an opportunity to hold the Board to account through question and answer sessions at the six monthly Cornish Language Forum.
  5. The Board will make sure it communicates with stakeholders about significant changes to the Akademi's services or policies.
2. Developing a culture of openness within the Akademi Kernwek
1. The Board gets regular reports on the positive and negative feedback and complaints made to the Akademi Kernewek. It demonstrates that it learns from mistakes and uses this learning to improve performance and internal decision making.
  2. The Board makes sure that there is a transparent, effective and timely process for making and handling a complaint, and that any internal or external complaints are handled constructively, impartially and effectively.
  3. The Board keeps a register of interests for trustees and agrees an approach for how these are communicated publicly in line with Principle 3.

## **Section C: Organisation and Processes**

## 1. Organisation Structure

Panel	Remit	Source of enquiries	Second stage	Decision/approval	Published outputs
<b>Board</b>	Strategy Links with HE/FE Issue papers Technology Finance	<ul style="list-style-type: none"> <li>• Board</li> <li>• Partner projects</li> <li>• Cornwall Council</li> <li>• Public</li> </ul>		<p>AK Board</p> <p>All Panels to report for approval:</p> <ul style="list-style-type: none"> <li>• Panel member appointments</li> <li>• Policy changes, with up to date policy on AK Panel webpage</li> <li>• Report of all work since previous Board</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes on AK website</li> <li>• Decision log - AK website</li> <li>• Digital framework on AK website</li> <li>• Tools on AK website</li> </ul>
<b>Terminology</b>	New terms	<ul style="list-style-type: none"> <li>• Translation Service</li> <li>• Projects</li> <li>• Subject specialists</li> <li>• Dictionary website feedback</li> </ul>	Dictionary Panel for dictionary entry details on parts of speech, plurals, etc	<p>The Board provides:</p> <ul style="list-style-type: none"> <li>• Quality assurance – a final check before publishing</li> <li>• Oversight – to ensure Panels are following agreed policies</li> <li>• Consistency – ensuring consistency and links between the work of the Panels</li> <li>• Accountability – taking responsibility for the work of the Panels</li> <li>• Management – ensuring all Panels are friendly spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Online dictionary</li> </ul>
<b>Dictionary</b>	Corrections and expansion of dictionary entries	<ul style="list-style-type: none"> <li>• Terminology Panel</li> <li>• Dictionary website feedback</li> </ul>			<ul style="list-style-type: none"> <li>• Online dictionary</li> </ul>
<b>Place Names</b>	Place names	<ul style="list-style-type: none"> <li>• Cornwall Council</li> <li>• Partner projects</li> <li>• General enquiries</li> </ul>			<ul style="list-style-type: none"> <li>• AK Place name website</li> </ul>
<b>Research</b>	Linguistic research Skians conference Corpus	<ul style="list-style-type: none"> <li>• AK Panels</li> <li>• General public</li> <li>• Other researchers</li> </ul>			<ul style="list-style-type: none"> <li>• AK Management minutes and decision log – specific notes on AK website if required</li> <li>• Skians website</li> </ul>
<b>Grammar</b>	Grammar	<ul style="list-style-type: none"> <li>• Translation Service</li> </ul>			<ul style="list-style-type: none"> <li>• Guidance notes on AK website</li> </ul>

## **2. Decision Making and Delegation**

Akademi Kernewek was registered with the Charities Commission as a Charitable Incorporated Organisation in 2019. The decision-making process of Akademi Kernewek is set by its constitution.

Akademi Kernewek consists of a Board of Trustees which sets strategy and takes key decisions, and Panels which research specialist aspects of the Cornish language and report to the Board.

### **Trustees**

#### **Number of trustees**

- There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

#### **Appointment of trustees**

- Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Akademi Kernewek as a CIO.

