

Local Governing Board Code of Conduct



Version	Date	Action
1	June 2024	Draft
2	July 2024	Ratified by the Beam Trust

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AIM OF THIS CODE OF CONDUCT

At the Beam Trust we recognise and value the effort taken by members of each of our Local Governing Boards to contribute towards our Trust and its schools. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the Local Governing Board is productive and enjoyable.

This code of conduct outlines what is expected from members of each Local Governing Board and sets out the code of conduct with which all members are required to comply.

1. CORE FUNCTIONS OF GOVERNANCE

Members of each Local Governing Board will focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of their school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of their school and making sure its money is well spent

Each board will ensure it understands and meets the following key features of effective governance:

- Strategic leadership that sets and champions vision, ethos and strategy
- Accountability that drives up educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly-defined roles and responsibilities
- Compliance with statutory and contractual requirements
- Evaluation to monitor and improve the quality and impact of governance

All governors are required to fulfil their duties in line with the law, the 'Governance handbook' and 'A Competency Framework for Governance', and 'The 7 principles of public life'. In addition, all governors will be expected to be:

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

- Creative

2. STANDARDS FOR CONDUCT, BEHAVIOUR AND PRACTICE

All governors will agree to meeting the standards outlined in this section.

1. Undertake the roles and responsibilities of a governor

All governors will:

- Accept that their role is strategic and, therefore, focus on the core functions of the governing board rather than the day-to-day management of their school.
- Respect the role of the Headteacher and senior leaders and their responsibility for the day-to-day management of the school, never acting in a way that could undermine such arrangements.
- Accept that they have no legal authority to act individually, except when they have been given delegated authority in writing to do so.
- Act fairly and without prejudice.
- Apply the Equality Act 2010 in all governance matters.
- Ensure the board has a diverse composition which, as far as possible, reflects the composition of the local community.
- Encourage open governance.
- Accept collective responsibility for decisions made by their governing board.
- Stand by decisions that the Governing Board makes as a collective.
- Be mindful of their responsibility to maintain and develop the ethos and reputation of their school.
- Consider how decisions may affect the community.
- Where decisions and actions conflict with 'The 7 principles of public life' or may place pupils at risk, bring this to the attention of the relevant authorities.
- Actively support and challenge the leadership of their school.
- Follow the procedures established by their Local Governing Board.
- Only speak on behalf of the Local Governing Board when they have been specifically authorised in writing to do so.
- When formally speaking or writing in a governing role, ensure their comments reflect current Trust policy even if that may differ from their personal views.
- Fulfil their duties as an employer, acting in a manner that is expected of a good proprietor.
- Adhere to the Trust's rules and policies, and the procedures of their Local Governing Board in accordance with the relevant governing documents and law.

- Provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in their school are effective and support the delivery of a robust whole Trust approach to safeguarding.

2. Demonstrate commitment to the role

All governors will:

- Undertake mandatory training and access the additional training and support available to fully understand their role, including safeguarding and child protection (including online, and filtering and monitoring systems) training at induction.
- Undertake further training appropriate to their area of monitoring or responsibility – this can be online.
- Be committed to the amount of time and energy the role involves.
- Be actively involved in the role and accept their fair share of responsibilities within their Local Governing Board.
- Give full effort to the attendance of meetings. Where a governor cannot attend a meeting, they will contact the clerk to governors in advance to give their apologies and the reason for their non-attendance.
- Come to meetings prepared, including having accessed and read the paperwork prior to the meeting.
- Visit their school to undertake agreed monitoring or participate in school events, with visits being arranged beforehand with the Headteacher and undertaken within the framework established by the Local Governing Board.
- Be prepared to support and to challenge when needed.

3. Behave appropriately

All governors will:

- Pay due regard to their position of public office and adhere to 'The 7 principles of public life':
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the board.

- Take into account any concerns expressed about their delegated function and be prepared to answer queries from other governors regarding their role.
- Act in the best interests of their school and its pupils; governors will not act in a manner that will bring their school or the Trust into disrepute.

4. Build relationships

All governors will:

- Seek to develop open, honest and effective working relationships with the Headteacher, staff and parents at their school, as well as any other relevant body, such as the Beam Trust.
- Continuously strive to work as a team.
- Express their views openly, in a courteous and respectful manner.

