DIOCESE OF SOUTHWELL & NOTTINGHAM
MULTI ACADEMY TRUST

GOVERNORS CODE OF CONDUCT

This Code sets out the expectations, standards of conduct and commitment required of governors so that the Local Governing Body can carry out its role effectively within the partner academy, the Multi Academy Trust and the wider community.

This Code of Conduct applies to all members of the Local Governing Body and any associate members acting on behalf of the academy. It should be read alongside the Trust's Articles of Association, Scheme of Delegation, relevant Trust policies and current statutory guidance.
Governors have a general duty to act with integrity, objectivity and honesty, and to act at all times in the best interests of the academy. Within the Trust, governors are also expected to conduct themselves in a way that reflects the academy's ethos statement. Mindful of these responsibilities, governors will strive to discharge their duties in a manner that upholds and demonstrates Christian values within the academy, the local community and the wider educational community. Governors' actions should reflect their responsibility to promote high standards, support pupils to attend a successful academy and secure the Christian ethos of the academy. Governors should consider carefully how their actions, both corporately and individually, will be perceived by all stakeholders.

The following is not a definitive statement of the responsibilities of a Local Governing Body, but sets out the broad principles by which the Local Governing Body and individual governors will operate.

Core strategic role of the Local Governing Body

1. **Ensuring clarity of vision, ethos and strategic direction by:**
    - Setting the vision, values, and objectives for the partner academy
    - Agreeing the partner academy's improvement strategy, including priorities and targets
    - Meeting statutory duties.

2. **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff by:**
    - Participating in the appointment of the Headteacher, where this is delegated through the Scheme of Delegation
    - Monitoring progress towards targets

- Performance managing the Headteacher
- Engaging with stakeholders and ensuring the voices of stakeholders are heard
- Contributing to the partner academy's self-evaluation.

3 **Overseeing the financial performance of the organisation and making sure its money is well spent by:**

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed.

All governors are required to fulfil their duties in accordance with the law, the Trust's Articles of Association, Funding Agreement and Scheme of Delegation, current DfE academy trust governance guidance, including *Academy trusts: governance guide* and the *Academy Trust Handbook*, and the Seven Principles of Public Life. In addition, governors are expected to demonstrate the following behaviours:

- Committed
- Confident
- Curious
- Challenging
- Collaborative
- Critical
- Creative

- **The Seven Principles of Public Life (The Nolan Principles)**
- 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.

The following information about each governor/associate member will be published on the partner academies website:

1. Full name, date of appointment, term of office, date they stepped down where applicable, and the body or process through which they were appointed, in accordance with the Trust's governance arrangements
2. business and financial interests relevant to the role of academy governor, including dates the interests began
3. governance roles in other educational institutions , including dates they began
4. any material interests arising from relationships between governors or relationships between governors and academy staff (including spouses, partners and close relatives) , including dates the interests began
5. attendance record at governing body and accountability panel meetings over the last academic year,
6. details of the structure and responsibilities of the governing body
7. The academy, via the Trust Support Team, is also required to submit personal information about governors to the Department for Education's national database, Get Information About Schools (GIAS), some of which will be publicly available.

The Governing Body accepts the following principles and procedures:

Role and responsibilities

1. We understand the purpose of the governing body and the role of the Headteacher and accept that our role is strategic and will not therefore involve ourselves in the day to day management of the partner academy.
2. We accept that we have no legal authority to act individually, except where the SNMAT Board has given us delegated authority to do so, as detailed in the Scheme of Delegation or evidenced in governing body minutes. We will only speak on behalf of the governing body when authorised to do so.
3. We accept collective responsibility for decisions made by the SNMAT Board or its delegated agents. This means that we will not speak against majority decisions outside governing body meetings, including through social media.
4. We have a duty to act fairly and without prejudice.
5. We accept that all governors have equal status although appointed by different groups, (e.g. parents, staff, local churches, Multi Academy Trust/Sponsor) our overriding concern will be the welfare of the academy as a whole- where necessary staff governors or volunteers will seek to maintain separation of roles.

6. We will encourage open governance and be prepared to answer questions from other governors in relation to delegated functions, acknowledging the time, effort and skills that have been committed.
7. We will consider carefully how our decisions may affect the community, other academies and the Trust, and will uphold the academy's reputation in our communications.
8. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy and the Trust. Our actions within the academy and the local community will reflect this.
9. When making or responding to criticism or complaints affecting the academy, we will follow the procedures set out in the SNMAT Complaints Policy.
10. We will actively support and appropriately challenge the headteacher.
11. We will follow the academy and SNMAT policies and procedures as well as adhering to regulations applying to academy governance including equality legislation.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. We will prepare well for our meetings having read the papers presented and be equipped to positively contribute to the meeting.
3. We will each involve ourselves actively in the work of the governing body, accept our fair share of responsibilities, including service on the accountability panel or working groups.
4. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
5. We will get to know the academy well and respond to opportunities to involve ourselves in academy activities.
6. We will undertake our fair share of monitoring activity by visiting the academy. All visits will be arranged in advance with staff, undertaken within the framework established by the governing body and agreed with the Headteacher, and recorded in a visit report that will be shared with the Full Governing Body.
7. We will consider seriously our individual and collective needs for training and development and will undertake relevant training.

Relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. We will express views openly, courteously and respectfully in all our communications with other governors and staff.
3. We will support the Chair, Vice Chair and other governor colleagues in their role of ensuring appropriate conduct both during meetings and at all other times.
4. We are prepared to answer queries from other governors in relation to delegated functions and consider any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

5. We will seek to develop effective working relationships with the Headteacher, staff, parents, the Trust, the local authority, relevant agencies and partners, and the wider community.

Confidentiality

1. We will observe complete confidentiality where matters are deemed confidential or concern specific members of staff or pupils, both inside and outside the academy, including through the use of social media.
2. We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a governing body meeting.
3. We will not reveal the details of any governing body vote.
4. We will ensure confidential papers are securely held and disposed of in line with academy procedures.
5. We will maintain confidentiality even when we are no longer a governor at the partner academy.

Conflicts of interest

1. We will record any pecuniary, business or other interest, including interests relating to people with whom we are connected, in the Register of Business Interests. If a conflicted matter arises at a meeting, we will declare the interest and, where appropriate, withdraw from the meeting for the relevant item. We accept that the Register of Business Interests will be published on the academy's website.

2. The Trust is keen to avoid any situation in which a governor's personal relationships or loyalties could, or could be seen to, prevent them from making decisions in the best interests of the academy. In some circumstances, where an applicant has a personal relationship with an existing governor or member of staff, the appointment may not be approved or may require additional supporting information from the Chair of Governors before a decision is made.

3. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
4. 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 governing body by such group (e.g. parent or staff governors).

Breach of this Code of Conduct

1. Governors who do not attend three consecutive full governing body meetings (without valid reasons explained to the Chair) will be asked to resign from their role.
2. Governors who do not complete the on-line Safeguarding Training on an annual basis (without valid reasons explained to the Chair) will be asked to resign from their role.
3. Governing bodies should ensure that prior to appointment (or as soon as possible thereafter), all new governors/associate members agree to the expectations for behaviour and conduct, as set out in this Code of Conduct, and that the governor understands the circumstances in which governors may be

suspended or removed. The governing body will provide support to a new governor/associate member via good induction, training and mentoring and any potential issues will be addressed promptly.

4. If it is believed that this code has been breached, the issue should be raised with the Chair and the Chair will make SNMAT aware. Any breach of this code will be treated extremely seriously by both the governing body and the Trust (SNMAT) and may result in removal from the governing body.
5. In the event of a breach of this code, each governor agrees to participate fully in any investigation or other procedure instigated by the SNMAT board of directors and to abide by any sanction that may be imposed on them.
6. The suspension/removal of a governor will take place as a last resort after seeking to resolve any difficulties or disputes informally. The responsibility for the suspension/ removal of a governor can only be undertaken by the SNMAT Board of Directors, as the appointing body, in accordance with the Scheme of Delegation. The Chair will seek advice from SNMAT should a governor be considered for suspension/removal.
7. Should it be the Chair that we believe has breached this code, SNMAT must be informed and will determine the action to be taken.
8. All governors will adhere to the principles as detailed below:

Declaration

As a member of the Governing Body, I will always have the wellbeing of children, staff and the reputation of the academy at heart. I will do all I can to be an ambassador for the academy and will publicly support its aims, values and ethos. I will not say or do anything publicly, including through social media, that could embarrass the academy, the Governing Body, the Headteacher, staff, the Trust or any member of the academy community. I understand that I must declare business and personal interests and that this information will be published on the academy's website, alongside my name, term of office and responsibilities as a governor. Failure to disclose this information may be judged as bringing the Governing Body into disrepute and could lead to my suspension or removal as a governor.

Code of Conduct Individual Acknowledgement Form

Name of governor	

Please tick the appropriate box to confirm that you have read and understood each of the following documents.	
School Behaviour Policy	
SNMAT Child Protection and Safeguarding Policy	
SNMAT Health and Safety Policy	
SNMAT Data Protection Policy	
SNMAT Disciplinary Policy and Procedure	
SNMAT Complaints Procedures Policy	
'Keeping children safe in education'	
[Add other documents that your school requires to the governing board to read.]	

I acknowledge the terms set out in the Governing Board Code of Conduct and agree to abide by this Code while I am an acting member of the governing board. I understand that the role is voluntary and that I will not receive payment for my duties.

Signature: _____

Date: _____