



# Arden Multi-Academy Trust

## CODE OF CONDUCT FOR LOCAL GOVERNING BODY GOVERNORS



Lode Heath School



HENLEY-IN-ARDEN  
SCHOOL

*Achieving Excellence Together*



# Code of Conduct for Local Governing Body Governors

This code sets out the expectations on and commitment required from governors who make up the Local Governing Body in order for the Local Governing Body to properly carry out its work within the school and the community. Each academy in the Arden Multi-Academy Trust (the Trust) has adopted this code of conduct for governors making up the Local Governing Board.

## **The Purpose of the Local Governing Body**

The Local Governing Body is the school's accountable body. It is responsible to the Trust for the conduct of the school and for promoting high standards. The Local Governing Body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The Local Governing Body is responsible to the Trust for its actions and is expected to follow the expectations of governors as laid down by the Trust.

The Trust shall use The Good Governance Standard for Public Services (see Appendix 1) as a guide to help the Local Governing Body achieve good governance but also as a tool to regularly assess the strengths and weaknesses of the academy's governance practice and improve it.

## **The Local Governing Body:**

- Challenges and supports the school by monitoring, reviewing and evaluating:
  - The implementation and effectiveness of the school policies
  - Progress towards targets
  - The implementation and effectiveness of the school development plan
  - The budget and the staffing structure
  - Conducts self-evaluation
- Ensures accountability by:
  - Responding to Ofsted reports when necessary
  - Holding the Headteacher/Associate Headteacher to account for the performance of the school
  - Ensuring parents and pupils are involved, consulted and informed as appropriate
  - Making available information to the community

For the Local Governing Body to carry out its role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

### **The Role of a Governor**

The Local Governing Body acts collectively, which means:

- No governor can act on her/his own without proper authority from the full local governing body
- All governors carry equal responsibility for decisions made

Although appointed through different routes (eg. parents, staff, Local Authority, community, foundation), the overriding concern of all governors has to be the welfare of the school as a whole

### **General**

- We understand the purpose of the Local Governing Body and the role of the Headteacher/Associate Headteacher.
- We are aware of and accept the Nolan seven principles of public life (see Appendix 2).
- We accept that we have no legal authority to act individually, except when the local governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Governing Body when we have been specifically authorised to do so.
- We have a 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.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the Local Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Local Governing Body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Local Governing Body.

## **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 Local Governing Body, and accept our fair share of responsibilities, including service on committees or working groups and reading governing body papers.
- We will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and/or third parties.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the Local Governing Body and agreed with the Headteacher/Associate Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We are committed to actively supporting and challenging the Headteacher/Associate Headteacher.
- We accept that, in the interests of open government, our names, terms of office, roles on the Local Governing Body, membership of committees and attendance records will be published on the school's website.

## **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 are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We recognise that the roles of governor, staff member, parents and volunteers in school are different. Where I am also a staff member and/or volunteer in school I will maintain and keep the separation of my roles.

- We will seek to develop effective working relationships with the principal, staff and parents, the local authority and 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, including on any social media sites.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Local Governing Body meeting.
- During virtual meetings we will be mindful of our surroundings and ensure that our usual confidentiality expectations are not compromised.
- We will not copy or take screen shots of any speaker slides or presentations, any messaging or chat activity that takes place.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will not reveal the details of any Local Governing Body vote.

## **Conflicts of Interest**

- We will record any pecuniary or other business interest that we have in connection with the Local Governing Body's business in the Register of Business Interests. We accept that the Register of Business Interests will be published on the school's website.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.
- We will inform the clerk to the Local Governing Body as soon as possible of any changes in circumstances.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the local governing body.

## **Breach of this Code of Practice**

- 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 Local Governing Body chair (and if the allegation is about the chair, to the vice-chair).
- Failing to report a breach of the code is itself a breach of this code.
- Any breach of this code will be treated extremely seriously by both the Local Governing Body and the Trust and may result in suspension or removal from the Local Governing Body.

- The Local Governing Body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways. In taking the decision to suspend we will follow a process as set out in Appendix 3.
- In the event of a breach of this code each governor agrees to participate fully in any investigations procedure instigated by the Local Governing Body and to abide by any sanction that may be imposed on them by the Local Governing Body for such breach.

## **Review**

- The Chair of the board will be responsible for ensuring that this code of conduct is kept under review.

**The Local Governing Body of Arden Academy adopted this code of practice on 4<sup>th</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....

**The Local Governing Body of Park Hall Academy adopted this code of practice on 5<sup>th</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....



**The Local Governing Body of Lode Heath School adopted this code of practice on 5<sup>th</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....

**The Local Governing Body of Henley School adopted this code of practice on 3<sup>rd</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....

**The Local Governing Body of Dorridge Primary School adopted this code of practice on 19<sup>th</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....

**The Local Governing Body of Coppice Academy adopted this code of practice on 25<sup>th</sup> September 2024.** Governors will confirm their agreement to the Code at the first Local Governing Body meeting of each school year.

**Undertaking:**

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 reasonably 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 Headteacher/Associate Headteacher, the staff or the Arden Multi-Academy Trust.

Signed .....

Printed name .....

Date: .....

## APPENDIX 1

### The 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.

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

- be clear about the Academy'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 Local Governing Body
- be clear about relationships between governors 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

## **APPENDIX 2**

### **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.

## APPENDIX 3

### Process for governor suspension

Subject to the following paragraphs the Local Governing Body may by resolution suspend a governor for all or any meetings of the Local Governing Body, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds—

- a) that the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his employment;
- b) that the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he is disqualified from continuing to hold office as a governor under the articles of association;
- c) that the governor is in breach of any of the provisions of this code of practice which the Local Governing Body believes has, or could, bring the office of school governor into disrepute;
- d) that the governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the local governing body or his office into disrepute; or
- e) that the governor is in breach of his duty of confidentiality to the school or to any member of staff or to any pupil at the school.

A resolution to suspend a governor from office shall not have effect unless the matter is specified as an item of business on the agenda for the meeting of which notice has been given in accordance with the articles of association.

Before a vote is taken on a resolution to suspend a governor, the governor proposing the resolution shall at the meeting state his reasons for doing so. The governor who is the subject of the resolution shall then be given the opportunity to make a statement in response before withdrawing from the meeting.

Nothing in this regulation shall be read as affecting the right of a governor who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the local governing body during the period of his suspension.