



LIFE Education Trust

Local Governance Committee Code of Conduct

All Local Governance Committee (LGC) members agree to faithfully abide by this Code of Conduct.

We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Local governors will:

- I. Be **consulted** on key policies and strategy
- II. Continue to **monitor** the Quality of Education in the school
- III. Continue to **monitor** and present Healthchecks related to the Ofsted framework
- IV. **Represent** the view of stakeholders to the Trust through **scrutinising** the stakeholder surveys
- V. **Scrutinise** information on pupil progress and attainment
- VI. **Monitor** safeguarding at school level through the Healthcheck system
- VII. **Monitor** progress towards school development priorities
- VIII. **Carry out** some panel work (eg complaints and grievances)
- IX. **Contribute** to the recruitment and appraisal of school leaders

As individual governors, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our scheme of delegation
3. We will support the vision, mission and ethos of the Trust
4. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
5. We will work collectively for the benefit of the school/s.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school/s and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the Trust.
10. We will only speak or act on behalf of the Local Governance Committee (LGC) if we have the authority to do so.
11. We will act fairly and without prejudice.
12. We will follow the established procedures with regards to any Complaints received.
13. We will strive to uphold the school's / Trust's reputation in our private communications (including on social media).
14. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the LGC, and accept our fair share of responsibilities.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school/s in line with the Governor Visit Policy and observe school protocol.

6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with LGC members and senior leaders both inside and outside of meetings.
3. We will work to create an inclusive environment where each LGC member's contributions are valued equally.
4. We will support the chair in their role of leading the LGC and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individuals in relation to the school.
2. We will not reveal the details of any LGC vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office
5. We will not share any information about the Trust personnel, processes, finances or any other aspect of the Trust's work without the express consent of the Trust Board

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the LGCs business, and these will be recorded in the Register of Interests
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Interests will be published on the school/Trust's website.
5. We will act in the best interests of the school/Trust as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governance committee, attendance records, relevant business and pecuniary interests and the body responsible for appointing us will be published on the school/Trust website.
7. We accept that information relating to LGC members will be collected and recorded on the DfE's national database (Get Information About Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

If a governor or any other individual believes this code has been breached, the issue will be raised with the Chair of Governors who will investigate; the Local Governance Committee should seek to resolve any difficulties or disputes informally in the first instance;

Should it be the Chair of Governors that is believed to have breached this code, the Chair of Trustees will investigate;

We understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the Local Governance Committee, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the Local Governance Committee.

In taking the decision to suspend we will follow a process as set out in Annex A.

Annex A

Process for governor suspension

Subject to the following paragraphs the Board of Trustees of LIFE Education Trust may suspend a governor for all or any meetings of the Local Governance Committee, for a fixed period of up to 6 months on one or more of the following grounds—

- (a) that the governor has failed to attend more than three meetings without forwarding an apology or reason to the Clerk or Chair of the LGC;
- (b) that the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his/her employment;
- (c) that the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he is disqualified from continuing to hold office as a governor ;
- (d) that the governor is in breach of any of the provisions of this code of practice which the Local Governance Committee believes has, or could, bring the office of school governor into disrepute;
- (e) that the governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the Local Governance Committee or his office into disrepute; or
- (f) that the governor is in breach of his duty of confidentiality to the school or to any member of staff or to any student at the school.

A resolution to suspend a governor from office shall not have effect unless the matter is specified as an item of business on a Board of Trustee's agenda for the meeting of which notice has been given in accordance with the articles of association.

Before a vote is taken on a resolution to suspend a governor, the Trustee proposing the resolution shall at the meeting state their reasons for doing so. The governor who is the subject of the resolution shall then be given the opportunity to make a statement in response before withdrawing from the meeting.

Nothing in this regulation shall be read as affecting the right of a governor who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the Local Governance Committee during the period of their suspension.

Accepted by: [Name of governor] on [date]

Signed:
The LGC note that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the LGC
