Code of Conduct for local governing bodies of Flying High Trust Schools

The Trust recognises that governors bring many different skills and experiences to local governing bodies. This code of conduct aims to help governors to share an understanding of the expectations of the role of governor in FHT schools; and to be able to work together as effectively as possible to the benefit of children within the school and across the Trust. We also recognise that governors commit much time and energy to the role, and we want it to be a positive and rewarding experience. To this end, this Code of Conduct sets out the common understanding of the broad principles by which local governing bodies and individual governors will operate, in order to effectively carry out their work within schools and community. The Code of Conduct covers the following areas:

- Seven principles of public life
- The strategic role of the local governing body
- Roles and responsibilities
- Commitment
- Relationships
- Confidentiality
- Conflicts of interest
- Breaches of the Code of Conduct
- Information to be published on the school website
- Undertaking by individual governors

The Flying High Trust expects governors to act and behave in a manner compatible with the **Seven Principles of Public Life** – namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

(Committee on Standards in Public Life, Crown, May 1995)

The strategic role of the local governing body

The powers delegated to local governing bodies by the Flying High Trust are detailed in the Scheme of Delegation agreed with each school. In summary, the local governing body is responsible for:

- The performance of the school and being accountable to the Board of Directors for the standards achieved by pupils.
- Setting the vision, values, ethos and objectives for the school, in line with those of the Trust.
- Agreeing the school improvement strategy, including priorities and targets, with the Trust; monitoring progress towards those targets; and contributing to the school's evaluation of its own performance.
- Ensuring that the school engages in the monitoring processes required by the Trust; and also participates in and contributes to the school improvement and professional development opportunities provided by the Trust and the Teaching School Alliance.

- Appointing the headteacher, in partnership with the Trust, and in accordance with the powers delegated within the Scheme of Delegation.
- Supporting the Trust's Chief Executive Officer in the performance management of the headteacher.
- The Appointment and management of staff, including ensuring the well-being and effective performance management of all staff.
- Setting and reviewing the curriculum, taking account of the values and principles of the Trust.
- The management and expenditure of funds received for the running of the school including:
  - Ensuring that the school complies with the finance policy and financial controls required by the Trust.
  - Setting and agreeing the budget with the Trust.
  - Monitoring spending against the budget.
  - Ensuring value for money is obtained.
  - Ensuring risks to the organisation are managed.
- Managing and maintaining the school site, buildings and resources; health and safety.
- Admissions and exclusions of pupils in line with agreed policies and procedures including the Admissions Code.
- Meeting statutory duties and ensuring that statutory policies are in place.
- Dealing with complaints and grievances in line with agreed policies and procedures.
- Engaging with relevant stakeholders within and beyond the school.

Roles and responsibilities of governors

As members of the local governing body, it is important that you:

- understand the differing roles and responsibilities of the Flying High Trust Board of Directors, the local governing body and the headteacher.
- accept that you have no legal authority to act individually, except when the local governing body has given you delegated authority to do so, and therefore you will only speak on behalf of the governing board when you have been specifically authorised to do so.
- accept collective responsibility for all decisions made by the local governing body or its delegated agents. This means that you will not speak against majority decisions outside the governing body meeting.
- have a duty to act fairly and without prejudice, and in so far as you have responsibility for staff, you will fulfil all that is expected of a good employer.
- will consider carefully how your decisions may affect the community, the Trust and other schools.
- will always be mindful of your responsibility to maintain and develop the ethos and reputation of the school and the Trust; and to be advocates for and support the principles and values of the Trust.
- will always be mindful of issues of confidentiality, and the reputation of the school and Trust when using social media; and not engage in comment or discussion on social media as a governor without the explicit approval of the governing body.

- will follow the procedures established by the Flying High Trust and the local governing body when making or responding to criticism or complaints affecting the school
- will actively support and challenge the headteacher.
- will use the procedures outlined in the Trust's Whistleblowing Policy if you have concerns about wrongdoing at the school or Trust and feel that those concerns are sufficiently serious to require reporting.

Commitment

In taking on the role of governors in Flying High Trust schools, we expect that you will:

- acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- will involve yourselves actively in the work of the governing body, and accept your fair share of responsibilities, including service on committees or working groups.
- will make full efforts to attend all meetings and where you cannot attend explain in advance why you are unable to.
- will get to know the school well and respond to opportunities to involve yourselves in school activities.
- will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
- will consider seriously your individual and collective needs for training and development, and will undertake relevant training.
- accept that, in the interests of open governance, your full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests and category of governor may be published on the school's website.

Relationships

To be really effective, it is vital that governing bodies are founded on positive working relationships. It is expected that governors will:

- strive to work as a team in which constructive working relationships are actively promoted.
- express views openly, courteously and respectfully in all communications with other governors.
- support the chair in his/her role of ensuring appropriate conduct both at meetings and at all times.
- engage in open and frank discussions, and show respect for differing views and opinions
- seek to develop effective working relationships with the headteacher, staff and parents, officers and directors of the Flying High Trust, and other relevant agencies and the community.

Confidentiality

It is vital that the work of the local governing body can be undertaken in a culture of openness and trust. Therefore, as governors, you will be expected:

- to observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- to exercise the greatest prudence at all times when discussions regarding school and Trust business arise outside a governing body meeting.
- not to reveal the details of any discussions or votes within the governing body, unless expressly agreed by the governing body.

Conflicts of interest

Governors are expected to act impartially and without personal/professional gain from the decisions takes by the governing body. It is expected that you will:

- record any pecuniary or other business interest (including those relating to people to whom you are connected) that you 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 you will offer to leave the meeting for the appropriate length of time. You accept that the Register of Business Interests will be published on the school's website.
- declare any conflict of loyalty or interest at the start of any meeting should the situation arise.
- 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 body eg as a parent or member of staff.

Breach of this code of conduct

In the event of a breach of this code of conduct, it is expected that:

- you 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 you believe has breached this code, you should raise the matter with the Chair of the Board of Directors of the Flying High Trust who will investigate.

The following information about each governor will be published on the school's website:

- Name
- Category of governor
- Term of office
- The names of any committees the governor serves on
- Details of any positions of responsibility such as chair or vice-chair of the governing body or a committee
- Business interests.

Undertaking

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart. I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos. I will never say or do anything publicly that would embarrass the school, the Governing Body, the Head teacher, the staff or the Flying High Trust.

I understand that I must declare business interests and this information will be published on the school's website along with my name, details of my term of office and responsibilities as a governor. Failure to reveal this information may be judged as bringing the Governing Body into disrepute and could lead to my role as a governor being suspended.

Signed .....

Printed name .....

Date .....