



## Governance Code of Conduct

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### As members/ governors / trustees, we will focus on our strategic functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

### As individuals we agree to:

#### Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our schools and trust.
3. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the schools.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the schools and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions may oppose trust values or place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the RGB / board / trust if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's / trust's reputation in our private communications (including on social media).

#### Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
5. As governors on the RGB, we will visit the schools and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. As trustees and members, we will visit meetings held by the trust and RGB

7. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
8. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

### **Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will communicate using the trust email address and store files securely in the trust cloud drive.

### **Declare conflicts of interest and be transparent**

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school/trust's website.
5. We will act in the best interests of the school/trust as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

### **Protocols when quality-assuring governance meetings**

1. When members visit Trust Board meetings or trustees visit RGB meetings, they will inform the clerk to the Trust Board where possible, a fortnight in advance of the meeting.
2. Visits may be for quality assurance or information sharing purposes, members and trustees should make the purpose of the visit clear to clerk who will inform the chair of the meeting.
3. Members and trustees will not have voting rights at meetings visited outside their own roles but may be asked to comment on issues voted upon by the chair of the meeting.
4. Members and trustees are permitted to ask questions at meetings visited, directing questions through the chair of the meeting.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.