

Fioretti Trust

 *Aspiration*  *Wisdom*  *Compassion* 

Code of Conduct for LGBs within Fioretti Trust

Approved by: Trust Board Date: July 2024

Last review: July 2023

Next review: July 2025

This policy supersedes all previous codes of conduct for LGBs within Fioretti Trust.

CODE OF CONDUCT FOR LOCAL GOVERNING BODIES WITHIN FIORETTI TRUST

The following code provides a statement of the broad principles by which the governors of the schools within Fioretti Trust should operate.

GENERAL

The Headteacher is responsible for the day-to-day management of the school, the implementation of policies and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

The Local Governing Body (LGB) will contribute most effectively to this aim by focusing on its three roles:

- To provide a strategic view of where the school is heading, in line with the values, vision, ethos and expectations of the Fioretti Trust.
- To act as a critical friend by providing support and advice to the school.
- To hold the school to account for the educational standards it achieves and the quality of the education it provides.

All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the success of the school as a whole.

Governors have a general duty to act fairly and without prejudice at all times.

Governors should consider carefully how their own decision might affect other schools both within and outside the Fioretti Trust.

Governors should encourage open government and should be seen to do so. All governors are required to act in accordance with the **Nolan Principles** as follows:

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 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 they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

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.

Governors do not act alone but as members of a corporate team. Individual governors have power only when it is delegated specifically to them by the whole Local Governing Body.

COMMITMENT

Governors acknowledge that accepting office as a governor/trustee/ committee member involves the commitment of significant amounts of time and energy.

Governors will be involved actively in the work of the Local Governing Body, and accept fair share of responsibilities, including service on committees or working groups.

Governors will make full efforts to attend all meetings and where they cannot attend will explain in advance why they are unable to.

Governors will get to know the school/s well and respond to opportunities to involve themselves in school activities.

Governors will visit the school/s, with all visits arranged in advance with the Headteacher and undertaken within the framework established by the Local Governing Body.

Governors will consider seriously their individual and collective needs for induction, training and development, and will undertake relevant training.

Governors accept that in the interests of open government, their full names, date of appointment, terms of office, roles on the Local Governing Body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing them will be published on the school's website.

In the interests of transparency, governors accept that information relating to governors/trustees/ committee members will be collected and logged on the DfE's national database of governors (Get information about schools – GIAS).

RELATIONSHIPS

Governors will strive to work as a team in which constructive working relationships are actively promoted.

Governors will express views openly, courteously and respectfully in all our communications with other governors and trustees.

Governors will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

Governors are prepared to answer queries from other LGB members in relation to delegated functions and consider any concerns expressed, and they will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

Governors will seek to develop effective working relationships with the Headteacher, staff and parents, the trust, the Diocese, the local authority and other relevant agencies and the community.

CONFIDENTIALITY

Governors must observe complete confidentiality when asked to do so by the Local Governing Body, especially in relation to matters concerning individual staff, pupils or parents.

Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential. Any decisions made, whether supported individually by you as a Governor, should always be actively supported once the decision has been made collectively by the Local Governing Body.

Governors will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a Local Governing Body meeting.

Governors will not reveal the details of any Local Governing Body vote.

CONDUCT

Governors should express their views openly within meetings but accept collective responsibility for all decisions, supporting those decisions at all times in public forums.

Governors should only speak or act on behalf of the Local Governing Body when they have been specifically asked to do so.

All visits to school should be undertaken within a framework which has been established by the Trust and agreed with the Headteacher.

In responding to criticism or complaints relating to the school, governors should refer to the Trust's 'Concerns and Complaints Policy' for the correct procedure to be followed and advise the complainant accordingly.

Governors have a responsibility to maintain and develop the ethos and reputation of the school Fioretti Trust. Their actions within the school community and externally should reflect this.

Any pecuniary interest that a governor may have in connection with the Local Governing Body's business must be recorded in the register of pecuniary interests.

Where an interest is declared, the governor must leave the meeting while the item is under discussion.

BREACH OF THIS CODE OF CONDUCT

If governors believe this code has been breached, they will raise this issue with the chair and the chair will investigate; Local 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 Governors believe has breached this code, another Local Governing Body member or Trust representative, such as the chair or Head of Trust will investigate.

TRUST GOVERNANCE ROLE: TRAINING AND DEVELOPMENT

Governor training and development is important. It benefits the school and individual governors, and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the Local Governing Body and the work of the Local Governing Body as a whole. Fioretti Trust places a high importance on this area and has established a Trust 'Head of Governance' role, which is held by Jo Booker (Headteacher at St Mary's) to oversee an annual programme of training, based on the Skills Audit completed by all governors across the Trust.

MENTORING

An experienced governor who acts as a mentor to new governors can provide support and a listening ear for all aspects of the work of the Local Governing Body. Governors should be prepared to act as mentors, as required. This may involve LGB's across the Fioretti Trust working together to share expertise and mentoring new governors in different roles.

MEETINGS

Fioretti Trust has provided: **Guidance on 'virtual' attendance at LGB meetings: as a response to the COVID-19 situation**. This guidance was issued to assist LGBs with operating virtual meetings during the Covid-19 period. Within the Fioretti Trust scheme of delegation, LGBs are given powers to determine certain processes. This means that LGB's have the authority as a board to approve alternative arrangements for governors to participate in meetings of the LGB by e.g telephone or remote conferencing.

Individual governors do not have any authority in school. It is the collective decisions of all the governors together that carry authority. The activities that governors undertake outside meetings can be seen as preparation for the times when the Local Governing Body 'goes live' - in a meeting.

It follows that if a Local Governing Body is to carry out its functions well, its meetings are crucial. Below is The Fioretti Trust's 'Meetings Charter'. If the Chair, the Headteacher, the Governance Professional and all the governors subscribe to, and implement, the charter, the Local Governing Body will be giving itself the best chance of coming to informed, collective decisions.

MEETINGS CHARTER

As a governor I expect:

- people to attend regularly and be punctual;
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- my contributions to be heard and others to contribute to the discussion;
- the decision making process to be quite clear;
- governors to work together and not to be stubbornly partisan;
- governors to take collective responsibility for decisions;
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting (paper copies or electronically);
- make relevant and positive contributions;
- listen to and consider what other people want to say;
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

End of Code of Conduct.