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| **Code of Conduct for Governors****Diocese of Coventry** **Multi Academy Trust**

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| Document Date: |  February 2018 |
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 | **Code of Conduct for Governors** |

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| **Version** | **Date** | **Author** | **Changes** |
| v1.0 | 02/10/14 | Jo Baker |  |
| V2.0 | 14/05/15 | Jo Baker | Inclusion of bullet point 3 in general principles and procedures |
| V3.0 | 28/05/16 | Jo Baker | Change to guidance for breach of code of conduct (page 4)  |
| V4.0 | 15/09/16 | Jo Baker | Addition of requirement to publish governors information on website and DfE database of governors |
| V5.0 | 23/01/18 | Louise Beale | Updated in line with updated NGA model policy |

Next Review Date July 2020

This code sets out the expectations on, and commitment required, from governors in order for the local governing body to properly carry out its work within the academy, the Multi Academy Trust and the community.

 **The purpose of the local governing body**

The Diocese of Coventry Multi Academy Trust is the academies’ accountable body. The Multi Academy Trust is committed to the principle of local governance by local people and has resolved to create local governing bodies to support them in delivering strategic management and operational oversight for the academy.

Local governing bodies have an important role to play in upholding the Christian distinctiveness of the academy and promoting high standards. They must ensure that the students are attending a successful academy which provides them with a good education and supports their holistic well-being.

**The local governing body:**

* Works with the Multi Academy Trust to set the vision, ethos and **strategic direction** of the academy.
* **Challenges and supports** the academy by monitoring, reviewing and evaluating progress against targets and ensuring good financial management of academy funds.
* Ensures **accountability** of the Headteacher, Head of Schools and/or the Executive Headteacher if appointed, and staff to the Local Governing Body and the Multi Academy Trust. In turn the Local Governing Body is accountable to the staff, parents, local community and the Multi Academy Trust by ensuring they are involved, consulted and informed as appropriate.

The local governing body is a corporate body, which means:

* No governor can act on their own without proper authority from the full local governing body;
* All governors carry equal responsibility for decisions made, and
* Although appointed through different routes (i.e. parents, staff, community or foundation), the overriding concern of all governors has to be the welfare of the academy as a whole.

The Headteacher is responsible for the implementation of policy, the day to day management of the academy and the implementation and operation of the curriculum.

**The local governing body accepts the following principle and procedures:**

**General**

* We understand the purpose of the local governing body and the role of the Headteacher / Head of School / Executive Headteacher as set out above.
* We are aware of and accept the Nolan seven principles of public life: see appendix.
* We will work to ensure that Christian distinctiveness is embedded throughout the academy.
* We accept that we have no legal authority to act individually and therefore we will only speak on behalf of the local governing body when we have been specifically authorised to do so.
* We understand that the Multi Academy Trust is the employer and that staffing decisions must be taken in line with the Trust’s guidance.
* We understand that 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 accept collective responsibility for all decisions made by the local governing body or its delegated agents. This means that we will not speak against majority decisions outside the local governing body meeting.
* We will consider carefully how our decisions may affect the community and other schools and the Multi Academy Trust.
* We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy. Our actions within the academy and the local community will reflect this.
* In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the Multi Academy Trust.
* We will actively support and challenge the senior leadership team.
* We will accept and respect the difference in roles between the local governing body and staff, ensuring that we work collectively for the benefit of the organisation.
* We will respect the role of the senior leadership team 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 academy’s rules, policies and procedures of the MAT and the local governing body 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 uphold the reputation of the organisation.

**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 body, and accept our fair share of responsibilities, including service on committees or working groups.
* If acting as governors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the academy or MAT and/or third parties.
* 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 academy well and respond to opportunities to involve ourselves in activities at the academy.
* Our visits to the academy will be arranged in advance with the staff and undertaken within the framework established by the local governing body and agreed with the Headteacher.
* When visiting the academy in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
* We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
* We are committed to actively supporting and challenging the Headteacher.
* We are committed to working with the Multi Academy Trust to support the academy.
* We accept that in the interests of open governance our full names, dates of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interest, category of governor and the body responsible for appointing us will be published on the academy’s website.
* In the interests of transparency we accept that the 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, the clerk to the local governing body and academy staff, MAT staff and board 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 are prepared to answer queries from other 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 recognise that the roles of governor, staff member and volunteers in school are different. If also a staff member and/or volunteer in the academy we will maintain the separation of our roles.
* We will seek to develop effective working relationships with the Headteacher, staff, parents, the Multi Academy Trust, 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 the academy.
* We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a local governing body meeting.
* We will not reveal the details of any local governing body 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 local governing body’s business in the Register of Business Interests. We accept that the Register of Business Interests will be published on the academy’s website.
* We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and will offer to leave the meeting for the appropriate length of time.
* 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 academy as a whole and not as a representative of any group, even if elected to the local governing body.

**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 the issue with the Chair of the local governing body. The Chair will investigate the issue raised and seek to resolve any difficulties or disputes constructively; the local governing body and/or MAT 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 the concern will be referred to the Diocese of Coventry Multi Academy Trust for investigation.
* Where the Chair of governors is unable to resolve any difficulties or disputes the matter should be referred to the Diocese of Coventry Multi Academy Trust for investigation and if necessary a panel consisting of two governors and a representative of the Diocese of Coventry Multi Academy Trust should be convened to review the concerns raised
* The aim of the hearing, which needs to be held in private, will always be to resolve the complaint and achieve reconciliation. However where the breach of this code of practice is deemed to be of a serious nature or injurious to the reputation of the academy and/or the Trust discussions may lead to consideration of suspension of the governor(s) concerned, or in some circumstances a recommendation to the Board of Directors for their removal from the local governing body.

 **The Local Governing Body of *name of academy* adopted this code of practice on *date*.** (*It is recommended that governors review and adopt the Code of Conduct at the first local governing body meeting of each academy year).*

**Undertaking**:
As a member of the local governing body I will always have the well-being of the children and the reputation of the academy at heart. I will do all I can to be an ambassador for the academy, publicly supporting its aims, values, Christian ethos and the commitments set out in this Code.

Signed: ................................................................... Date: ...............................

Printed Name: .........................................................

**Appendix: The Seven Principles of Public Life**

*(originally published by the Nolan Committee: The Committee on Standards in Public Life, to consider standards of conduct in various areas of public life)*

**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.