



## Code of Conduct for Governors

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### **1. The role and purpose of the Local Governing Board (LGB)**

1.1 The local governing board, or LGB, represent the views and aspirations of the community. Governors will focus on those duties delegated to them by the Trust Board. Those duties are set down in the SoDA. LGBs are primarily concerned with standards (progress, attainment, quality of teaching), safeguarding and stakeholders (pupils, parents, staff and the wider community). Of paramount importance is the child's experience of school and ensuring that a particular school is successful. They set the ethos and character and are responsible for the overall success of the school.

The Trust believes learning should be enjoyable, purposeful and a preparation for living in modern Britain; and schools should be happy, caring and safe places. A well-informed, supportive and challenging LGB is an essential prerequisite for a successful School. The core purpose of the local board is to implement the strategic aims and vision of the School through delivery, monitoring and evaluation of progress of the annual improvement plan.

1.2 The governing body has the following strategic functions:

- Establishing strategic direction
- Ensuring accountability
- Setting and reviewing the school's annual budget

### 1.3 The Local Governing Body will:

#### (a) Hold the Headteacher to account for:

- the educational achievement of all students in the School including progress and attainment of all groups of students
- the quality of teaching and learning and the curriculum
- standards of behaviour and attendance
- leadership and management: performance management; staff development; safeguarding
- delivery of the delegated budget

(b) Take decisions on pay for all staff in accordance with the Trust pay policy and within the School budget.

(c) Produce regular reports to the NCLT Board.

## **2. Corporate governance responsibilities**

The Local Governing Body is a corporate body which means:

- No governor can act individually, except when the LGB has given them delegated authority to do so
- All governors accept collective responsibility for all decisions made by the LGB and will not speak against majority decisions outside LGB meetings
- The overriding concern of all governors has to be the welfare of the school as a whole regardless of how they were appointed

## **3. Application of this Code**

3.1 This Code applies to all Governors of the Trust when exercising any of the Board's powers delegated to them under the articles.

3.2 By accepting appointment to their LGB, each Governor agrees to accept the provisions of this Code together with the Trust's articles of association.

3.3 Governors will sign the Code annually.

3.4 The Trust CEO will be responsible for ensuring that this Code is reviewed annually.

## **4. The role and responsibilities of a Governor**

### 4.1 Commitment

- There is no trust more sacred than the one the world holds with children (Kofi Annan THE STATE OF THE WORLD'S CHILDREN 2000)
- We are aware of and will comply with the Nolan Seven Principles of Public Life (Appendix A) and the Good Governance Standards for Public Life (Appendix B)
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the School. Our actions within the Trust's schools, the local community and when using social media and email will reflect this

- In making or responding to criticism or complaints affecting the School we will follow the procedures established by the Trust Board
- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy including reading emails and papers, responding to requests, attending meetings and training sessions
- We are committed to actively supporting and challenging the Chair of the LGB
- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- We agree to undergo an enhanced disclosure DBS Check and will resign from the LGB immediately if any convictions, cautions, reprimands or final warnings are disclosed which conflict with our role as a Governor of the school
- We will consider our individual and collective needs for induction, training and development, and will undertake relevant training
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interest will be published on the school's website and logged on the DfE's national database of governors

#### 4.2 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 Headteacher and staff, governors and the community, the Trust Board, other trusts and relevant agencies.

#### 4.3 Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a LGB meeting. Official statements to the media should go through the Chair of the Trust or the CEO
- We will not reveal the details of any LGB vote
- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

#### 4.4 Conflicts of Interest

- We will follow the principles and procedures laid out in the Trust's Conflicts of Interest policy
- We will act in the best interests of the LGB and Trust as a whole and not as a representative of any individual or group
- We will record in the Register of Business Interests any pecuniary or other business interest that we have in common with the governing board's business, and if any conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time

- We will also declare any conflict of loyalty at the start of any meeting should the situation arise

#### 4.5 Change of circumstances

We will inform the Clerk to the LGB as soon as possible should any changes to our circumstances occur during our term as a Governor, including if:

- there are any changes to the interests which have been declared
- we become, or cease to be, a company director, board member or trustee of another company or charity
- we move house

### 5. Breach of this Code

5.1 Every Governor is under a duty to report any breach of this Code or any grounds for believing that a breach of the Code has occurred to the Chair (and if the allegation is about the Chair, to the Vice Chair).

5.2 Failing to report a breach of the Code is itself a breach of this Code.

5.3 Any breach of this Code will be treated extremely seriously by both the LGB and the Trust and may result in suspension or removal from the LGB.

5.4 In the event of a breach of this Code each Governor agrees to participate fully in any investigations procedure instigated by the Board or LGB and to abide by any sanction that may be imposed on them by the Board or LGB for such breach.

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The Trust Board of the **North Cornwall Learning Trust** adopted this Code of Conduct autumn 2019

Undertaking:

I agree to abide by this Code of Conduct. As a member of the Local Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Local Governing Body, the Head or staff.

Signed: .....

Printed name: .....

Date: .....

## **Appendix A: The Seven Principles of Public Life**

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.

### *1. 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.

### *2. 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.

### *3. 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.

### *4. 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.

### *5. 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.

### *6. 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.

### *7. Leadership*

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

## **Appendix B: Good Governance Standard for Public Services**

The standard prepared by The Independent Commission on Good Governance in Public Services in 2005 comprises six core principles of good governance, each with its supporting principles. Set out below is an extract of these core principles. By accepting appointment to the board, each Governor agrees to accept the provisions of this Code.

*Good governance means focusing on the organisation's purpose and on outcomes for citizens and service users. We will:*

- be clear about the Trust's purpose and its intended outcomes for citizens and pupils
- make sure that pupils receive a high quality education
- make sure that taxpayers receive value for money

*Good governance means performing effectively in clearly defined functions and roles. We will:*

- be clear about the functions of the board
- be clear about the responsibilities of non-executives and the executive, and making sure that those responsibilities are carried out
- be clear about relationships between directors and the public

*Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour. We will:*

- put organisational values into practice
- behave in ways that uphold and exemplify effective governance

*Good governance means taking informed, transparent decisions and managing risk. We will:*

- be rigorous and transparent about how decisions are taken
- have and use good quality information, advice and support
- make sure that an effective risk management system is in operation

*Good governance means developing the capacity and capability of the governing body to be effective. We will:*

- make sure that appointed and elected Governors have the skills, knowledge and experience they need to perform well
- develop the capability of people with governance responsibilities and evaluate their performance, as individuals and as a group
- strike a balance, in the membership of the board, between continuity and renewal

*Good governance means engaging stakeholders and making accountability real. We will:*

- understand formal and informal accountability relationships
- take an active and planned approach to dialogue with and accountability to the public
- take an active and planned approach to responsibility to staff
- engage effectively with institutional stakeholders