



Governors code of conduct *for each Local Academy Board (LAB)* 2017-18

Office use

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Associated documents:			
DfE Governance Handbook National Governance Association Guidelines DALP Governor Induction Manual			
Links to:			

The ability of our Local Academy Board (LAB) to work together for the good of our academy depends essentially on trust and an understanding of our common purpose.

Our LAB will have a strong focus on our three statutory core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Executive Principal/Principal/ Academy Director to account for the educational performance of the academy and its students, and the performance management of staff
3. Overseeing the financial performance of the academy and making sure its money is well spent

The LAB has therefore adopted the following principles and procedures which have been agreed with the Diverse Academies Learning Partnership (DALP) board:

General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the academy operates
2. We recognise that the Executive Principal/Principal/Academy Director is responsible for the implementation of policy, day-to-day management of the academy and the implementation of the curriculum. It is governors' responsibility to monitor and have oversight of the strategic direction of the academy.
3. We accept that all governors have equal status, and although appointed by different groups (e.g. parents, staff, diocese) our overriding concern will be the welfare of the academy as a whole
4. We have no legal authority to act individually, except when the LAB has given us delegated authority to do so
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer
6. We will encourage open government and should be seen to be so doing. We accept that our names, terms of office, roles on the LAB and category of governor will be published on the academy website and registered with the Education and Skills Funding Agency (EFSA)
7. We will consider carefully how our decisions may affect the community, other DALP and wider schools and academies

Commitment

8. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy
9. We will make full efforts to attend all meetings and where we cannot attend we will send our apologies with an explanation for our absence. Regular non-attendance may not be accepted by governors and may result in termination of appointment as a governor

10. We will involve ourselves actively in the work of the LAB and accept our fair share of responsibilities, including service on portfolios or working groups
11. We will get to know the academy well and respond to opportunities to involve ourselves in academy activities
12. We will strive to improve our effectiveness as governors by considering our individual and collective needs for training and development

Relationships

13. We will strive to work as a team
14. We will express views openly, courteously and respectfully
15. We will support the Chair of Governors (CoG) in their role ensuring appropriate conduct at all times
16. We will seek to develop effective working relationships with the Executive Principal/Principal/Academy Director, staff, parents, other DALP academies and other relevant agencies (including the Diocesan authorities, where appropriate) and the community

Conflicts of interest

17. All governors will undertake to have a Disclosure and Barring Service check
18. All governors will complete a Conflicts of Interest and Declaration of Interest form annually. The register and any register of interests will be published on the academy website
19. Governors will declare any interest in any business at meetings either at the start of the meeting or if they become apparent throughout a meeting
20. All interests will be noted in the minutes. Failure to disclose an interest will be in breach of this code and governors will be liable to sanctions which could lead to suspension from the LAB

Confidentiality

21. Governors will observe complete confidentiality regarding proceedings of the LAB when required or asked to do so, especially regarding matters concerning individual staff or students; we will not discuss the views of fellow governors with members of the public outside our meetings
22. If a discussion of a potentially contentious issue affecting the academy arises outside the LAB, governors should advise the person raising the query to write to the academy to raise their concern. Examples of how this aspect of the code will apply are:
 - a. Anything said or discussed in a meeting which is declared as CONFIDENTIAL, shall not be repeated outside the room to anyone else; other than the overall decision supported by the meeting

- b. Verbatim words and interpretations and figures or results declared as CONFIDENTIAL, shall not be conveyed or stated to anyone else, directly or by implication
- c. Facts, figures and identifiable details of people or students/pupils shall not be revealed to anyone
- d. Care needs to be taken when discussing these issues outside the meeting with appropriate governors, to ensure no-one else can overhear
- e. Social networking sites MUST be used with sensitive care so as not to involve any inappropriate contact with students/pupils or staff
- f. We will not respond to comments about the school made on social networking sites but will report any inappropriateness to the Senior Leader at the academy

Conduct

- 23. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the LAB or its delegated agents. We will not discuss the views expressed by governors or speak publicly against decisions in public or private outside of the meeting
- 24. We will only speak or act on behalf of the LAB when we have been specifically authorised to do so
- 25. In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the LAB
- 26. Our visits to the academy will be undertaken within the framework established by the LAB and agreed with the Executive Principal/Principal/Academy Director and staff
- 27. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy
- 28. For the avoidance of doubt this will include any discussions on social networking sites

Email

- 29. In order that DALP ensures compliance with the Data Protection Act (and the General Data Protection Regulations from May 2018) we will ensure that if emails for a DALP email address are accessed via mobile devices, the device is password protected.

Breach of this code of conduct

If we believe this code has been breached, we will raise this issue with the CoG and the CoG will investigate. DALP Trustees will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways with the CoG and LAB governors.

If we believe the CoG has breached this code the DALP board will investigate.

As public servants you are bound by the Nolan principles of confidentiality when you agree to take on a Governorship (see below).

In accepting this Code of Conduct we adopt and adhere to:

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 example.

Alison Elway

Head of Governor Services

Debbie Clinton

Acting Chief Executive Officer

Signed(Chair of Governors) Date

Signed by (Governor) Date.

All governors to sign a copy which will be retained by the clerk to governors. To be reviewed and signed by all governors annually.