#### **Decision-making by the Trustees: The Board**

- Decisions will normally be taken at a meeting of the Board and the Board shall meet every 2 months.
- The Board is attended by the Akademi Kernewek trustees and the trustees are the only voting members.
- The Board may also be attended by invited experts to provide specialist/technical advice but these attendees do not have voting rights.
- The trustees appoint one of their number to chair the Board. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

#### **Procedure at Board meetings**

- No decision shall be taken at a meeting unless a quorum is present at the time when

the decision is taken. The quorum is four charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- Agendas and minutes of the Board are published on the Akademi Kernewek website.

### **Delegation by the Board to the Panels**

- The Akademi Kernewek delegates specific research functions to Panels.
- The Panels report the results of their research to the Board for review, approval and publication, or further research by another Panel.
- The Board determines the terms and conditions on which the delegation is made, and may revoke the delegation, for example if that function is no longer required.
- Each panel consists of four or more persons, but at least one member of each Panel must be a charity trustee;
- The acts and proceedings of the Panels must be brought to the attention of the Board as soon as is reasonably practicable; and
- The Board shall from time to time review the arrangements which they have made for the delegation of their powers.

### **3. Akademi Kernewek: Board of Trustees**

The Board Members are the Trustees of the CIO and the Board is the decision-making body of the Akademi Kernewek. Panel Chairs must also attend Board meetings on an ex-officio basis and other people may be invited to attend for specialist advice.

#### **Board Remit**

1. To take responsibility for the management of the Akademi Kernewek, ensuring that the Akademi Kernewek complies with Charity Commission rules and follows good practice for charities.
2. To take responsibility for the financial management of the Akademi Kernewek, including agreeing an annual budget, ensuring systems are in place to account for expenditure and income and ensuring that work is carried out efficiently.
3. To set the strategy and work plan of the Akademi Kernewek and report progress to Cornwall Council and any other funders on an annual basis.
4. To ensure that agreed targets are met and to comply with agreed monitoring procedures.
5. To establish Panels with specific remits to work on particular tasks. In 2022, there are four Panels with an on-going remit, but their remit may be changed by the Board in the future. The Panels may be disbanded by the Board and/or new Panels may be formed.
6. To monitor, review and approve the work of the Panels and Panel Chairs. The Panels will report a summary of recent research to each Board meeting, with key issues highlighted for Board consideration and approval and a schedule of the full work to be made available if required by the Board.
7. To put in place measures to ensure that the administration of the Akademi Kernewek is carried out efficiently.
8. To promote the work of the Akademi Kernewek, including research on terms and place names, Panel policies and methods for contacting the Akademi Kernewek.
9. Only the Trustees are able to vote on decisions. Panel Chairs will be expected to attend the Board ex-officio. The Board will have the ability to co-opt specialist advice if required (e.g. to provide financial or other expertise).
10. Board members must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
11. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Akademi Kernewek.

#### **Person specification for Board Members (Trustees)**



1. Board members should normally possess a good knowledge of the Cornish language, sufficient to allow them to judge issues that may arise in compiling and monitoring the work programme.
2. The Board may also include Members who are not able to speak Cornish but with particular skills of benefit to the Akademi, such as financial, research and management experience.
3. Board membership should include Further and Higher Education partners.
4. The minimum number of Board members will be three and the maximum will be twelve.
5. Board members should act in the best interests of the Akademi Kernewek. Other interests should be declared.
6. Board members must support the use of the Standard Written Form of Cornish in official public and educational work.
7. Board members will be expected to be able to speak on behalf of the Akademi on occasion.
8. Board members should be prepared to work in a consensual manner and seek advice where required.
9. Board members may also be members or Chair of a Panel.
10. Board members will be expected to attend regular meetings in Cornwall.

