CODE OF CONDUCT FOR LOCAL GOVERNING COMMITTEE/INTERIM EXECUTIVE BOARD OF SCHOOLS NOT DESIGNATED AS HAVING A RELIGIOUS CHARACTER 2026-27

XXXXXX SCHOOL

Approved by	Trust Board
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Contents

1. Introduction....1
2. The Role of Local Governors within Cranmer Education Trust....1
3. Purpose....1
4. Interpretation....1
5. The Role of the Local Governing Committee/Interim Executive Board....1
5.1 Establishing the strategic direction....1
5.2 Ensures accountability....1
5.3 Ensures financial probity....2
6. General Undertakings....2
7. Commitment Undertakings....3
8. Undertakings Regarding Relationships....3
9. Confidentiality Undertakings....3
10. Undertakings Regarding Collective Responsibility and Conflicts of Interest....4
11. Breach of this Code of Conduct....4
Appendix: The Seven Principles of Public Life....5

1. Introduction

This code sets out the expectations on and commitment required from school local governors in order for the Local Governing Committee/Interim Executive Board to properly carry out its work with the school and the community.

The Local Governing Committee/Interim Executive Board aims to ensure that young people are attending a successful school which provides them with an education which enables them to learn well, grow and develop in confidence and in safety, achieve the best they can, progress, and become the people they are meant to be.

This Code is modelled on the National Governors' Association (NGA) template (2024).

2. The Role of Local Governors within Cranmer Education Trust

The Cranmer Education Trust Board is the Multi-Academy Trust's accountable body. It has strategic responsibility for the conduct of the Cranmer Education Trust and for promoting high standards. The Local Governing Committee/Interim Executive Board is a sub-committee of the Board of Directors which means:

- The Board of Directors may, by resolution, remove any Local Governor from their role as long as this is not in breach of the Trust's Articles of Association, the Trust's Master Funding Agreement, or the Supplemental Funding Agreement with respect to the relevant Academy.
- No Local Governor can act on his/her own without proper authority from the Board of Directors
- Although appointed through different routes (i.e. parents, staff, board of directors), the overriding concern of all Local Governors must be the welfare of their school and all the young people who attend.

3. Purpose

The purpose of the Code is to promote best practice in school governance and enable the Local Governing Committee/Interim Executive Board, working as a team, to make a significant and positive contribution to the school's performance. In adopting this Code of Conduct, the Local Governing Committee/Interim Executive Board is setting its own standard of behaviour and expectation of governors.

4. Interpretation

In this Code, Trust, and/or MAT means Cranmer Education Trust. References to 'Trustees' or 'Directors' mean the charity trustees. References to Articles are references to the Articles of Association of the Trust.

5. The Role of the Local Governing Committee/Interim Executive Board

5.1 Establishing the strategic direction by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets (in consultation with senior staff).
- Meeting statutory duties.

5.2 Ensures accountability by:

- Monitoring progress towards targets
- Candidly but constructively holding the Headteacher to account for the performance of the school (it is the responsibility of the Headteacher to manage the staff and hold them to account)

- Ensuring parents and pupils are involved, consulted, and informed as appropriate and consider how our decisions may affect schools and local communities.
- Contributing to school self-evaluation
- Monitoring the statutory areas of Safeguarding, SEND and Health and Safety reports

5.3 Ensures financial probity by:

- Receiving and challenging school budget updates
- Ensuring Value for Money is obtained
- Ensuring risks to the organisation are managed

6. General Undertakings

- We understand the purpose of the Trust Board and the role of the Local Governing Committee/Interim Executive Board as a sub-committee of the Trust Board.
- We accept that we have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Governing Committee/Interim Executive Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Trust Board and the Local Governing Committee/Interim Executive Board. This means that we will not speak against majority decisions outside the Local Governing Committee 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 Local Governing Committee/Interim Executive Board, including adhering to rigorous safeguarding principles.
- 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 individual ethos and reputation of each of our schools, whether designated as having a religious character, or not designated as having a religious character. Our actions within the academies and local community will reflect this.
- We are committed to promoting inclusion actively, making every effort to welcome and value all children/young people entitled to attend their school, irrespective of their needs.
- We are committed to anti-discriminatory practices that ensure learning and teaching are effective and enjoyable for all – regardless of ability, race, religion, gender etc.
- We will not discriminate against anyone and will work to advance equality of opportunity for all.
- We will oversee the implementation of effective policies and practices for securing the presence, participation and achievement of all children/young people in the School.
- In making or responding to criticisms or complaints affecting the School we will follow the procedures established by the Board of Directors.
- We will strive to uphold the school's / trust's reputation in our private communications (including on social media).
- We are committed to actively supporting and challenging the Headteacher, holding them to account in a respectful and purposeful way.
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- We are aware of and accept the Nolan seven principles of public life.
- We will give notice to the Clerk if, by virtue of Articles 68-75 and 77-79, we become disqualified to continue to hold office by reasons including illness, absence, bankruptcy, court order, misconduct matters or conviction of any criminal offence.