5. Maintain confidentiality

All governors will:

- Maintain complete confidentiality both inside and outside their school when matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils.
- Not reveal details of a Local Governing Board vote.
- Operate in line with the Data Protection Act 2018 and UK GDPR.
- Maintain confidentiality even after they leave the Local Governing Board.

6. Be transparent

All governors will:

- Accept and consent that in the interests of open and transparent governance, their names, dates of appointment, terms of office, roles, attendance records and any conflicts of interest will be published on their school's website.
- Accept and consent to information relating to them, as members of the Local Governing Board, being logged on Get Information about Schools (GIAS). This information will be given by governors on a voluntary basis, but in doing so governors should understand that any information provided to the Local Governing Board must be shared with the Secretary of State via GIAS.

7. Declare conflicts of interest

All governors will:

- Act in the best interests of their school at all times, and not act in the interest of, or as a representative of, any group or individual.

- Declare any business, personal or other interests they have in connection to their Local Governing Board's interests and record these in the Declared Conflicts of Interest Register.
- Declare any interest they may have in an item of business on the agenda and immediately remove themselves from the meeting while it is under discussion. Any conflict of interest will be declared at the start of any meeting, should the situation arise.

3. BREACHING THE CODE

If a member of the Local Governing Board breaches this code of conduct, the issue will be raised with their Chair of Governors, who will investigate the concern. In the event that it is believed the Chair of Governors has breached this code of conduct, another member of the Local Governing Board will undertake the investigation.

The Local Governing Board will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered. The Local Governing Board will only suspend or remove a governor from their post as a last resort. If the need arises to suspend a governor, the Local Governing Board will ensure a fair and objective process by implementing the following procedure:

- A resolution to remove a governor from office will be included on an agenda and circulated to all members of the Local Governing Board.
- A meeting will be held and the resolution to remove the governor from office will be fully explained.
- Governors will give due and careful consideration to the reasons given to remove the governor from office.
- The governor whom it has been proposed to remove from the Local Governing Board will be given the opportunity to make a statement in response to the resolution to remove them from office.
- Within 14 days of the first meeting, a second meeting must be held and an item specifying that the Local Governing Board will confirm their decision included on the agenda.
- Any elected staff or parent governor who has been disqualified from their role and removed from office will be disqualified from serving as a governor and holding office for a period of five years. This period is taken from the date immediately after the day they were disqualified from their elected role. Given the consequence of the five-year disqualification period, the Local Governing Board's power to remove an elected parent or staff governor will only be used in exceptional and serious circumstances which may include the following:
 - Serious misconduct
 - Repeated serious incompetence

- Engagement in conduct which aims to undermine fundamental British values
- Actions that are significantly detrimental to the effective operation of the Local Governing Board
- Actions that are significantly detrimental to the effective operation of the school

A governor who has been removed from the Local Governing Board has the right of appeal. The governor should exercise their right of appeal by writing to the clerk to governors within **10 working days** of their removal from the Local Governing Board, making clear the reasons for their appeal.

On receipt of an appeal, the Local Governing Board will establish an independent appeal panel. The appeal panel will comprise a panel of three governors and membership may include a governor from another school within the Trust.

4. MONITORING AND REVIEW

This code of conduct will be reviewed **annually** by the Trust Board and any changes made will be communicated to all governors.

All governors are required to familiarise themselves with this code of conduct as part of their induction programme.

The next scheduled review date for this code of conduct is June 2025.

APPENDIX A

Code of Conduct Individual Acknowledgement Form

Name of governor and school	
Role on the Local Governing Board	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Data Protection Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
'Keeping children safe in education'	

I hereby acknowledge the terms detailed within the Governing Board Code of Conduct and agree to abide by this code whilst I am an acting member of the Local Governing Board. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. The Governors' Allowances Policy sets out any pecuniary claims that can be made by governors whilst acting on behalf of their school in an official capacity.

Signature: _____

Date: _____

APPENDIX B

Code of Conduct Group Acknowledgement Form

I hereby acknowledge the terms detailed within the Governing Board Code of Conduct and agree to abide by this code whilst I am an acting member of my governing board. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. Any expenses which I claim will be in line with the Governors' Allowances Policy.

I confirm I have read and understood the following policies and documents:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- 'Keeping children safe in education'

Name of governor and school	Role on governing board	Signature	Date