

Alpha Trust Local Governor Code of Conduct

The Alpha Trust Local Governor Code of Conduct has due regard to all relevant legislation including, but not limited to, the following:

- The Children Act 1998
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR) 2018
- The School Governance (Constitution) (England) Regulations 2012
- The Charities (Protection and Social Investment) Act 2016

As individuals on Alpha Trust Local Governing Boards we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the Governing Board 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 governance and will act appropriately.
- 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 school and the Trust. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the Governing Board.
- We will actively support and challenge the executive leaders
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- We agree to adhere to the school's rules and policies and the procedures of the Governing Board as set out by the relevant governing documents and law
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- when communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation
- We will make ourselves familiar with the following documents:

- Essential; to be read every year and at each and any update:
 - Keeping Children safe in Education (2020) (KCSiE)
- Statutory overview documents:
 - DfE Governance Handbook (2020)
 - Charity Commission CC3 – the essential trustee: what you need to know, what you need to do
 - Competency Framework for Governance 2017
- All Alpha Trust procedures including:
 - Child Protection and Safeguarding Policy
 - Diversity Policy and Recruitment & Selection Statement
 - Health and Safety Policy
 - Behavioural Policy
 - Whistleblowing Policy
 - Assessment Policy
 - Data Protection Policy
 - Disciplinary procedures
 - Complaints procedures
- The Alpha Trust Governance Handbook 2020 – information and guidance for Trustees and Governors. (This document provides links to the above).

Commitment

- We acknowledge that accepting office as a Local Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Board, 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 school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the Principal/Headteacher and undertaken within the framework established by the Governing Board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a Governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the Governing Board, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to Governors, (and Trustees and Members) will be collected and logged on the DfE's national database of governors (Get information about schools).

Relationships and Communications

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will act responsibly and observe the 'Nolan Principles' in all our communications with the school.
- We will use appropriate routes of communication, i.e., through formal, minuted governor meetings, reported link meetings, governor visit days, agreed appointments, by using the Trust's procedures and we will make any enquiries we may have regarding the school via the Chair of the LGB, initially.

- We will express views openly, courteously and respectfully in all our communications with other Governors, Trustees, Members, the clerk to the Governing Board and school staff both in and outside of meetings.
- 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 Board members 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 executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- GDPR and confidentiality requirements will be maintained at all times including, but not limited to;
- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/Trust business arise outside a Governing Board meeting.
- We will not reveal the details of any Governing Board vote.
- We will ensure all confidential papers are held and disposed of appropriately and are not viewed or accessed in any way by any person who is not a member of the LGB.

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 Board'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 the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's 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 school as a whole and not as a representative of any group, even if elected to the Governing Board.

Ceasing to be a Governor

- We understand that the requirements relating to confidentiality will continue to apply after a Governor leaves office

Breach of this Code of Conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Board 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 Board member, such as the vice chair will investigate.

All Governors are required to sign the following declaration at least once a year, and on joining.



Alpha Trust Local Governing Board - Code of Conduct Declaration

(Please delete as appropriate):

- Colchester County High School for Girls
- The Gilberd School
- Manningtree High School
- Home Farm Primary School

I confirm I have read:	Please initial
'Keeping Children Safe in Education (2020)'	

I confirm I am familiar with the following Alpha Trust (and school) documents:	Please initial
Child Protection and Safeguarding Policy	
Diversity Policy and Recruitment & Selection Statement	
Health and Safety Policy	
Whistleblowing Policy	
Data Protection Policy	
Disciplinary procedures	
Complaints procedures	
The Alpha Trust Governance Handbook 2020	
Behavioural Policy (School)	
Assessment Policy (School)	

I confirm I am familiar with the following statutory documents:	Please initial
DfE Governance Handbook (2020)	
Competency Framework for Governance 2017	
Charity Commission CC3 – the essential trustee: what you need to know, what you need to do	

I hereby acknowledge the terms detailed within the Alpha Trust Local Governor Code of Conduct and agree to abide by this code whilst I am an acting member of the LGB. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties.

Name (please print):

Signature:

Date: