

## **Code of Conduct for Local Governing Body Members**

**As a Local Governing Body, we agree to faithfully abide by this Code of Conduct in discharging our delegated powers as described in the Scheme of Delegation.**

**We agree to abide by the Seven Nolan Principles of Public Life**

### ***1. Selflessness***

We will act solely in terms of the public interest.

### ***2. Integrity***

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

### ***3. Objectivity***

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### ***4. Accountability***

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

### ***5. Openness***

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

### ***6. Honesty***

We will be truthful.

### ***7. Leadership***

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**As a Local Governing Body (LGB) we will focus on our core governance 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 individual LGB members, 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 fulfil our role and responsibilities as set out in our scheme of delegation.
3. We will develop, share and live the ethos and values of our school/s.
4. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.

5. We will work collectively for the benefit of the school/s.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school/s and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the LGB if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school and trust's reputation in our private communications (including on social media).
14. We will not discriminate against anyone and will work to advance equality of opportunity for all.

#### *Demonstrate our commitment to the role*

1. We will involve ourselves actively in the work of the LGB, 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. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and LGB policy and protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. 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 LGB members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each LGB member's contributions are valued equally.
4. We will support the chair in their role of leading the LGB 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 LGB vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

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

1. We will declare any business, personal or other interest that we have in connection with the LGB's business, and these will be recorded in the ODST 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 LGB, attendance records, relevant business and pecuniary interests, category of LGB member/trustee and the body responsible for appointing us will be published on the school/trust website.
7. We accept that information relating to LGB members will be collected and recorded on the DfE's national database (Get information About Schools), some of which will be publicly available.

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

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**Adopted by:** Kidmore End CE Primary on 27.09.2021

**Signed:** Co-Chairs of Governing Body

The LGB agree that this Code of Conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the LGB.

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This ODST Code of Conduct is based on the National Governance Association’s Code of Conduct for Governing Boards, which has been updated for 2021. It sets out the expectations of and commitment required from members of governing boards and is anchored in the Seven Nolan Principles of Public Life. The code is also aligned with the [Framework for Ethical Leadership in Education](#) which outlines principles that support ethical decision-making and challenge unethical behaviour in schools and trusts.

### **How to use the ODST Code of Conduct**

Local Governing Bodies of each ODST school should review, adopt and agree to collectively adhere to this Code of Conduct at the first meeting of each academic year. It will be reviewed periodically by ODST to reflect any significant changes to the law and to ODST policies.

The Code of Conduct will be published on the ODST website.

The Code of Conduct should also be used in the following ways.

- To support the recruitment of new LGB members and ensure that potential candidates have a good understanding of the expectations before being appointed.
- As part of the induction programme for new LGB members, who should agree to abide the Code on being appointed.
- To support annual governance reviews.
- As a tool to help develop governance practice.
- To support effective teamwork and collaboration by providing a focus on understanding and respect for each other’s roles.