



Code of Conduct

This code sets out the expectations on and commitment required from governors in order for the governing board to carry out its work within the academy and the community. It is based on the NGA Code of Conduct.

The Trust's Scheme of Delegation sets out the duties and responsibilities of each level of governance and details the differences in levels of delegation between academies in the Trust. This Code of Conduct should be read in conjunction with the Scheme of Delegation.

Role & Responsibilities

- We understand the purpose of the Local Governing Board (LGB) and the role of the Trust leaders & Head Teacher/Head of School
- We accept collective responsibility for all decisions made by the LGB or its delegated agents. This means that we will not speak against majority decisions outside meetings
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the LGB when we have been specifically authorised to do so
- We have a duty to act fairly and without prejudice
- We will encourage open governance and will act appropriately
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy
- We will follow the Trust's Complaint Policy when complaints about the academy are received
- We will actively support and challenge the Trust leaders & Head Teacher / Head of School
- We will accept and respect the difference in roles between the LGB and staff, and the LGB and the Trust Board, ensuring that we work collectively for the benefit of the organisation
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different from our personal views
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation

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 LGB, and accept our fair share of responsibilities, including service on Trust 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. If we cannot attend the meeting, we will submit questions in advance for them to be recorded in the minutes
- We will read all papers in advance of the meeting where they are available and come to the meeting prepared to ask challenging questions

- We will visit the school, with all visits to school arranged in advance and undertaken according to the Trust's Governor Visit policy
- When visiting the school in a personal capacity (e.g. as a parent or carer), we will maintain our underlying responsibility as a governor
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

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
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times
- We will seek to develop effective working relationships with the Trust leaders, Head Teacher/Head of School, staff and parents, 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 business arise outside a governing board meeting
- We will not reveal the details of any governing board vote
- We will ensure all confidential papers are held and disposed of appropriately

Conflicts of interest

- We will record annually any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests
- We will declare any conflict of interest at the start of any meeting. We will offer to leave the meeting for the appropriate length of time during discussions that represent a conflict of interest
- We will act in the best interests of the Trust as a whole and not as a representative of any group, even if elected to the governing board

Ceasing to be a governor committee member

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

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 in conjunction with the Trust Board; 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, a trustee will investigate