



## **Code of Conduct for Trust Board & School Governing Bodies**

This code sets out the expectations on and commitment required from Trust Members, Board Directors and School Governors in Lydiate Learning Trust in order for those bodies to be able to properly carry out their work within the school/s and the community.

The Trust Board and the Local Governing Bodies have the following core strategic functions:

- Establishing the strategic direction, by: - Setting the vision, values, and objectives for the Trust/School(s)
- Agreeing the school improvement strategies with priorities and targets
- Meeting statutory duties
- Ensuring accountability, by: - Appointing the Executive Head Teacher /School Head Teachers
- Monitoring progress towards targets
- Performance managing the Executive Head Teacher and School Head Teachers
- Engaging with stakeholders
- Contributing to the schools self-evaluation process
- Ensuring financial probity, by: - Setting the budget - Monitoring spending against the budget - Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals we agree to the following:

### **Role & Responsibilities**

- ♣ We understand the purpose of the board/bodies(s) we serve on and the role of the Executive Head Teacher, School Head Teachers and the Clerk.
- ♣ We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- ♣ We accept collective responsibility for all decisions made by the board/governing body or its delegated agents. This means that we will not speak against majority decisions outside the board or governing body 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 government 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/group of schools. Our actions within the school and the local community will reflect this.



- ♣ In making or responding to criticism or complaints we will follow the procedures established by the board/governing body.
- ♣ We will actively support and challenge the Executive Head Teacher and School Head Teachers.

## **Commitment**

- ♣ We acknowledge that accepting office as a director/governor/committee member involves the commitment of significant amounts of time and energy.
- ♣ We will each involve ourselves actively in the work of the board/governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- ♣ We will make sure we always read the papers in advance and make every effort to attend all meetings. We will ensure we arrive on time, ready to begin business at the meeting start time. Where we cannot attend a meeting, we will explain to the Clerk in advance why we are unable to.
- ♣ We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- ♣ We will visit the school/s, with all visits arranged in advance with the schools Head Teacher and undertaken within the framework established by the governing body.
- ♣ 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 government, 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/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Edubase).

## **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 Directors, Governors, Members and the Clerk to the Trust.
- ♣ We will support the Chair and the Clerk in their role of ensuring appropriate conduct both at meetings and at all other times. We will work to the agreed agenda items and timings, recognising that where we do not do this, items will suffer and the meeting will not be equitable. Outside meetings we will consider carefully the way in which additional matters are raised so that they do not over burden operational management within the schools, recognising that if matters are strategically critical they may need to be tabled with the Clerk for a future board/governing body meeting or they may necessitate that an ad hoc meeting be called, rather than them being raised more informally on an ad hoc basis.



- ♣ We are prepared to answer queries from other board members/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 will seek to develop effective working relationships with the Executive Head Teacher, School Head Teachers, Clerk, Staff and Parents, the Trust, the Local Authority, 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 concerning school/trust business arise outside a board/governing body meeting.

- ♣ We will not reveal the details of any governing board vote.

### **Conflicts of Interest**

- ♣ We will record with the Clerk 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/trust'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 Trust/School as a whole and not as a representative of any group, even if elected to the governing body.

### **Breach of this Code of Conduct**

- ♣ If we believe this code has been breached, we will raise this issue with the Chair and the Clerk. The Chair will manage the investigation; the board/governing body will 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 board/governing body member, such as the Vice Chair will investigate.



## **The Seven Principles of Public Life – The Nolan Principles**

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.

The principles are ones that as a Trust we require all Directors and Governors to work to and actively promote.

### **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.

**Adopted by LLT Board and the Governing Bodies of all Member Schools  
May 2017**