

Code of Conduct & Confidentiality Agreement for Governors

This Code sets out the expectations and commitment required from Governors, in their role, or as committee members, and in order for the Local Governing Board (“LGB” or “Governing Board”) to properly carry out its work within the Academy and the community. This Code should be read in conjunction with the relevant statutory requirements for academies in a multi academy trust, and other relevant information made available to Governors before, or during, their appointment term.

The purpose of the LGB

The LGB is a committee appointed by the Thomas Telford Multi Academy Trust Board in accordance with the Articles of Association of the Trust. The LGB is subject to the Terms of Reference and Scheme of Delegation approved by the Trust Board which includes the conduct of the Academy and promoting a culture of high expectations, aspirations, and scholastic excellence. The aims of the LGB are to ensure that children are attending an effective academy which provides them with a good education and supports their wellbeing.

NAME OF ACADEMY: Redhill Primary Academy

ADOPTED BY THE BOARD: Autumn 2022

As individuals on the Local Governing Board (“LGB”) we agree to the following:

Role & Responsibilities

- We understand the purpose of the LGB and the role of the executive leaders.
- We accept the Terms and Reference and Scheme and Delegation which the Trust Board (“the Board”) may change from time to time.
- We accept that we have no legal authority to act individually, except when the Board has given us delegated authority to do so and, therefore, we will only speak on behalf of the Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the LGB or its delegated agents. This means that we will not speak against majority decisions outside of the any LGB meeting.
- We have a duty to act fairly and without prejudice, and insofar as we have responsibility for staff, we will fulfil all that is expected by the Trust or that of another other good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools/academies.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our Academy and the Trust as a whole. Our actions within the Academy and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the LGB.
- We will actively support and challenge the executive leaders.
- We will accept and respect the difference in roles between the LGB and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the executive leaders 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 and polices and the procedures of the LGB 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 strive to uphold the reputation of the organisation.

Commitment

- We acknowledge that accepting office as a Governor/committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Board and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings, as the dates are set well in advance and where we cannot attend explain in advance why we are unable to do so.
- We will get to know the Academy well and respond to opportunities to involve ourselves in Academy activities.
- We will visit the Academy, with all visits arranged in advance with the senior executive leader/headteacher and undertaken within the framework established by the LGB.
- When visiting the Academy in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a Governor/committee member.
- We will consider seriously our individual and collective needs for induction, training, and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, dates of appointment, terms of office, roles on the LGB, attendance records, relevant business and pecuniary interests will be published on the websites of the Trust and the Academy.
- We accept that the Trust is required to record our full names and dates of appointment on the DfE GIAS database.
- In the interests of transparency, we accept that information relating to Governors/committee members will be collected and logged on the DfE's national database of Governors (GIAS).

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/committee members, the Clerk to the LGB and Academy staff both in and outside of meetings.
- We will support the chair in his/her role to ensure appropriate conduct at meetings and at all times.
- We will be prepared to answer queries from other LGB members 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.
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the Trust, the local authority and other relevant agencies and the community.

Confidentiality & Data Protection

- We will observe complete confidentiality at all times and particularly in relation to matters deemed to be confidential or where they concern specific members of staff or pupils both inside and outside Academy.
- We will exercise the greatest prudence at all times when discussions regarding Academy/Trust business arise outside a LGB meeting.
- We will not reveal the details of any LGB vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- In the event of a breach, we will inform the Chair as soon as possible who will investigate the matter further.
- We understand that a breach might result in suspension or removal from the LGB.
- We will follow the Academy/Trust information security processes and measures, including Data Protection Policy when using, storing, sharing, and disposing of personal data.
- We will inform the Trust's Data Protection Officer immediately if we believe that there has been a personal data breach.

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 LGB's business in the Register of Business Interests, and in the event of any conflicted matter arising at a meeting, we will leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the websites of the Trust and the Academy.
- 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.

Social Media

- We will: -
 - Uphold the reputation of the Academy & Trust at all times.
 - Maintain a professional presence online and carefully consider how we interact with the Academy's community.
 - Review privacy settings regularly to make sure we are happy with the information about us that is publicly availability.
 - Report any incidents of harassment we experience, or see towards members of the LGB, Trust Board and Academy staff.
- We will not: -
 - Accept friend requests from students (secondary) and not join any private parent groups associated with the Academy or Trust.
 - Disclose any information which is confidential or would breach Data Protection regulations
 - Make comments online about members of the LGB, Trust Board or Academy staff.
 - Post any inappropriate/offensive language, images or comments on social media that may bring us, or the Trust into disrepute.

Ceasing to be a Governor/committee member

- We understand that the requirements relating to confidentiality will continue to apply after a Governor/committee member leaves office.
- We understand and accept there are reasons under which a Governor's term of office can be terminated, as set out in the Terms of Reference for the LGB

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Clerk who will investigate; the Trust or LGB will only use suspension/removal as a last resort and after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that is believed to have breached this code, another LGB member, such as the Deputy Chair, and the Clerk will investigate.

Governors will sign the Code at the first meeting of each school year.

Printed name:	
Signed:	
Date:	

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 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.