



THE CRANMER EDUCATION TRUST

CODE OF CONDUCT FOR LOCAL GOVERNING COMMITTEES 2021

Policy approved by the Trust Board on 20 July 2021.

Signed

A handwritten signature in black ink that reads "Janet E. Gregory". The signature is written in a cursive style with a large initial 'J'.

Janet Gregory, Chair of the Trust Board

Code of Conduct for Local Governing Committees within The Cranmer Education Trust

1. Rationale

This code sets out the expectations on and commitment required from school local governors in order for the Local Governing Committee to properly carry out its work with the school and the community.

The Local Governing Committee aims to ensure that young people are attending a successful school which provides them with an education which enables them to learn well, grow and develop in confidence and in safety, achieve the best they can, progress, and become the people they are meant to be.

This Code is modelled on the National Governors' Association (NGA) template (2020).

2. The Role of Local Governors within Cranmer Education Trust

The Cranmer Education Trust Board is the Multi-Academy Trust's accountable body. It has strategic responsibility for the conduct of the Cranmer Education Trust and for promoting high standards. The Local Governing Committee is a sub-committee of the Board of Directors which means:

- No Local Governor can act on his/her own without proper authority from the Board of Directors
- Although appointed through different routes (i.e. parents, staff, board of directors), the overriding concern of all Local Governors must be the welfare of their School and all the young people who attend.

3. Purpose

The purposes of the Code are to promote best practice in school governance and enable the Local Governing Committee, working as a team, to make a significant and positive contribution to the school's performance. In adopting this Code of Conduct, the Local Governing Committee is setting its own standard of behaviour and expectation of governors.

4. Interpretation

In this Code, Trust and/or MAT means Cranmer Education Trust. References to 'Trustees' or 'Directors' mean the charity trustees.

5. The Role of the Local Governing Committee

a) Establishing the strategic direction by:

- Setting the vision, values and objectives for the school
- Agreeing the school improvement strategy with priorities and targets (in consultation with senior staff).
- Meeting statutory duties.

b) Ensures accountability by:

- Monitoring progress towards targets
- Holding the Headteacher to account for the performance of the school (it is the responsibility of the Headteacher to manage the staff and hold them to account)
- Ensuring parents and pupils are involved, consulted and informed as appropriate.
- Contributing to school self-evaluation
- Monitoring the statutory areas of Safeguarding, SEND and Health and Safety reports

c) **Ensures Financial Probity** by:

- Receive and challenge school budget updates
- Ensuring Value for Money is obtained
- Ensuring risks to the organisation are managed

6 General Undertakings

- We understand the purpose of the Trust Board and the role of the Local Governing Committee as a sub-committee of the Trust Board.
- We accept that we have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Governing Committee when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Trust Board and the Local Governing Committee. This means that we will not speak against majority decisions outside the Local Governing Committee 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 Local Governing Committee, including adhering to rigorous safeguarding principles.
- We will encourage open governance 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 schools, upholding the Christian and Anglican ethos of the Trust. Our actions within the academies and local community will reflect this.
- We are committed to promoting inclusion actively, making every effort to welcome and value all children/young people entitled to attend their school, irrespective of their needs.
- We are committed to anti-discriminatory practices that ensure learning and teaching are effective and enjoyable for all – regardless of ability, race, religion, gender etc.
- We will oversee the implementation of effective policies and practices for securing the presence, participation and achievement of all children/young people in the School.
- In making or responding to criticisms or complaints affecting the School we will follow the procedures established by the Board of Directors.
- We will strive to uphold the school's / trust's reputation in our private communications (including on social media).
- We are committed to actively supporting and challenging the Headteacher
- We are aware of and accept the Nolan seven principles of public life.
- We will give notice to the Clerk if, by virtue of Articles 68-75 and 77-79, we become disqualified to continue to hold office by reasons including illness, absence, bankruptcy, court order, misconduct matters or conviction of any criminal offence.

7 Commitment Undertakings

- We acknowledge that accepting office as a Local Governor involves the commitment of significant amounts of time and energy; Governors will give careful regard to this when agreeing to serve on the Local Governing Committee.
- We will each involve ourselves actively in the work of the School, and accept our fair share of responsibilities, including serving on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to attend. Regular attendance is essential.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will read in advance the papers and reports and where possible prepare questions and challenge in advance of the meeting

- We will make full efforts to embrace a paperless system, making the most of GovernorHub and downloading documents prior to meetings
- Our visits to the School will be arranged in advance with the Headteacher and undertaken within the Code of Conduct for School Visits.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training including safeguarding
- We accept that in the interests of open government, our full names, dates of appointment, terms of office, roles on the Local Governing Committee, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on the Trust's website.
- In the interests of transparency, we accept that information relating to Governors will be collected and logged on the DfE's national database of Trustees and governors (Edubase).

8 Undertakings regarding 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, School Committee Members, Directors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer questions from Trustees and School Local Governing Committee members 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 Headteacher, staff and parents, the community and all stakeholders and relevant agencies.

9 Confidentiality undertakings

- We will observe complete confidentiality in accordance with the board confidential information policy and in any matters deemed confidential or when they concern specific members of staff or pupils both inside and outside school. The Headteacher's report and all Local Committee Minutes should be treated as confidential until they have been approved.
- We will exercise the greatest prudence at all times when discussions regarding Governor business arise outside a Local Governor board meeting.
- We will not reveal the details of any Local Governing Committee or Trustee vote. Governors are not entitled to identify the views expressed by individual named Governors.

10 Undertakings regarding collective responsibility and conflicts of Interest

- We understand that a decision of the Local Governing Committee, even when it is not unanimous, is a decision taken by the Local Governing Committee collectively. Each Governor has a duty to stand by it, whether or not he or she was present at the meeting at which the decision was taken. Individual Governors must not speak out against decisions, in public or private, outside the Local Governing Board.
- 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 Trust's 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 Trust's website.
- We will also declare any conflict of loyalty at the start of the meeting should the situation arise.
- We will act in the best interests of the Local Governing Committee and Cranmer Education Trust as a whole and not as any representative of any group, even if elected to the Local Governing Committee.

11 Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate.
- If we believe that the Chair breached this Code, we will raise the issue with the Vice Chair for investigation.

The Local Governing Committee of xxxxxx School adopted this code of conduct in September 2021. Governors will sign the Code at the first Local Governing Committee meeting of each school year. The Code will be reviewed annually.

Undertaking:

As a Local Governor serving on a sub-committee of Cranmer Education Trust I will always have the well-being of the children and the reputation of the School at heart; I will do all I can do be an ambassador for Cranmer Education Trust, publicly support its aims, values and ethos; I will never say, or do anything publicly that would embarrass the MAT, the Trust Board, the Local Governing Committee, the Headteacher or staff.

I undertake to fulfil the charitable object of the Cranmer Education Trust, including the commitment to provide a Church of England education as contemplated by the Articles, the Members’ Memorandum of Understanding and contained in the Scheme of Delegation.

Signed.....

Printed name..... Date.....

Appendix: The Seven Principles of Public Life

(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).

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 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.