

## Code of Conduct for LAAT Local Board Members

The Local Board (LB), which includes the Headteacher, will conduct the School with a view to promoting high standards of educational achievement and the spiritual, moral, social and cultural development of the pupils.

### **The Local Board has the following core strategic functions:**

- Supporting the strategic direction of LAAT and its objectives, targets and policies.
- Reviewing progress against the budget, plans and targets.
- Act as a critical friend to the Headteacher by providing support and challenge.
- Effectively carry out the roles and responsibilities allocated through the 'Scheme of Delegation'.

### **As individuals on the Board we agree to the following:**

#### Role & Responsibilities

- We understand the purpose of the Local Board and the role of the Headteacher.
- We recognise that it is the Headteacher who is responsible for the implementation of policy, day-to-day management of the School and operation of the curriculum. We do not expect to become involved in day-to-day management issues.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school and the LAAT. Our actions within the school and the local community will reflect this.
- We accept that we have no authority to act individually, except when the Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Board or its delegated agents. This means that we will not speak against majority decisions outside the Local Board meeting.
- We have a duty to act fairly and without prejudice at all times.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the LAAT.
- We will actively support and challenge the Headteacher.
- We have a responsibility to attend relevant training sessions to obtain information on our roles and responsibilities and to keep updated with changes brought about by legislation and innovations in education.

## Commitment

- We acknowledge that accepting office as a Local Board Member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Local Board, and accept our fair share of responsibilities, including service on 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 to school arranged in advance with the staff and undertaken within the framework established by the Local Board/LAAT and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, 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.

## Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will seek to develop effective working relationships with the Headteacher, staff, parents' groups, LAAT and all other relevant agencies.
- We will express views openly, courteously and respectfully in all our communications with other Local Board Members.
- 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 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.

## 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 business arise outside a governing board meeting.
- Although decisions reached at local governors' meetings are normally made public through minutes or otherwise, the discussion on which the decisions are based will be regarded as confidential.

- We will only speak or act on behalf of the Local Board when specifically authorised to do so.

### 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 governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

### 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 investigate; the governing board 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 we believe has breached this code, another governor, such as the vice chair will investigate.
- If the need arises to use the sanction of suspension, we will do so by following the procedure regulations so as to ensure a fair and objective process.
- We recognise that removing a Local Board Member from office is a last resort, and that it is LAAT which has the power to remove Local Board Members
- If the need arises to use the sanction of removing a Local Board Member, we will do so by following the Constitution regulations so as to ensure a fair and objective process.

### Declaration

I have read, understood and accept the above terms and conditions and will act in accordance to this Code of Conduct for Members of the Local Board. I understand that breaching this Code of Conduct may result in my suspension or removal from the Local Board.

Signed: .....

Print Name: .....

Date: .....

Name of School: .....