#### **4. Akademi Kernewek: Panels**

##### **Panel Remit - General**

1. Panels will be equipped with individual subject remits set by the Board.
2. Panels will be composed of 5-8 members.
3. Panels will meet more regularly than the Board in order to implement their remit.
4. The Panel will publish a Panel Policy Document, so that the public can understand how decisions are reached and the Policy Document should evolve to reflect the developing knowledge and expertise of each Panel. Changes to the Policy Document must be reported to the Board.
5. Panel research will be reported to the Board for approval and publication on the Akademi Kernewek website.
6. Panels will be subject to a 2-year review, at which membership and the Chair will be reviewed and refreshed if appropriate.
7. Panels will develop links with other language academies and universities, particularly Celtic language organisations, with a view to developing best practice, networks in similar fields and shared/linked resources.

##### **Person specification for Panel Chairs**

1. Panel Chairs will be appointed by the Board. Panel Chairs will be expected to work with Panel members to fulfil the remit of their particular Panel.
2. Chairs will either have a particular expertise in the area of study of the Panel or the ability to act as fair facilitator and work programme manager for a Panel if that is deemed appropriate. Their main role is to manage the workflow of the Panel, facilitate discussion and ensure objective and rigorous decision-making based on evidence. The Board will therefore appoint Chairs according to their ability to lead the Panel, not by dint of having the most knowledge in the remit of the Panel.
3. Chairs will seek to reach decisions by consensus wherever possible and by majority where necessary. Panel decisions will be guided by policies, practices and methodology prepared by each Panel and by the SWF Specification. Panel decisions will be reported to the Board for approval (or further research) and published on the Akademi website.
4. Chairs will report the work of their Panel to the Board and may serve as members of the Board.
5. Chairs will undertake to ensure that their Panel meets any targets set by the Board or service delivery requirements that may be agreed between the Akademi and Cornwall Council and other funders or partners.

6. Chairs will, in conjunction with the Board, identify suitable Panel members, having due consideration for a spread of expertise, inclusivity and diversity.
7. Panel Chairs will be expected to attend regular meetings in Cornwall.

### **Specific Remits of the Four Panels**

#### **PLACE NAME PANEL**

- To research Cornish language place names and provide Cornish language SWF equivalents to places in Cornwall to be maintained in a publicly available database
- To research Cornish language street names and provide Cornish language SWF translations of street names for use on signs by councils
- To collate a supporting body of evidence on Cornish language place names and bring together expertise in the field
- To input place names and street names in the Akademi Kernewek place name database and report recent work to the Board for approval.

#### **TERMINOLOGY PANEL**

- To research new terms in the Cornish language to support the Translation Service, partner organisations' projects and the Cornish language community generally.
- To collate evidence from existing resources, projects and speakers to create a pooled evidence base to support the work of the Terminology Panel
- To research terms to enable Cornish speakers to use their language in any field in the 21st Century and to reflect and prioritise modern day use of the language.
- To report to Board for approval lists of new terms. On approval by the Board, new terms will be a) published in the online dictionary and b) published as subject lists on the Akademi website for consultation. The Panel will consider consultation responses and then recommend final versions of the terms to the Board approval and inclusion in the online dictionary.

#### **RESEARCH PANEL**

- To respond to the other Akademi Panels and Translation Service on more complex matters of vocabulary, spelling, grammar and use, where Panels are unable to come to a satisfactory conclusion or have been unable to find sufficient evidence.
- To develop a network of research being carried out into the Cornish language by partners, with a view to reducing duplication, sharing results with the Cornish language community and identifying gaps and priorities for future research.

## DICTIONARY

The Panel's main function is to develop the Maes-T dictionary database by inputting a) terms researched by the Terminology Panel and approved by the Board, and b) additional details for existing entries provided by the Terminology and Research Panels.

The specific remit of the Panel is:

- To expand the depth of entries in the Cornish SWF dictionary. This will include parts of speech, plurals, specific meanings, register of use and historic attestations where these are useful, but the primary purpose is to provide a dictionary for using Cornish language in the 21st Century.
- To ensure that terms in the Cornish language dictionary and new terms generated by the Terminology Panel comply with the SWF Specification (3rd edition 2021).
- To identify and implement improvements to functionality and presentation of the online dictionary.

