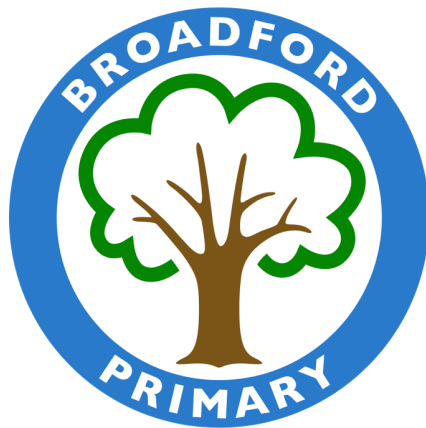


# Governor Code of Conduct Policy

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Policy Review date	September 2021
Date of next review	September 2022



This code of conduct outlines the standards and expectations of Governors at The Learning Federation. The code will outline the roles and responsibilities of the Governors, Heads of School and Executive Headteacher. At The Learning Federation the Heads of School are responsible for the day to day management of the school, while the Executive Headteacher is responsible for the implementation of policy and the operation of the curriculum.

Governors have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

**Once this code has been adopted by the governing board, all members agree to faithfully abide by it.**

## **Key Principles**

We agree to abide by the Seven Nolan Principles of Public Life:

### **Selflessness**

We will act solely in terms of the public interest.

### **Integrity**

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

### **Objectivity**

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

### **Openness**

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

We will be truthful.

### **Leadership**

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **What The Nolan Principles mean for Governors**

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding senior 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

As individual governor members, we agree to fulfil our role & 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 develop, share and live the ethos and values of our school/s.
3. We agree to adhere to Federation/school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school/s.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school/s and local community.
7. We will stand by the decisions that we make as a collective.
8. 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.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's / 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.

As individual governor members, we agree to demonstrate our commitment to the role:

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on 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/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, 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.

As individual governor members, we agree to build and maintain relationships

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

As individual governor members, we agree to 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 governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

As individual governor members, we agree to declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board'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/trust's website.
5. We will act in the best interests of the school/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 governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school/trust website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (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.

### **Guidelines for Governor visits to the School**

- Governors do not have an automatic right to enter the school. However they do need to have the opportunity to arrange visits to the school in order to see governors policies in action and to gain an understanding of how the school operates.
- All governors should visit the school during the academic year to undertake their duties and roles and responsibilities in relation to monitoring the Self Evaluation Reports for both schools.
- Governors visits must be agreed in advance with the Executive Head teacher or Heads of School and there will be a clear purpose (e.g. Self-Evaluation Report Meeting, school concert)
- If a Governor is going to spend time in a classroom this should be discussed with the class teacher in advance so that both parties are clear as to how long the visit will last and the purpose and nature of the visit.
- Governors should understand that their visits do not replace professional inspections or the monitoring role of the Executive Head teacher, Head of School or Senior Leadership Team.
- If Governors have any concerns about their visit both prior and after the event they should speak to the Executive Headteacher immediately.
- After the visit the governors should report back orally and/or using the agreed format for written feedback. Any written report must be read and agreed by the Executive Head teacher or Head of School prior to it being shared with any member of staff.

Governor Name	Signed Governor