



Governance Code of Conduct

The Local Governing Body

- 1) The Local Governing Body (LGB) will focus on *strategic* functions including:
 - a) Establishing cooperative direction by:
 - b) Setting values and objectives for the school and ensuring all stakeholders are made aware of them.
 - c) Focussing on high-level Academy targets set by the Delta Education Trust Board, and, where beneficial and practicable, setting complementary internal Academy targets.
 - d) Working with leadership, producing an Academy Development Plan (ADP) with clear priorities and stated criteria by which achievement of targets can be measured.
 - e) Meeting statutory duties *in full and without delay*.
- 2) Ensuring accountability, by:
 - a) Monitoring the educational performance of the school and progress towards agreed targets.
 - b) Engaging with stakeholders.
 - c) Contributing to school self-evaluation, to include evaluation of governance.
- 3) Overseeing financial performance, by:
 - a) Monitoring spending against the budget.
 - b) Ensuring money is well spent and value for money is obtained.
 - c) Ensuring risks are managed to the extent delegated in the Delta Education Trust Governance Framework and Scheme of Delegation.

Individual Governors

- 4) As governors, we undertake to:
 - a) Have full regard for the purpose of the board and the role of the senior leadership team.
 - b) Accept that we have no legal authority to act individually, except when the Delta Education Trust Board has given us delegated authority to do so. We will only speak on behalf of the LGB when we have been specifically authorised to do so.
 - c) Accept collective responsibility for all decisions made by the LGB. This means that we will never speak against majority decisions outside LGB meetings.

- d) Fulfil our duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- e) Encourage open governance, and to act appropriately.
- f) Consider carefully how our decisions may affect the community and other schools.
- g) Always be mindful of our responsibility to maintain and develop the values, ethos and reputation of our school. Our actions within the school and the local community must reflect this.
- h) Follow the procedures established by the LGB when making or responding to criticism or complaints.
- i) Actively support and challenge the senior leadership team.
- j) Put the interests of the whole student body above those of any of our children at the school, and not attempt to influence any individual case through our role as a governor in any way.
- k) Never raise individual cases at LGB meeting, nor allow them to be raised, as this might preclude the LGB from meeting its statutory obligation to review certain decisions which might be made by the headteacher.
- l) Accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation:
 - (1) Respecting the role of the senior leaders and their responsibility for the management of the school, and avoiding any actions that might undermine such responsibility, or appear to undermine it.
 - (2) Adhering to the school's rules and policies, and to the procedures of governance set out by the relevant governance documents and law.
 - (3) When formally speaking or writing in our governance role, ensuring our comments reflect current organisational policy even if they might be different to our personal views.
 - (4) When communicating in our private capacity (including on social media) being mindful of and strive to uphold the reputation of the organisation and adhering to the school's media policy.

Commitment

- 5) We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy. We will
 - a) Each involve ourselves actively in the work of the LGB, and accept our share of responsibilities, including service on committees or working groups.
 - b) Make every effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
 - c) Check our school email frequently, and respond to messages in a timely manner to facilitate the work of the Trust, the LGB, and leadership.
 - d) Get to know the school well and respond to opportunities to involve ourselves in school activities.
 - e) Visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governance board and conducted according to the

guidance in The National Governors' Association document "*Knowing Your School: School Visits*".

- f) When visiting the school in a personal capacity (i.e. as a parent or carer), maintain our underlying responsibilities as a governor and in particular our responsibility not to jeopardize the essential professional relationship between the LGB and the leadership and staff.
- g) Consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- h) Agree that, in the interests of open governance, our full names, date of appointment, terms of office, roles on the governance board, 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.
- i) Agree that, in the interests of transparency, information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

Standards of Conduct

- 6) We embrace the seven principles of public life, and will be mindful of them at all times:
 - a) Selflessness - we will act solely in the public interest.
 - b) Integrity - we will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in their work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.
 - c) Objectivity - we will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
 - d) Accountability - we are accountable to the public for our decisions and actions and submit ourselves to the scrutiny necessary to ensure this.
 - e) Openness - We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.
 - f) Honesty - We will be truthful.
 - g) Leadership - We will exhibit these principles in their own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Relationships

- 7) We will strive to work as a team, both within the LGB and with the leadership, in which constructive working relationships are actively promoted. We will:
 - a) Express views openly, courteously and respectfully in all our communications with other governors, the clerk to the LGB and school staff at all times and in all contexts.
 - b) Support the chair in their role of ensuring appropriate conduct all times.
 - c) Be prepared to answer queries from other LGB members in relation to delegated functions and take into account any concerns expressed.
 - d) Acknowledge the time, effort and skills that have been committed to delegated functions by those involved.

- e) Seek to develop effective working relationships with the senior leadership team, staff and parents, the Trust, the local authority, other relevant agencies and the community.
- f) Uphold the school's values and ethos, procedures and policies.

Confidentiality

- 8) We will observe complete confidentiality, both inside and outside school, when matters are deemed confidential or where they concern specific members of staff or pupils. We will:
 - a) Exercise the greatest prudence at all times when discussions regarding school business arise outside a governance board meeting.
 - b) Not reveal the details of any governance board vote.
 - c) Ensure all confidential documents are held and disposed of appropriately.
 - d) Continue to apply in full all requirements for confidentiality after leaving office.

Conflicts of interest

- 9) We will:
 - a) Record any pecuniary or other business interest (including those related to people we are connected with) that we have which might relate to, or might appear to relate to, LGB business in the Register of Business Interests.
 - b) If any matter arises in a meeting where a conflict of interest exists or appears to exist, offer to leave the meeting while the matter is discussed.
 - c) Agree that the Register of Business Interests will be published on the school website.
 - d) Declare any conflict of interest or loyalty at the start of any meeting should such conflict arise.
 - e) Act in the best interests of the school as a whole and not as a representative of any group, even if elected to the LGB by that group.

Breaches of Code of Conduct

- 10) If we believe this code has been breached, we will raise this issue with the chair who will:
 - a) Investigate the matter and report to the LGB and the Trust Board.
 - b) Where the chair is believed to have breached the code, report the allegation to the chair of the Trust Board and cooperate fully in investigating the allegation.
- 11) Where the chair believes they might have breached the code, or might appear to have breached the code, they will report the matter to the chair of the Trust Board and cooperate fully in investigation of the matter.
- 12) The Trust Board and/or LGB will:
 - a) Use suspension or removal as a last resort.
 - b) Resolve difficulties, disputes or breaches in constructive ways.
 - c) View repeated breaches, or failure to undertake not to repeat breaches, as evidence that methods in (b) above are insufficient.