

## **Local Governing Body Code of Conduct**

**This is a set of statements which each Local Governing Body (LGB) member will commit to by signing the document to confirm acceptance of the appointment.**

### **As local governors, we will focus on our strategic functions:**

1. Ensuring there is clarity of vision, ethos, and strategic direction.
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.
3. Overseeing the financial performance of the organisation and making sure its money is well spent.
4. Ensuring the voices of stakeholders are heard.

### **We agree to fulfil our role and responsibilities:**

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will fulfil our role and responsibilities as set out in our Scheme of Governance.
3. We will develop, share, and live the ethos and values of our school.
4. We agree to adhere to school and trust policies and procedures as set out by the relevant governing documents and law, especially when dealing with complaints or sensitive issues.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the LGB if we have the authority to do so.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's and trust's reputation in our private communications (including on social media)
13. We will not discriminate against anyone and will work to advance equality of opportunity for all.
14. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.
15. We will act as the local ambassadors for our trust.

### **Demonstrate our commitment to the role:**

1. We will involve ourselves actively in the work of the LGB, and accept our fair share of responsibilities, serving on link groups, committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.

5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school, LGB and trust protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

#### **Build and maintain relationships:**

1. We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
2. We will champion the voices of our school community and stakeholders.
3. We will establish effective working relationships with trustees.
4. We will express views openly, courteously, and respectfully in all our communications with trustees, LGB members, and staff both inside and outside of meetings.
5. We will work to create an inclusive environment where each LGB member's contributions are valued equally.
6. We will support the chair in their role of leading the LGB and ensuring appropriate conduct.

#### **Respect confidentiality:**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any LGB vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

#### **Declare conflicts of interest and be transparent:**

1. We will declare any business, personal or other interest that we have in connection with the LGB's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school and trust as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the LGB, attendance records, relevant business and pecuniary interests, category of local governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to LGB members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

**We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.**

#### **The Seven Principles of Public Life**

We have read and will follow the principles as set out in the Scheme of Governance (Appendix 2)

I confirm that I will adhere the LGB Code of Conduct as set out above.

Name .....

Signed..... Date .....