



Local Governing Board and Federated Governing Board Code of Conduct

Introduction

The purpose of the Code of Conduct is to ensure Local Governors have a clear understanding of their role, which whilst voluntary comes with expectations and commitment.

The Clerk to the Local/Federated Governing Body (LGB/FGB) will ask all new Local Governors to sign this document at the commencement of their term of office and all Local Governors will make an annual commitment. The signed declaration will be kept with LGB/FGB records.

Local Governors must: -

- a) Support the aims and objectives of the school and safeguard the interests of Horizon MAT and its children in the wider community.
- b) Work co-operatively with other Local Governors in the best interests of the school and Horizon MAT placing a high priority on attending and contributing to meetings, sending apologies to the Clerk to the LGB/FGB in advance of the meeting when unavoidable absence is necessary. Without prior agreement of the LGB/FGB Local Governors are expected to attend at least 4 of the 6 meetings planned per annum.
- c) Remain loyal to the consensus decisions reached, even if these go against personal preference.
- d) Base opinion on matters before the LGB/FGB on an impartial assessment of the available facts.
- e) Take due account of views of parents, pupils, staff and other interested parties.
- f) Complete work as set out in the Horizon MAT Scheme of Delegation, which will be reviewed annually as legally required.
- g) Not act or speak on behalf of the LGB/FGB without delegated authority to do so. In exceptional circumstances the Chair may act on behalf of the LGB/FGB but must report these actions to fellow Local Governors as soon as possible after action has been taken.
- h) Treat each other with respect at all times, valuing each other's contributions to the work of the LGB, accepting that all Local Governors have equal status, and although appointed or elected by different groups (e.g. parents, staff, LGB/FGB) the overriding concern will be the welfare of the school and Horizon MAT as a whole.
- i) Be confident that the CEO will respect the Local Governors' monitoring and oversight role and will provide the LGB/FGB with the information it needs to hold the Horizon MAT to account for the standards achieved.
- j) Refer parents to the school's complaints procedure in the event of receiving complaints relating to any aspect of the school or Horizon Trust's work.
- k) Resist the temptation or outside pressure to use their position of Local Governor to benefit himself or herself or other individuals or agencies. Local Governors will make known any personal or pecuniary interest that might affect their ability to participate in particular discussions or decisions. This will be done through an annual declaration of interest, and also through the standard declaration on each agenda.
- l) Visit the school with all visits arranged in advance with the staff.

- m) Involve themselves actively in the work of the LGB/FGB, and accept a fair share of responsibilities.
- n) Be mindful of the criteria disqualifying individuals from being a Local Governor and will immediately stand down if any of the criteria should apply.
- o) Observe the confidentiality of any matters deemed confidential by the LGB/FGB.
- p) Seek to be good ambassadors for Horizon MAT in the wider community particularly considering the impact of any use of Social Media on the school, Horizon MAT, pupils, staff and overall reputation.
- q) Make every effort to get to know the school well and respond to opportunities to involve themselves in school activities.
- r) Take or seek to participate in training and development opportunities.
- s) Accept that in the interests of transparency, the names, terms of office, roles on the LGB/FGB and category of Local Governor will be published on the school's website.
- t) Agree to declare all business interests – including any relationships between Local Governors and members of the school staff including spouses, partners and relatives and will offer information about other governorships of other schools so that it can be published on the website. Any Local Governor failing to reveal information to enable the LGB/FGB to fulfil its responsibilities will be in breach of this Code of Conduct and as a result will be bringing the LGB/FGB into disrepute.

Breach of this code of conduct

- If it is believed that a Local Governor has breached this code, Local Governors will raise this issue with the Chair and the Chair will investigate; the LGB/FGB 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 Local Governors believe has breached this code this will be reported to the CEO who will investigate.

Safeguarding

I confirm that I have read and understood the latest DfE publications

- Keeping Children Safe in Education
- Working Together to Safeguard Children

New Local Governors

I confirm I will complete a DBS application within 21 days of commencing the role of Local Governor.

All Local Governors – annual declaration

I confirm that there has been no change to my DBS certification in the past 12 months.

Signed by:

Date: