



CODE OF CONDUCT
For
LOCAL GOVERNING COMMITTEES

The Academy Trust has adopted this Code of Conduct for all Local Governing Committees. Governors will sign the Code of Conduct on appointment and thereafter at the first committee meeting of each school year.

Agreed	
Review Date	
Responsible for Review	Clerk to the Board
Decision-Maker	Trust Board

This code sets out the expectations on and commitment required from governors of each local governing committee (LGC) in order for the committee to properly carry out its work within the aims and values of the academy trust and extended community. The vision, aims and values as stated in the Strategic Plan 2018 – 2021 are replicated below.

The shared vision and values of Galileo Multi Academy Trust and all the Schools underpins the governance arrangements of the Academy Trust. Galileo supports the independence and distinguishing characteristics of each of the schools and seeks to provide a level of autonomy proportionate to the success of the school. This gives Galileo its distinctiveness.

Recognising the value of collaboration and the advantage of a public association, Galileo will provide a voice on national issues affecting the academy trust and our schools, helping to communicate the academy trust's needs and concerns to those responsible for the funding and regulation of publicly funded schools.

Galileo has a commitment to supporting the schools within the Galileo family for the benefit of the communities served by the schools. Galileo expects schools to work together in the spirit of solidarity. The relationship between the academy trust and local governing committees is one of partners sharing a common goal, drawing on each other's strengths in order to overcome any weaknesses and respond robustly to any challenges.

Galileo provides a strong, responsible foundation from which every school develops and grows. It provides a subtle yet crucial role, aiming always to be a trustworthy, reliable and inspirational organisation, delivering the best possible learning experiences.

Galileo has strong connections with the Diocese of York, in particular the Diocese of York Educational Trust (DYET).

The vision, in line with the Church of England's role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.

The Seven Nolan Principles of Public Life underpin the principles of this Code of Conduct and these are set out in Appendix 1

The code should also be read alongside the academy trust's agreed Scheme of Delegation.

Functions of the Local Governing Committee

Delivering strategic direction, by:

- ensuring clarity of vision, values, and objectives for the school, which are in line with those of the academy trust
- agreeing the school improvement strategy with priorities and targets
- meeting statutory duties

Ensuring accountability, by:

- monitoring the educational performance of the school/s and progress towards agreed targets
- engaging with stakeholders
- contributing to school self-evaluation
- ensuring the well-being of students through robust safeguarding arrangements, including protecting them from extremist views and bullying via social media.

Overseeing financial performance, by:

- implementing an annual budget plan within funding levels allocated to the school
- monitoring spending against the budget
- ensuring money is well spent and value for money is obtained
- ensuring risks to the organisation are managed

As individuals we agree to the following:

Personal Attributes

- **Committed** - Devoting the required time and energy to the role and ambitious to achieve best possible outcomes for young people and, prepared to give time, skills and knowledge to developing ourselves and others in order to create highly effective governance.
- **Confident** - Of an independent mind, able to lead and contribute to courageous conversations, to express our opinion and to play an active role on the committee.
- **Curious** - Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning.
- **Challenging** - Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement.
- **Collaborative** - Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships within the committee and with executive leaders, staff, parents and carers, pupils/students, the local community and employers.
- **Critical** - Understanding the value of critical friendship which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness.
- **Creative** - Able to challenge conventional wisdom and be open-minded about new approaches to problem-solving; recognising the value of innovation and creative thinking to organisational development and success.

Role & Responsibilities

- We understand the purpose of the committee and the role of members, trustees and executive leaders.
- We accept that we have no legal authority to act individually, except when the committee 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 accountability for all decisions made by the committee or its delegated agents. This means that we will not speak against majority decisions outside of meetings
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff on behalf of trustees, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the academy trust, the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our family of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the academy trust.
- We will actively support and challenge the executive leaders
- We will accept and respect the difference in roles between the trust board, the local governing committee and staff, ensuring that we work collectively for the benefit of the academy trust.
- We will respect the role of the executive leaders and their responsibility for the day to day management of the academy trust and the school; and avoid any actions that might undermine such arrangements;
- We agree to adhere to the powers and functions delegated to the local governing committee by trustees and as set out in all relevant legislation and statutory guidance
- 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 academy trust and our family of schools

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 committee, and accept our fair share of responsibilities, including service on sub-committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the senior executive leader/head teacher and undertaken within the framework established by the committee.
- When visiting the school 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 induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date 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 school'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 governors (Getting Information about a School – 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/trustees/academy committee members, the clerk to the local governing committee, school staff, parents and children, 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 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 executive leaders, staff and parents, the academy trust, the local authority and other relevant agencies and the community.

Safeguarding

- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the academy trust and our family of schools and to keep our pupils safe.
- We will ensure that any safeguarding allegations against members of staff, volunteers or governors are referred to the Chief Executive Officer for the academy trust, who in turn will inform the Local Authority Designated Officer (LADO)

- We will ensure that the local governing committee complies with safeguarding duties set out in legislation and ensure that the policies, procedures and training in our school are effective; comply with the law at all times and; allow for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.

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 school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a meeting of the local governing committee
- We will not reveal the details of any vote taken at a meeting of the local governing committee.
- 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 committee's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will withdraw from the meeting whilst the matter is considered
- We accept that the Register of Business Interests will be published on the academy trust's website.
- We will also declare any conflict of loyalty and gifts at the start of any meeting should the situation arise.
- We will act in the best interests of the academy trust and the school as a whole and not as a representative of any group, even where elected to the local governing committee.

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, in the first instance, seek to resolve any difficulties or disputes informally and constructively.

Where the Chair has not been able to resolve difficulties constructively he or she will inform the Chief Executive Officer who will investigate and present the findings at a meeting of the local governing committee. The person alleged to have breached the code of conduct will have an opportunity to respond to any allegation.

Where it is determined by the local governing committee that there has been misconduct the matter will be referred to the appointing body.

Should it be the Chair that we believe has breached this code, the Chair of a local governing committee within the academy trust will undertake the role described above in relation to the Chair.

Ceasing to be a governor on the Local Governing Body Committee

We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

Evaluation

Evaluation is an important element of improving the effectiveness of governance at all levels within the academy trust. An annual self-appraisal by means of a questionnaire, along with records of attendance at meetings and visits to school, will provide assurance that individuals serving on the committee are complying with this code.

The objective of the appraisal is to enable **governors** to evaluate their performance, to build upon strengths and address any areas for development.

SIGNED UNDERTAKING:

I, _____ will:

- Adhere to the principles of the Code of Conduct set out in the previous pages
- Always have the achievement and well-being of the children and the reputation of the school and academy trust at heart;
- I will do all I can to be an ambassador for the school and academy trust, publicly supporting its aims, values and ethos;
- I will never say or do anything publicly that would embarrass the school, the local governing committee, the head teacher, staff or the academy trust

NAME	SIGNATURE	DATE

THE NOLAN PRINCIPLES

APPENDIX 1

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.