

# Code of Conduct for Local Governing Bodies



This code sets out the expectations on and commitment required from Governors in order for the Local Governing Body to properly carry out its work within the school/s and the community.

## The Local Governing Body has the following core functions:

Establishing the strategic direction with the headteacher:

- Setting the vision, values, and objectives for the school within the wider objectives of the Trust
- Agreeing the school improvement plan with priorities and targets
- Helping the school, within the context of the Trust, to meet its statutory duties

Ensuring accountability, by:

- Receiving reports from the Headteacher
- Monitoring progress towards targets
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring the school maintains its ethos and engages with its community

## As individuals on the Local Governing Body , we agree to the following:

### Role & Responsibilities

- We understand the purpose of the Local Governing Body, the role of the Headteacher and the Trust Board.
- We accept that we have no legal authority to act individually, except when the Local Governing Body within the boundaries of the Trust Scheme of Delegation has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Governing Body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Local Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Local Governing Body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff within the Trust, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/s and Multi-Academy Trust. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints, we will follow the procedures established by the Trust.
- We will actively support and challenge the Headteacher.

### Commitment

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Local Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.

- We will make full efforts to attend all meetings and, where we cannot attend, explain in advance why we are unable to, recognising that the Local Governing Body meetings need to be quorate.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the Headteacher and undertaken within an agreed framework.
- We will undertake relevant training for our individual and collective needs in induction, training and development.
- We accept that 6 months non-attendance of meetings in any rolling year, without apologies that are considered acceptable by the Local Governing Body and without other involvement in the life of the school, will result in disqualification.
- We agree to support, promote and operate in accordance with the co-operative values and principles: Self Help, Self-Responsibility, Equity, Equality, Democracy, Solidarity, Social Responsibility, Honesty, Openness and Caring for Others.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the council, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to Governors will be collected and logged on the DfE's national database of Governors (Get Information about Schools.)

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Governors and the clerk to the Local Governing Body.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Local Governing Body members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the Multi-Academy Trust, the local authority, other relevant agencies and the community.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school / Multi-Academy Trust business arise outside a Local Governing Body meeting.
- We will not reveal the details of any Local Governing Body vote.

### **Conflicts of interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Local Governing Body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Local Governing Body by a stakeholder group.

## Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Local Governing Body in consultation with the Trust Board will only use suspension / removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that we believe has breached this code, another Local Governing Body member, such as the vice Chair, will investigate.

### The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and by example.

Name of Local Governing Body \_\_\_\_\_

Name of Governor \_\_\_\_\_

Signature of Governor \_\_\_\_\_

Date \_\_\_\_\_