## **5. Appointment process for Trustees, Chairs and Panel Members**

### **(a) Trustees**

1. The Akademi Kernewek constitution specifies the terms of appointment of the initial trustees from the date of formation as a CIO. At the end of that period of appointment trustees may stand down or may indicate that they are prepared to continue for one further period of three years. If the trustee wishes to stand down, the Board may wish to appoint a replacement.
2. The Board will periodically carry out a skills audit to identify any areas of expertise which the Board considers would be beneficial but are not offered by current trustees. In that case an additional appointment may be made.
3. The vacancy will be advertised on the Akademi website and the areas of expertise sought will be specified. Cornish language groups will be informed through the Rosweyth (network of Cornish language groups).
4. Applicants will meet at least two existing trustees who will ensure that applicants are fully aware of the responsibilities of the Board.
5. All applicants' names will be circulated to Board members. If there are several applicants existing trustees will be asked to vote with the chair having a casting vote.

### **(b) Panel Chairs**

1. The Panel chair will be appointed by the Board but usually seeking the recommendation of the Panel's members. A trustee may be asked to facilitate this appointment if necessary.

### **(c) Panel members**

1. Panels should consist of members with an expertise in the remit of the Panel and the Panels should aim to bring together a range of expertise so that the Akademi convenes the sum of knowledge in the Cornish language community.
2. Panel members should normally have competency in Cornish language but the expertise of non-Cornish language speakers should be sought and welcomed.
3. Panels should review their remit on a regular basis and consider the appointment of new panel members if they are not able to fulfil the remit. Additional panel members may be appointed if the existing panel agree that they would enhance or extend the range of expertise.
4. The panel chair should facilitate the appointment of panel members. Vacancies may be advertised on the Akademi website and through Rosweyth.



## **Section D: Akademi Kernewek Governance Policies**

## People Policies

### 1. AKADEMI KERNEWEK CODE OF CONDUCT

#### Part 1: For Trustees, Panel Chairs and Panel Members

##### GENERAL

I will respect and uphold the values of the Akademi Kernewek, these values being to:

- a) Encourage those with research and knowledge about Cornish language to work together and always acting with respect
- b) Share our pooled knowledge of the Cornish language in the Standard Written Form
- c) Cooperate and work together to reach joint decisions, always respecting
- d) Be open so that information about the Cornish language is easily accessible
- e) Support Cornish speakers and learners by meeting their reference needs
- f) Build confidence for partners across Cornwall to use more Cornish language.

I will act within the Akademi Kernewek constitution and the law, being aware of the contents of the Akademi's governance code, policies and procedures and the law as it applies to the Akademi Kernewek.

I will maintain a sound and up-to-date knowledge of the Akademi Kernewek and its work – understanding how the Akademi works and the environment within which it operates.

##### MANAGING INTERESTS

I will act in the best interests of the Akademi Kernewek as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing the Akademi into disrepute.

I will manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. I will not seek to gain materially or financially unless specifically authorised to do so.

I will respect confidentiality – understanding what confidentiality means in practice for the Akademi Kernewek, its board and the individuals involved with it.

##### MEETINGS

I will attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend panel meetings.

I will prepare fully for meetings and all work for the Akademi Kernewek – reading papers, querying anything I don't understand and thinking through issues in good time before meetings.

I will actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.

I will act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.

## BEHAVIOUR

I will work considerately and respectfully with all – respecting the opinions of others, respecting the different roles and diversity of panel members, and avoiding giving offence.

I will contribute to ensuring meetings are welcoming and professional, and ensure that communication both in person and online is courteous, respectful and avoids giving offence.

Trustees and Panel members are expected to honour the content and spirit of this code.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	

## Part 2: Additional Responsibilities for Trustees

I will seek to be accountable for my actions as a trustee of the Akademi Kernewek, and will submit myself to whatever scrutiny is appropriate.

