



## The Keys Academy Trust

# Code of Conduct for members of the governing body

**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 accept collective responsibility for all decisions made by the governing body. This means that we will not speak against majority decisions outside any 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 always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- We will actively support and challenge the headteacher.

### 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 governing body, 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 and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the relevant staff member and undertaken within the framework established by the governing body.
- 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 government, our full names, date of appointment, terms of office, roles on the governing board, attendance records,

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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 (Edubase).

### 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 and the clerk to the governing body.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will respond to correspondence in a timely fashion and check school email on a regular basis.

### 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 body meeting.

### 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 body'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 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.

### 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 body 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 governing body member, such as the vice chair will investigate