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7. Commitment Undertakings

- We acknowledge that accepting office as a Local Governor involves the commitment of significant amounts of time and energy; Governors will give careful regard to this when agreeing to serve on the Local Governing Committee/Interim Executive Board.
- We will each involve ourselves actively in the work of the School, and accept our fair share of responsibilities, including serving on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to attend. Regular attendance is essential.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will read in advance the papers and reports and where possible prepare questions and challenge in advance of the meeting
- We will make full efforts to embrace a paperless system, making the most of GovernorHub and downloading documents prior to meetings
- Our visits to the School will be arranged in advance with the Headteacher and undertaken within the Code of Conduct for School Visits.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training including safeguarding
- We accept that in the interests of open government, our full names, dates of appointment, terms of office, roles on the Local Governing Committee/Interim Executive Board, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on the Trust's website.
- In the interests of transparency, we accept that information relating to Governors will be collected and logged on the DfE's national database of Trustees and governors
- We agree to step down from our position if unable to fulfil these expectations.

8. Undertakings Regarding Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- We will express views openly, courteously, and respectfully in all our communications with others.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer questions from Trustees and School Local Governing Committee/Interim Executive 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 Headteacher, staff and parents, the community and all stakeholders and relevant agencies, acting as civic leaders with other civic partners to advance education in our locality for the public good.

9. Confidentiality Undertakings

- We will observe complete confidentiality in any matters deemed confidential or when they concern specific members of staff or pupils both inside and outside school. The Headteacher's report and all Local Committee Minutes should be treated as confidential and any requests for information should go through FOI policy and process.
- We will exercise the greatest prudence at all times when discussions regarding Governor business arise outside a Local Governing Committee/Interim Executive Board meeting.

- We will not reveal the details of any Local Governing Committee/Interim Executive Board or Trustee vote. Governors are not entitled to identify the views expressed by individual named Governors.

10. Undertakings Regarding Collective Responsibility and Conflicts of Interest

- We understand that a decision of the Local Governing Committee/Interim Executive Board, even when it is not unanimous, is a decision taken by the Local Governing Committee/Interim Executive Board collectively. Each Governor has a duty to stand by it, whether or not he or she was present at the meeting at which the decision was taken. Individual Governors must not speak out against decisions, in public or private, outside the Local Governing Committee/Interim Executive Board.
- 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 Trust's 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 Trust's website.
- We will also declare any conflict of loyalty at the start of the meeting should the situation arise.
- We will act in the best interests of the Local Governing Committee/Interim Executive Board and Cranmer Education Trust as a whole and not as any representative of any group, even if elected to the Local Governing Committee/Interim Executive Board.
- We agree to adhere to trust policies and procedures.

11. 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.
- If we believe that the Chair breached this Code, we will raise the issue with the Vice Chair for investigation.

The Local Governing Committee of xxxxxxxxx School adopted this code of conduct in September xxxxx.
Governors will sign the Code at the first Local Governing Committee/Interim Executive Board meeting of each school year. The Code will be reviewed annually.

Undertaking:
As a Local Governor/member of an Interim Executive Board serving on a sub-committee of The Cranmer Education Trust I undertake to fulfil the charitable object of The Cranmer Education Trust.

I will always have the wellbeing of the children and the reputation of the School at heart; I will do all I can to be an ambassador for the trust and will publicly support its aims, values and ethos; I will never say, or do anything publicly that would embarrass the Trust, the Trust board, Trust officers, the Local Governing Committee, the Headteacher or staff.

Signed……

Printed name…… Date……...

Appendix: The Seven Principles of Public Life

(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. 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 that 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.