

EMBRACE MULTI ACADEMY TRUST



Code of Conduct for Local Governors

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member academies. Based upon our shared values and ethos, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Signature: Date:

Printed Name: Position:

Date of Policy	September 2019
Next Review	September 2020
Approval By	Board of Trustees
Review Frequency	Annual

This code sets out the expectations on and commitment required from local school governors in order for the local governing board to properly carry out its work within the school and the community.

The governing board has the following three strategic functions:

- **Establishing the strategic direction**, by:
 - setting and ensuring clarity of vision, values and objectives for the school
 - agreeing the school improvement strategy with priorities and targets
 - meeting statutory duties.

- **Ensuring accountability**, by:
 - supporting the appointment process of the headteacher/principal
 - monitoring the educational performance of the school and progress towards agreed targets
 - performance managing the headteacher/principal with support from the trust leader
 - engaging with stakeholders
 - contributing to school self-evaluation.

- **Overseeing financial performance**, by:
 - monitoring spending against the budget
 - ensuring money is well spent and value for money is obtained
 - ensuring risks to the organisation are managed.

The National Governors Association recognises the following as the fourth core function of governance:

- **Ensure that other key players with a stake in the organisation get their voices heard by:**
 - gathering the views of pupils, parents and staff and reporting on the results
 - reaching out to the school's wider community and inviting them to play their part
 - using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

As individuals on the board, we agree to the following:

Roles and responsibilities

- We understand the purpose of the governing board and its strategic role.
- We understand how the role of the governing board differs from and works with others including the headteacher and where appropriate, executive leaders, trust boards and academy committees.
- We are aware of and accept the Nolan seven principles of public life: (see appendix).
- We accept that we have no legal authority to act individually, except when the governing board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the local governing board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- 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 governance and will act appropriately.
- 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 and group of schools. Our actions within the school and the local community will reflect this.
- We will actively support and challenge the school's senior leaders.
- In making or responding to criticism or complaints we will follow the procedures established.
- We will accept and respect the difference in roles between the local governing board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the school's senior leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the local governing board as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy, even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the local governing board.

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 board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance and undertaken within the framework established by the local governing board.
- When visiting the school in a personal capacity (ie as a parent/carer), we will maintain our underlying responsibility as a governor to uphold confidentiality and to communicate courteously and with respect.
- We will consider seriously 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 board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Get Information About Schools).

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, trustees, the clerk to the governing board and school staff, both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities any decisions and actions that conflict with the Seven Principles of Public Life (see appendix) or which may place pupils at risk.
- We are prepared to answer queries from other board members 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 will seek to develop effective working relationships with the school's senior leaders, members of staff and parents, the trust, 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.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- 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 board.

Ceasing to be a governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the local governing board should only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

Appendix: 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.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

