

Advice and Guidance for Local Governance Board Governors

Part One: Code of Conduct – LGB Governors

Role & Responsibilities

- Governors must understand the role of the LGB and its position within the Inspire Partnership Multi-Academy Trust;
- Governors accept collective responsibility for all decisions made by the LGB. This means that we will not speak against majority decisions outside the LGB meeting;
- Governors have a duty to act fairly and without prejudice;
- Governors should always be mindful of their responsibility to maintain and develop the ethos and reputation of our Academy and the MAT's other Academies. The Governors' actions within the Academy and the local community will reflect this;
- In making or responding to criticism or complaints, governors will follow the procedures of the Trust Board;
- Governors should actively support the Academy Headteacher;
- Governors should challenge the Academy Headteacher;
- Governors will accept and respect the difference in roles between the LGB and staff, ensuring that they work collectively for the benefit of the organisation;
- Governors should respect the role of the Headteacher and his/her responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- Governors agree to adhere to the Trust's / Academy's policies and procedures and the Trust's Scheme of Delegation;
- Governors must support agreed organisational policy even if they might be different to our personal views;
- When communicating in a private capacity (including on social media), governors should be mindful of and strive to uphold the reputation of the organisation.

Commitment

- Having been given the dates of the meetings for the year at the end of the previous summer term, Governors must attend all meetings if at all possible, explaining in advance if unable to attend. At the very least 66% of meetings should be attended;
- Governors should be committed and involve themselves actively in the work of the LGB, accepting their share of responsibilities;
- Governors should know the Academy well and respond to opportunities to involve themselves in its activities;
- Governors should take up relevant training and development opportunities offered beginning with induction training;
- Governors must accept that, in the interests of open governance, names, date of appointment, terms of office and governor category on the LGB will be published on the school's website;
- In the interests of transparency, brief biography information provided by individual governors may be published on the Academy websites.

Relationships

- Governor should work as part of a team in which constructive working relationships are actively promoted;

- Views should be expressed openly, courteously and respectfully in all meetings and in all forms of communication with LGB members, MAT staff and members of the Trustee Board;
- The Chair should be supported in his/her role of ensuring appropriate conduct both at meetings and at all times;
- Governors should seek to develop effective working relationships with the Headteacher, staff, parents, the community, the MAT and other relevant agencies;
- Chairs of the Trust’s LGBs should attend the termly Trust Chair’s meetings.

Confidentiality

- It is important Governors should not discuss outside of the meeting any matters which are deemed confidential or where they concern specific members of staff or pupils, both inside or outside of the Academy;
- Governors should exercise the greatest prudence at all times when discussions regarding Academy or MAT business arise outside of the LGB meeting;
- Governors should not reveal the details of any LGB vote;
- Confidential papers should be handled with care and disposed of appropriately;
- Governors should ensure the use of an official Academy email addresses for all official correspondence.

Conflicts of interest

- Governors must disclose any pecuniary or other business interest (including those related to people we are connected with) in connection with the LGB’s business in the Register of Business Interests and if any such conflicted matter arises in a meeting, governors will offer to leave the meeting for the appropriate length of time;
- Governors must declare any conflict of loyalty at the start of a meeting should the situation arise.
- Governors will always act in the best interests of the Academy as a whole and not as a representative of any group, even if elected to the LGB.

The Seven Principles of Public Life

All governors must observe the seven principles, which consist of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Ceasing to be a governor

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

Breach of this code of conduct:

- If the code of conduct is thought to have been breached, the issue will be raised with the Chair and the Chair will investigate. The LGB will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that has breached this code, another LGB Governor, such as the Vice-Chair will investigate.

Name of Governor

Signature of Governor

Date