



## Trumpington Federation Governor Code of Conduct 2023 - 2024

This code of conduct sets out the expectations on and commitment required from Federation governors in order for the governing body to properly carry out its work within the Federation and the community.

This Code of conduct embraces The Nolan Principles of Public Life:

### THE SEVEN PRINCIPLES OF PUBLIC LIFE

(as set out in The Committee on Standards in Public Life chaired by Lord Nolan)

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

At the Trumpington Federation, all members of our community have three core rights:

- The right to be treated with respect
- The right to feel safe, physically and emotionally
- The right to learn without unfair distraction

Our work as a governing body will support that of the schools in ensuring that children, staff and members of our community are able to exercise these rights.

Our vision and values:

At the Trumpington Federation, we believe that learning should be a lifelong adventure. We aim to inspire and encourage all members of our community to grow and learn together. Through determination, communication and collaboration, we encourage each other to reach for the stars, no matter who we are or where we come from.

As a governing body we will demonstrate these values through a commitment to:

- individual and collective development
- improve diversity amongst our number
- sustainability initiatives in partnership with the wider community

**THE GOVERNING BODY HAS THE FOLLOWING CORE STRATEGIC FUNCTIONS:**

**Establishing the strategic direction, by:**

- Setting the vision, values and objectives for the Federation
- Agreeing the Federation improvement strategy with priorities and targets
- Meeting statutory duties

**Ensuring accountability, by:**

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

**Ensuring financial probity, by:**

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

**AS INDIVIDUALS ON THE GOVERNING BODY WE AGREE TO THE FOLLOWING:**

**Roles & Responsibilities**

- We understand the purpose of the governing body and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.

- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body 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 publish on the Federation website the structure and remit of the governing body and any committees, and the full names of the chair of each.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our schools. Our actions within the Federation and the local community will reflect this.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant 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 schools well and respond to opportunities to involve ourselves in school activities.
- We will ensure we are prepared for a meeting, including reading documents circulated prior to the meeting, so as to be able to fully participate in discussions and decisions.
- We will visit the schools, with all visits arranged in advance and undertaken within the policy established by the governing body.
- We will regularly review our individual and collective training needs and attend induction and other relevant training to address them.
- We will confirm our eligibility to be a governor in writing and inform the clerk immediately if there is a change.
- We accept that as governors we need to have an enhanced DBS check and Section 128 check on appointment.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the Federation's website.
- We will ensure the same information will be published for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.
- 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.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express our views openly within meetings but should ensure they relate to relevant matters. Discussion will be conducted in a respectful manner with opposing views being expressed in a constructive way.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff, parents, the local authority and other relevant agencies and the community.
- We will ensure that an appropriate balance is reached between providing challenge and support to the headteacher.
- We will disclose any relationships with other governors or staff at the Federation, and allow this information to be published on the Federation website.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, pupils or parents (both inside and outside the schools).
- We will not reveal the details of any governing body discussion or how governors vote, unless agreed.
- We will exercise the highest degree of prudence when discussions regarding school business arise outside a governing body meeting.
- We understand that the requirements of confidentiality will continue to apply after we leave office and will ensure that any information relating to the Federation is returned to the Federation.
- We will only use secure emails and ensure that confidential and sensitive data is kept securely, both paper and electronic versions.

### **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 appropriate length of time. We accept that the Register of Business Interests will be published on the Federation website.
- 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 Federation as a whole and not as a representative of any group, even if elected to the governing body.
- We will not use the governing body to enhance or influence the education of our own children or those personally known to us or pursue personal agendas.
- We accept that a governor paid to work at the Federation, other than the headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the Federation.
- We accept that the headteacher must withdraw and cannot vote in relation to their own pay or performance appraisal.

### **BREACH OF THIS CODE OF CONDUCT**

- In the event that there is a serious breach of the code of conduct by a governor behaving in a manner that would be inconsistent with the Nolan Principles of Public Life and the Federation's ethos and values, the governing body has the right to hold that individual governor to account.
- In this case, 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.

**The Governing Body of Trumpington Federation adopted this Code of Conduct on 19th September 2023.**

We agree to review and re-adopt the code of conduct annually at the first full governing body meeting of the year, and for it to be signed by each governor.