I accept my responsibility to ensure that the Akademi Kernewek is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

## GOVERNANCE

I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.

I will help to identify good candidates for trusteeship at the Akademi Kernewek and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

## LEAVING THE BOARD

I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.

Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.

If I wish to cease being a trustee of the Akademi Kernewek at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	



## **2. CONFLICTS OF INTEREST**

This policy applies to trustees of the Akademi Kernewek and all members of Akademi Kernewek Panels.

### **Why we have a policy**

Trustees have a legal obligation to act in the best interests of the Akademi Kernewek, and in accordance with the Akademi Kernewek's governing document, and to avoid situations where there may be a potential conflict of interest. Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the Akademi Kernewek. Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of the Akademi Kernewek
- risk the impression that the Akademi Kernewek has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **Conflicts of Interest Policy**

1. Trustees must sign the Declaration of Interests form annually setting out business interests and membership of committees. The collected declarations form the Register of Interests. Any potential conflicts of interest with the work of the Akademi must be declared.
2. At the beginning of each Board meeting trustees are asked:
  - i. If they have any financial or other interest in any item on the agenda.
  - ii. If there are any changes to the Register of Business Interests.
3. If a conflict of interest is declared the chair may ask the trustee to leave the meeting while a specific item is discussed.

### 3. COMPLAINTS POLICY

1. Under the current structure internal complaints may arise:
  - (a) If panel members, panel chairs, or trustees believe they have experienced an injustice themselves or if they believe there has been irregular or illegal behaviour by a colleague.
  - (b) If panel members, chairs or trustees feel their views are not being listened to or they are excluded from discussions which they are entitled to contribute to.
  
2. Complaints will be dealt with in two stages:
  - (a) Informally, when the complainant should write to or speak to the Chair of Trustees, who must then raise the concern with the colleague named.
  - (b) If the informal approach does not resolve the issue, the complainant must set out in writing the case to be answered and present the case to the Chair of Trustees making clear that he or she wishes the complaint to be dealt with formally.
  - (c) The Chair of Trustees must then ask two other Trustees to investigate. The complainant should, while the case is investigated, ask a friend or a colleague to attend all meetings with him or her.
  - (d) A written report of all discussion is then submitted to the Chair of the Akademi who will decide on what further action must be taken.
  - (e) Confidentiality must be adhered to at all times and issues must not be delayed unreasonably by either party involved.
  
3. The Akademi may also receive complaints from people or organisations who are not formally associated with the Akademi.
  - (a) If the complaint is made about a panel member, or trustee the two-stage procedure set out in paragraph 2 applies.
  - (b) If the complaint is made about the Akademi, either in connection with processes or procedures, a meeting of trustees should be convened and attempts must be made to resolve the issue amicably. The Akademi should also recognise that such complaints can sometimes help an organisation focus on ways of improving procedures.
  - (c) The Akademi should refrain, if at all possible, from entering into public debates on social network sites and respond directly and privately to the complainant.

4. If a complaint is made about published work of the Akademi, the Board will:
  - (a) Ask the relevant Panel Chair to consider and review the complaint and report to the next meeting of the Board with details of the matter, evidence to support the published work and a recommendation to the Board.
  - (b) The Board will consider the complaint itself and the advice of the Panel Chair and publish its decision. Details of the complainant will remain anonymous.

## **4. EQUAL OPPORTUNITIES**

### **Introduction**

Akademi Kernewek accepts that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

### **Policy**

Akademi Kernewek will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will not tolerate any form of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

Akademi Kernewek will ensure its working practices and services are inclusive and it will support wider community efforts to tackle social exclusion, inequality, discrimination and disadvantage.

