

Silverstone CE Primary School

Code of Conduct for PDET Academic Governance Committees

This code sets out Peterborough Diocese Education Trust's (PDET) (referred to as PDET or the Trust in this document) expectations of and commitment required from AGC members in order for AGCs to properly carry out their work within the academy and the community.

This Code should be read in conjunction with:

- ❖ **PDET's Articles of Association;**
- ❖ **The Board's Remit and Scheme of Delegation (incorporating Roles and Functions Overview)** (Scheme of Delegation);
- ❖ **The document entitled 'The Role of the Academy Governance Committee' (the Role of the AGC);**

❑ **The Terms of References for Academy Governance Committees (TORs); and**

❑ **PDET's Academy Governance Committees' Handbook (Handbook).**

(All these documents can be found on *Governor Hub*).

As individuals on the AGC we agree to:

Fulfil our role & responsibilities

- ❖ We have read the Handbook, Scheme of Delegation, the Role of the AGC and TORs and understand the purpose of the AGC, our role, the role of the Directors and the headteacher.
- ❖ We understand the ethos of PDET and will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy as a Church of England academy within PDET. We will develop, share and live the ethos and values of our academy and our actions within the academy and the local community will reflect this.
- ❖ We agree to adhere to the Trust and academy policies and procedures as set out by the relevant governing documents and law.
- ❖ We accept that we have no authority to act individually, and therefore we will only speak or act on behalf of the AGC when we have been specifically authorised to do so.
- ❖ We will accept and respect the difference in roles between the AGC and staff and will work collectively for the benefit of the academy.
- ❖ We will stand by the decisions that we make as a collective. (This means that we will not speak against majority decisions outside AGC meetings).
- ❖ When decisions and actions conflict with the Seven Principles of Public Life (*see below*) or may place pupils at risk, we will speak up and bring this to the attention of the Trust Governance Committee (TGC) and any relevant authorities, as appropriate.
- ❖ We will act fairly and without prejudice.
- ❖ We will encourage open governance and will act appropriately.

- ❖ We will consider carefully how our decisions may affect the Trust, our academy, the community and other academies/schools.
- ❖ When making or responding to complaints we will follow the Trust's established procedures.
- ❖ We will actively support the headteacher. by acting as a critical friend
- ❖ We will respect the role of the headteacher and their responsibility for the day to day management of the academy and avoid any actions that might undermine such arrangements;
- ❖ We will be alert to risks facing the academy and cooperate with the headteacher to mitigate them.
- ❖ We will draw any unresolved and serious concerns to the attention of the Central Executive Team at the earliest opportunity.
- ❖ We will report to the Trust Directors a summary of the activities of the AGC by submitting a report to the TGC annually.
- ❖ When formally speaking or writing in our governing role we will ensure our comments reflect current Trust/academy policy even if they might be different to our personal views;
- ❖ We will strive to uphold the reputation of the Trust and the academy in our private communications (including on social media).

Demonstrate our commitment to the role

- ❖ We acknowledge that accepting office as a governor involves the commitment of time and energy.
- ❖ We will involve ourselves actively in the work of the AGC and accept our fair share of responsibilities, including service on panels or task groups.
- ❖ We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- ❖ We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- ❖ We will get to know the academy well and respond to opportunities to involve ourselves in academy activities.
- ❖ We will visit the academy, with all visits arranged in advance with the headteacher and undertaken within the framework established by the Trust/academy.
- ❖ When visiting the academy in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- ❖ 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

- ❖ 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, the clerk to the AGC and academy staff both inside and outside of meetings.
- ❖ We will support the chair in their role of leading the AGC and ensuring appropriate conduct.
- ❖ We will develop effective working relationships with the headteacher, staff and parents, the Trust, the local church, the local authority and other relevant stakeholders from our local community.

Respect confidentiality

- ❖ We will observe complete confidentiality both inside and outside the academy when matters are deemed confidential or where they concern individual staff, pupils or families.
- ❖ We will exercise the greatest prudence at all times when discussions regarding academy business arise outside an AGC meeting.
- ❖ We will not reveal the details of any AGC vote.
- ❖ We will ensure all confidential papers are held and disposed of appropriately.
- ❖ We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

- ❖ We will declare any business, personal or other interest that we have in connection with the AGC's and / or Trust Board's business and these will be recorded in the Register of Business Interests.
- ❖ We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- ❖ If a conflict arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- ❖ We accept that the Register of Business Interests will be published on the academy/Trust's website.
- ❖ We will act in the best interests of the academy as a whole and not as a representative of any group, (even if elected to the AGC by staff or parents).
- ❖ We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the AGC, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the academy's website and may be published elsewhere.
- ❖ We accept that information relating to governors will be collected and recorded on the DfE's national database of governors (GIAS), some of which will be publicly available.

Breach of this code of conduct

- We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.
- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the AGC will only recommend suspension/removal to the Directors 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.

The Seven Principles of Public Life

In holding the responsibility of a governor, members of the AGC should conduct themselves in accordance with these seven principles. (Originally published by the Nolan Committee; The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness – Holders of public office should act solely in terms of the public interest.

Integrity – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Adopted by the AGC of Silverstone CE Primary – 7th October 2021