

PERRYFIELDS ENTERPRISE ACADEMY TRUST

Local Governing Body - Governors Code of Conduct

This Code sets out the expectations on and commitment required from Governors in order for the LGB to properly carry out its work within the Trust and the community.

The governing body has adopted the following principles and procedures:

The purpose of the Governors

The LGB is a committee of PEAT and is accountable to the Board of Directors. It is responsible for its conduct to the Trust and for promoting high standards. The LGB aims to ensure that children are attending a successful school which provides them with an outstanding education and supports their well-being.

The Board of Directors:

- Sets the strategic direction of the Trust by:
 - Setting the values, aims and objectives for the Trust
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting statutory targets
 - Agreeing the Trust improvement strategy which includes approving the Trust budget and agreeing the staffing structure
- Challenges and supports the Trust by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the Trust improvement strategy
 - The budgets and the staffing structures
- Ensures accountability by:
 - Signing off the Self Evaluation Forms or the equivalent
 - Responding to Ofsted reports when necessary
 - Holding the Executive Headteacher to account for the performance of the Trust
 - Ensuring parents and pupils are involved, consulted and informed as appropriate
 - Making available information to the community
- Ensures the Executive Headteacher will deliver the aims (through the day to day management of the Trust, implementation of the agreed policy framework and Trust improvement strategy, and delivery of the curriculum) and report appropriately to the Directors.

For the Board of Directors to carry out their role effectively, Directors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The Local Governing Body

Ensures accountability by:

- meeting statutory duties
- preparing, with the Headteacher and Senior Leadership Team, the SIP for the school for approval by the directors
- monitoring the SIP
- monitoring progress towards targets
- performance managing the Headteacher
- engaging with stakeholders (parents & pupils)
- contributing to school self-evaluation
- complying with The Trust Scheme of Governance and Scheme of Delegation

Ensuring financial probity by:

- setting the budget
- monitoring spending against the budget
- ensuring value for money is obtained
- ensuring risks to the organisation are managed
- complying with The Trust Scheme of Delegation and Financial Regulations

For governing bodies to carry out their roles effectively, governors must be:

- prepared and equipped to take their responsibilities seriously
- acknowledged as the accountable body by the lead professionals
- supported by the appropriate authorities in that task
- willing and able to monitor and review their own performance

The role of a Local Governing Body

The LGB is a corporate body, which means:

- No Governor can act on her/his own without proper authority from the full Board of Directors;
- All Governors carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, by the Trust) , the overriding concern of all governors has to be the welfare of the school as a whole. Governing bodies should be alert to the risk of becoming dominated by one particular mind-set or strand of opinion.

As individuals on the governing body, we agree to the following:

Role & Responsibilities

- We understand the purpose of the governing body and the role of the Headteacher.
- We are aware of and accept the Seven Nolan Principles of Public Life (see Appendix).
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
- We will support the Headteacher and senior leadership team but challenge their expectations and hold them to account for school performance.

General

- We understand the purpose of the Governors and the role of the Executive Headteacher/Headteacher and Board of Directors as set out above.
- All Governors must act with integrity, objectivity and honesty and in the best interests of the Trust - by signing this Code, we are aware and accept the 'The 7 Principles of Public Life' (see attached Appendix).
- We accept that we have no legal authority to act individually, except when the LGB or Board of Directors has given us delegated authority to do so, and therefore we will only speak on behalf of the LGB when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- 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 the Directors' meeting.
- We will consider carefully how our decisions may affect this school, PEAT Mat, the community and other schools in the PEAT Mat.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our LGB. Our actions within the school, the local community and PEAT MAT will reflect this.
- We will always act in the best interest of the school and PEAT Mat as a whole and will not pursue a personal agenda or seek preferential treatment for any adult or child in the school's communities.
- In making or responding to criticism or complaints affecting the school or PEAT Mat we will follow the procedures established by the Board.
- All members of the LGB, are required to have an enhanced criminal records certificate from the DBS. Any person refusing to take part in a check or making a wrongful disclosure may be considered to be breaching this Code and may be removed from office
- If at any time an individual Governor has concerns that someone who is, or may become involved, in governance may have links to extremism, or that a child might be at risk of extremism, or if there is any concern about extremism in a school within the Trust, this concern should be reported immediately to the Designated Safeguarding Lead within the school or contact counter.extremism@education.gov.uk or on 0207 340 7264
- Details including relevant material business or pecuniary interests, including any governance roles in other educational institutions must be published on the School and Trust's website and via EduBase for each person involved in governance of the Trust. This information must also include any material interests arising from close family relationships between those involved in governance or between them and senior employees. Anyone failing to provide information to enable these responsibilities to be undertaken may be in breach of this Code and, as a result may bring the Board into disrepute. In such cases the Board may consider suspension or removal from office

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 LGB, and accept our fair share of responsibilities, including service on committees or working groups.
- If acting as Governors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the Trust and/or third parties.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to the school will be arranged in advance with the staff and undertaken within the framework established by the LGB and Board of Directors and agreed with the Executive Headteacher/Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We are committed to actively supporting and challenging the Executive Headteacher.

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.
- We will support the Chair of Governors in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Governors 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 Headteacher, Headteachers, staff and parents, the local authority and other relevant agencies and the community.

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 the LGB
- We will exercise the greatest prudence at all times when discussions regarding Trust business arise outside an LGB meeting.
- We will not reveal the details of any Governor's vote.
- We should only speak to the media with the express permission of the Chair of the Board of Directors
- All allegations of breaches of confidentiality will be investigated under the Trust's complaints procedure and could result in the removal of a Governor involved in such a breach

Conflicts of interest

- The LGB has a legal obligation to act in the best interests of the school and the Perryfields Enterprise Academy Trust and, in accordance with its Articles of Association, and to avoid situations where there may be a potential, real or perceived, conflict of interest
- We should not exert any influence to obtain any preferential treatment for ourselves, our families, or other connected person or organisations. We are aware of, and act in accordance with, the school and PEAT MAT's policy and procedure on identifying and managing conflicts of interest
- We will record any pecuniary or other business interest that we have in connection with the Governors' businesses on the Register of Business Interests and will update this whenever a material change occurs
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.
- We understand that failure to declare an interest, real or perceived, could result in the complaints process being instigated and, depending on the circumstances and severity of the conflict, this may result in being removed from office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair of Governors and the Chair of the LGB Governors will investigate; the Governors should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
- Should it be the Chair of the Governors that we believe has breached this code, this will be referred to the Board of Directors
- We understand that any allegation of a material breach of this code of conduct by any Governor shall be raised at a meeting of the LGB, and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension from the LGB.

The Governors of Perryfields Junior School adopted this code of practice on 28 September 2017.

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

Undertaking:

As a member of the Local Governing Body of Perryfields Junior School I will always have the well-being of the children and the reputation of the school and PEAT Mat at heart; I will do all I can to be an ambassador for the school and Trust, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the School, the Trust, the Directors, the Executive Headteacher or staff.

Signed

Printed name

Date:

Appendix: 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.

Appendix 2

Data Protection and Information Security – Personal Data

The governing board has a collective and individual responsibility regarding confidentiality in respect of school business. In exercising their functions, governors will on occasion, have access to sensitive personal information about staff and pupils. This may, for example, relate to safeguarding, exclusion, health or conduct issues.

In addition, the nature of a governor's role means that they will often receive, access and process information outside of the school premises – at home or at work. Under the Data Protection Act 1998 it is particularly important that personal and sensitive information is held and handled securely.

We will ensure that we are familiar with, and adhere to, the data protection principals set out in the Data Protection Act (DPA) 1998.

We will ensure that personal data:

- is processed fairly and lawfully
- is obtained only for lawful purposes, and is not further used in any manner incompatible with those original purposes
- is accurate and, where necessary, kept up to date
- is adequate, relevant and not excessive in relation to the purposes for which it is processed
- is not kept for longer than is necessary for those purposes;
- is processed in accordance with the rights of data subjects under the DPA;
- is protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage and
- is not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection of the personal information

Contact details

We will:

- ensure that our correct contact details (home address, phone number and email address) are held by the school to avoid misdirected communications
- ensure that our email addresses are professional and where possible, personal (ie not shared with family members)
- take appropriate steps to prevent others, including family members, from accessing confidential information

Electronic personal data

We will:

- use encryption software/strong passwords on all electronic devices which may contain personal data. This includes mobile phones, laptops, tablets and USB devices
- password protect files containing personal data
- take all reasonable steps to keep such devices secure (eg not leaving them in cars)
- ensure that family members/work colleague who share devices, cannot access personal data

Paper-based personal data

We will:

- keep all paper based files securely
- dispose of paper records in a secure manner