Akademi Kernewek will take positive steps to ensure that:

- all people are treated with dignity and respect;
- equality of opportunity and diversity is promoted;
- services are accessible, appropriate and delivered fairly to all;
- the mix of volunteers on the Board and Panels reflects, as far as possible, the broad mix of the population of the community;
- a welcoming working environment is provided in meetings and meetings are held in locations and at times that do not exclude participation;
- create effective partnerships with all parts of our community.

### **Why have this policy?**

Akademi Kernewek recognises, respects and values diversity in its Trustees and volunteers, in the Cornish language community and those in the wider community who may be interested in the Cornish language.

Akademi Kernewek has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate support and development of the people who volunteer for the Akademi.

## **PROCEDURES**

### **Responsibility for Implementation**

This policy covers the behaviour of all people volunteering in Akademi Kernewek and sets out the way they can expect to be treated in turn by Akademi Kernewek. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees.

### **Method of Implementation**

Akademi Kernewek intends to implement this policy by:

- Ensuring that Trustees and volunteers are made aware, understand and agree with this policy. All volunteers will be given a copy of this policy as part of their induction.
- Monitoring the services and publicity provided by Akademi Kernewek, to ensure that they are accessible to all sections of the population and do not discriminate.

### **Monitoring and Reviewing**

Akademi Kernewek has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. The Board will review the policy annually.

## 5. BULLYING AND HARASSMENT

### Policy

Everyone will be treated with dignity and respect at Akademi Kernewek. Bullying and harassment of any kind are in no-one's interest and will not be tolerated. This policy applies to all Trustees, Panel members and any other volunteers.

### What are Bullying and Harassment?

**Harassment**, in general terms is unwanted conduct affecting dignity where actions or comments are viewed as demeaning and unacceptable to the recipient. It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

**Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people.

It may be obvious or it may be insidious. It may be face to face or in written communications, email, or phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

For further guidance see:

[www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

[www.acas.org.uk/media/pdf/l/r/Bullying\\_and\\_harassment\\_employer\\_2010-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/l/r/Bullying_and_harassment_employer_2010-accessible-version-July-2011.pdf)

Examples of bullying/harassing behaviour include:

- spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, age, disability, sexual orientation and religion or belief);
- copying memos that are critical about someone to others who do not need to know;
- ridiculing or demeaning someone - picking on them or setting them up to fail;
- exclusion or victimisation;
- unfair treatment;
- overbearing behaviour to a person in meetings either individually or in group;
- unwelcome sexual advances - touching, standing too close, the display of offensive materials;
- deliberately undermining a competent volunteer by overloading and constant criticism;

Legitimate, constructive and fair criticism of performance or behaviour is not bullying. An occasional raised voice or argument is not bullying.

### **Procedures**

Complaints of bullying and/or harassment, or information from Akademi volunteers relating to such complaints, will be dealt with fairly, sensitively and confidentially through the Akademi Kernewek's Grievance Procedure.

However, bullying or harassment will not be treated as a standard grievance; it is a serious issue and will be treated as such. Where complaints by panel members of bullying or harassment involve a Panel Chair, approaches should be made to another Panel Chair or Akademi Trustee.

### **Investigation**

Complaints will be taken seriously and investigated promptly, objectively and independently. Decisions can then be made as to what action needs to be taken.

### **Informal action**

If appropriate, the matter will be dealt with informally; sometimes people are not aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will cease.

### **Formal action**

More serious cases of bullying or harassment will be dealt with under the Akademi Kernewek's formal grievance procedure and may lead to dismissal from the organisation.

### **Unfounded allegations**

Volunteers lodging a complaint will not be disciplined for doing so unless somebody makes an unfounded allegation of bullying and/or harassment for malicious reasons. The case will then be investigated and dealt with fairly and objectively under the grievance procedure.

### **Procedures**

The aim of these procedures is to ensure incidents of bullying and harassment can be recognised and dealt with.

### **How can bullying and harassment be recognised?**

Behaviour that is considered bullying by one person may be considered firm management or assertiveness by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the "grey" areas that cause most problems.

