

September
2019



CODE OF CONDUCT

Local Governing Body

Responsibility:- Trustees Board

Agreed on:- September 2019

Signed:- _____

To be reviewed: July 2020

Code of Conduct

GENERAL

The Headteacher is responsible to the day to day management of the school, 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.

- The main aim of the school is to raise the educational achievement of all its pupils.
- The Local Governing Body (LGB) will contribute most effectively to this aim by focusing on its 3 roles.
 - To provide a strategic view of where the school is heading
 - To act as a critical friend by providing support and advice to the school
 - To hold the school to account for the educational standards it achieves and the quality of the education it provides
- All Governors have equal status. Although Governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
- Governors have a general duty to act fairly and without prejudice at all times.
- In so far as they have, or share, responsibility for the employment of staff, Governors should fulfil all reasonable expectations of a good employer.
- Governors should consider carefully how their own decision might affect other schools.
- Governors should encourage open government and should be seen to do so.
- Governors have power only when it is designated specially to them by the whole LGB.

COMMITMENT

- Being a Governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the LGB of a school.
- All Governors should involve themselves actively in the work of the LGB and accept a fair share of the responsibilities, including service on committees.
- Regular attendance at meetings of the LGB.
- Governors should know the school well and take opportunities to visit it and become involved in school activities.

RELATIONSHIPS

- Governors should strive to operate as a team in which constructive working relationships are actively promoted.
- Governors should develop effective working relationships with the Headteacher, staff, parents, the Trustees and their Local Community.

CONFIDENTIALITY

- Governors must observe complete confidentiality when asked to do so by the LGB especially in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at Governors' meetings are normally made public through the minutes, the discussions on which the decisions are based should be regarded as confidential.
- Governors should exercise the highest degree of prudence when discussions of potentially contentious issues arise outside the LGB.

CONDUCT

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Governors should only speak or act on behalf of the LGB when they have been specifically asked to do so.
- All visits to school should be undertaken within a framework, which has been established by the LGB

and agreed with the Headteacher.

- In responding to criticism or complaints relating to the school, Governors should refer to the school's Complaints Procedure for the correct procedure to be followed and advise the complainant accordingly.
- Governors have a responsibility to maintain and develop the ethos and reputation of the school. Their actions within the school community should reflect this.
- Any pecuniary interest that a Governor may have in connection with the LGB business must be recorded in the Register of Pecuniary Interests.
- Where an interest is declared, the Governor must leave the meeting while the item is under discussion.

TRAINING & DEVELOPMENT

Governor training and development is important. It benefits the school and individual Governors, and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the Delegated Governing Committee and the work of the LGB as a whole.

MENTORING

An experienced Governor who acts as a mentor to new Governors can provide support and a listening ear for all aspects of the work of the LGB. Governors should be prepared to act as mentors, as required.

MEETINGS

Individual Governors do not have any authority in school. It is the collective decisions of all the Governors together that carry authority. The activities that Governors undertake outside meetings can be seen as preparation for the times when the LGB 'goes live' - in a meeting.

It follows that if a LGB is to carry out its functions well, its meetings are crucial. Below is a suggested 'Meetings Charter'. If the Chair, the Head, the Clerk and all the Governors subscribe to, and implement, a charter such as this, the LGB will be giving itself the best chance of coming to informed, collective decisions.

MEETINGS CHARTER

As a Governor I expect:

- People to attend regularly and be punctual;
- An agenda and relevant documents to reach me at least 7 days before the meeting;
- An agenda that makes clear the purpose of each item;
- A Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- My contribution to be heard and others to contribute to the discussions;
- The decision making process to be quite clear;
- Governors to work together and not to be stubbornly partisan;
- Governors to take collective responsibility for decisions;
- Minutes that summarise views succinctly, records decisions accurately and are made available, in draft form, after each meeting.

Others can expect me to:

- Attend regularly and be punctual;
- Read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- Bring my papers to the meeting;
- Make relevant and positive contributions;
- Listen to and consider what other people want to say;
- Accept my share of collective responsibility, even for those decisions that I do not personally agree with.

Declaration of Agreement

Governors below have read, understood and will adhere to

LAT Code of Conduct

Name	Role	Signed	Date