Bullying and harassment can often be hard to recognize – they may not be obvious to others, and may be insidious. The recipient may think "perhaps this is normal behaviour

for Akademi Kernewek meetings”. They may be anxious that others will consider them weak, or not up to the job, if they find the actions of others intimidating. They may be accused of “overreacting” and worry that they won’t be believed if they do report incidents.

People being bullied or harassed may sometimes appear to overreact to something that seems relatively trivial but which may be the “last straw” following a series of incidents. There is often fear of retribution if they make a complaint. Colleagues may be reluctant to come forward as witnesses, as they too may fear the consequences to themselves. They may be so relieved not to be the target of the bully that they collude with the bully as a way of avoiding attention.

Bullying and harassment makes someone feel anxious and humiliated. Feelings of anger and frustration at being unable to cope may be triggered. Some people may try to retaliate in some way. Others may become frightened and demotivated. Stress, loss of self confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence, and even resignation. Almost always, performance is affected and relations in the organisation suffer.

### **Taking the lead**

Trustees and Panel Chairs should be clear about the standards of behaviour expected, set a good example in their own behaviour and ensure that individuals are fully aware of their responsibilities to others.

### **Procedures**

Complaints of bullying or harassment, or information from volunteers relating to such complaints, will be dealt with fairly, confidentially and sensitively using the general process set out in the Akademi’s grievance procedures. But bullying will not be treated as a standard grievance as it is a very serious matter.



## **6. GRIEVANCE PROCEDURE**

### **Introduction**

Akademi Kernewek aims to create an environment where volunteers feel valued. Akademi Kernewek recognises that there may be occasions when volunteers have concerns or grievances and this grievance procedure enables individual volunteers to raise grievances more formally. The procedure provides an open and fair way for volunteers to make known their problems and aims to enable grievances to be resolved quickly before they fester and become major problems.

### **Informal Discussions**

In the first instance, if any volunteer has a grievance about their volunteering or a colleague they should discuss it informally, as soon as possible, with the Panel Chair. It is hoped that the majority of concerns will be resolved at this stage.

### **Formal Procedure**

#### **Stage 1**

If a volunteer feels that the matter has not been resolved through informal discussions, they should put the complaint in writing to the Chair of Akademi Kernewek.

A meeting will be held between the volunteer and the Panel Chair (or other appropriate person) to respond to the complaints raised. The meeting will be an opportunity for the volunteer to explain their complaints and share how they would like them to be addressed. The volunteer has a right to be accompanied to the meeting.

Following the meeting, the Panel Chair (or other appropriate person) will give a written response outlining how the complaint(s) will be responded to. If the complaint is against another volunteer or requires further investigation, this will be carried out. The response will follow this investigation and include a reference to the right of appeal.

#### **Stage 2**

If the volunteer feels the issue has still not been resolved satisfactorily, the volunteer must raise the matter, in writing, with the Chair of Akademi Kernewek who will invite the volunteer to a meeting where they can discuss the matter and establish how best to resolve the situation. The volunteer has a right to be accompanied to the meeting.

Following the meeting, the Chairman will give a written response outlining how the complaint will be responded to. If the complaint is against another member of the Akademi (trustee, panel chair or panel member), or if the complaint requires further investigation, the Chair will need to carry out further meetings with those involved. In this case, the response will follow these enquiries and include a reference to the right of appeal.

### **Right of Appeal**

If the volunteer wishes to appeal against any grievance decision, they must appeal, in writing within five working days of the decision being communicated to them to the Chair.

The Chair will convene a meeting of those trustees not involved in the process so far to review the process and decision, to hear the appeal and answer within 28 days.

## Data Policies

### 1. Intellectual Property

All content of the Akademi Kernewek websites (Akademi Kernewek, Akademi Kernewek Place Names, Akademi Kernewek Corpus Search and Akademi Kernewek Cornish Dictionary) is the Intellectual Property of the Akademi Kernewek. The Cornish Language Office at Cornwall Council is the data manager for the Akademi and the named successor body should the Akademi Kernewek fold.

The Akademi Kernewek is committed to sharing knowledge about the Cornish language and making the language as accessible as possible to the public. The Akademi will therefore be willing to share Cornish language research on the following basis:

- For non-commercial use: Creative Commons licence CC-BY-NC – allowing the sharing of research but only for non-commercial use and with attribution to the Akademi Kernewek:
- For commercial use: Creative Commons licence CC-BY-SA. The Akademi Kernewek may agree to commercial use of its Intellectual Property where the proposed use would enable greater use of Cornish language. Due to the unique nature of the work, the Akademi will agree a commercial fee on a case by case basis in order to cover any additional costs of working on the proposal and to invest in the further development of the Akademi's work.

An overview of Creative Commons licences can be found in the link below as well as the individual licences to be applied:

<https://creativecommons.org/about/ccllicenses/>

## 2. Privacy and Cookies Policy

### Your personal data

This policy explains how Akademi Kernewek uses personal information provided by you and how we will communicate with you. We respect the rights of our members, volunteers and enquirers to privacy and confidentiality and we promise to keep your information secure. This includes the use of cookies on our website and how we use them.

### Who we are

The Akademi Kernewek is what's known as the 'Controller' of the personal data that you provide to us.

If you have any questions about this, contact the Cornish Language Office on 01872 326914, email [cornishlanguage@cornwall.gov.uk](mailto:cornishlanguage@cornwall.gov.uk) or write to us at The Akademi Kernewek, Cornish Language Office, Pydar House, Pydar Street, Truro, Cornwall TR1 1XU

### What we need

We will normally only collect basic personal information about you – your name and email address – but it may also include your postal address and telephone number. This information is collected from enquiries made to the Akademi Kernewek.

We would be grateful if you would inform us if any of your contact details change so that our records remain as up to date as possible.

### Why we need it

- We will normally only need to know your basic contact details in order to answer your enquiry and sometimes provide more detailed information at a future date.
- We will hold personal details of Akademi Kernewek Trustees as part of their required declarations under charity law.

### What we do with it

- Any data we collect is processed solely by staff at the Cornish Language Office at Cornwall Council and securely stored in the data management system of the Language Office. No paper copies are held. Your privacy is of paramount importance to us.

### What we DO NOT do

- We will never sell your data to anyone else or share it without your permission
- We will not contact you if you have asked for your details to be removed from our records or if you have asked not to be contacted using a specific method.

### **How long we keep it**

- We will normally only keep your data for the period of your enquiry or correspondence, and your data will be retained for a maximum of two years from your last communication with the Akademi Kernewek.

### **What are your rights?**

- You have a right to request to see the information that we hold about you and have it corrected or deleted if necessary.
- If you wish to make an enquiry about your personal data, you can contact the Cornish Language Office via [cornishlanguage@cornwall.gov.uk](mailto:cornishlanguage@cornwall.gov.uk)
- If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can raise the matter with the Information Commissioner's Office (ICO), their website is [www.ico.org.uk](http://www.ico.org.uk)

### **Cookie Policy**

- The Akademi Kernewek websites use cookies – small text files that are placed on your machine to help the site provide a better user experience. As a rule, cookies will make your browsing experience better. We do not use cookies that store financial or personal information that enables us to identify you.
- We use Google Analytics cookies on our website to record website visits. This information is anonymous, and we don't share this with anyone.
- We use a number of essential session cookies to enable certain parts of the website to function properly. We use a security system to protect our website, and this has inbuilt cookies.
- You may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers. However, you may wish to note that this may mean that certain functions on our website will not work correctly without the cookies.
- If you would like a full list of Cookies that are used on the website, please contact [cornishlanguage@cornwall.gov.uk](mailto:cornishlanguage@cornwall.gov.uk)