

**Education Central Multi Academy Trust**

# **LGB Code of Practice**

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## **Changes July 2015**

Addition of training expectations

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Commitment to training and development

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Commitment to training and development

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## **Changes July 2016**

Change of name from Local Governing Board to Local Governing Board

## **Education Central Multi Academy Trust**

### **Code of Practice for Local Governing Board Members**

This code is based upon the NGA code of conduct. It sets out the expectations on and commitment required from members in order for the Local Governing Board (LGB) to properly carry out its work within the academy and the community.

This must be understood in the context of being an academy within a multi-academy trust. All Local Governing Boards must work within ECMAT's Articles of Association. LGB members are expected to sign a copy of the Code of Practice at the beginning of their term of office.

#### **The purpose of the LGB**

The Education Central Multi Academy Trust is a single trust with one board of ECMAT governors that is accountable for all the academies in the ECMAT group. Each academy has a local governing Board (called Local Governing Board) to which the ECMAT board delegates specific functions.

The Local Governing Board (LGB) is the academy's local governing Board and as such needs to be 'fit for purpose' and constantly strive to achieve excellence. It is vital that the LGB is a local, supportive but constructively challenging group who are able to support and advise the head teacher and provide assurance to the ECMAT that the individual circumstances of each academy are being properly reflected in the bigger picture of multi academy governance

It is responsible for the conduct of the academy and for promoting high standards. The LGB aims to ensure that pupils are attending a successful academy which provides them with a good education and supports their well-being.

#### **The Local Governing Board (LGB):**

- ***supports the strategic direction of the academy***
- ***challenges by monitoring, reviewing and evaluating and***
- ***ensures accountability by:***

#### **Monitoring**

- The implementation of EC ethos and values
- The educational offer for pupils
- Attainment and progress reports
- School development plan implementation
- Budget management
- The use of pupil premium and primary sports funding
- Special needs provision
- Statutory compliance and risk management ( health and safety , equality )
- Pupil admissions and recruitment
- Pupil discipline and exclusions
- Self-evaluation exercises

### **Management of Staff**

- Reviewing staffing structure for efficiency and affordability
- Evaluating performance management systems in line with agreed ECMAT performance management procedures
- Other staff matters( with Academy Trust Board members on staff disciplinary or grievance issues/dismissals where necessary)
- Providing input into the appointment and performance management of the head teacher who will deliver the aims( through day to day management of the school, implementation of the agreed policy framework and school improvement strategy and delivery of the curriculum

### **Parents and Community**

- Ensuring that parents and pupils are involved, consulted and informed as appropriate ( to include parent/academy partnership activities)
- Pupil induction and pre-school support
- Community activities and relationships to include the use of school buildings/ representation on community groups

### **Academy**

- Establishing and reviewing statutory, mandatory and highly expected academy policies and procedures( see Policies and Procedures )
- Establishing and reviewing ECMAT academy policies
- Providing feedback to ECMAT on the effectiveness of policies

### **For the LGB to carry out its role effectively, members must be:**

- Prepared and equipped to take their responsibilities seriously;
- Prepared to commit to undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance
- Acknowledged as the academy's Local Governing Board by the lead professionals;
- Supported by ECMAT in that task;
- Willing and able to monitor and review their own performance.

ECMAT also expects all members serving on the governing Board of an Academy to demonstrate the following competences, which are referred to in the statutory guidance on the constitution of maintained school governing bodies published by the DfE ;

- a strong commitment to the role and to improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English (unless a governing Board is prepared to make special arrangements);
- sufficient numeracy skills to understand basic data.

### **The role of a LGB member**

The LGB is a corporate Board, which means:

- No member can act on her/his own without proper authority from the full LGB;
- All members carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, community), the overriding concern of all members has to be agenda of raising standards and the welfare of the academy as a whole.

### **General**

- We understand the purpose of the LGB and the role of the head teacher as set out above.
- We are aware of and accept the Nolan seven principles of public life: (**see appendix**)
- We accept that we have no legal authority to act individually, except when the LGB has given us delegated authority to do so, and therefore we will only speak on behalf of the LGB when we have been specifically authorised to do so.
- 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 accept collective responsibility for all decisions made by the LGB or its delegated agents. This means that we will not speak against majority decisions outside the LGB meeting.
- We will consider carefully how our decisions may affect the community and other schools/academies
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy. Our actions within the academy and the local community will reflect this.
- In making or responding to criticism or complaints affecting the academy, we will follow the procedures established by the LGB and ECMAT

### **Commitment**

- We acknowledge that accepting office as a member involves the commitment of significant amounts of time, energy and training.
- We will each involve ourselves actively in the work of the LGB, 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 in full why we are unable to.
- We will get to know the academy well and respond to opportunities to involve ourselves in academy activities.
- Our visits to the academy will be arranged in advance with the staff and undertaken within the framework established by the LGB and agreed with the head teacher
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the head teacher.

## **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 members.
- 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 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 recognise that the roles of LGB member, staff member and volunteers in the academy are different. Where I am also a staff member and/or volunteer in the academy, I will maintain the separation of my roles.
- We will seek to develop effective working relationships with the headteacher, staff and parents, Education Central, local authority, the community and other relevant agencies.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the academy.
- We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a LGB meeting.
- We will not reveal the details of any LGB vote.
- We will not use social media in a way that might breach any ECMAT or Academy Policy, any express or implied contractual obligations, legislation, or regulatory requirements.
- In line with ECMAT policy, we realise that the use of social media and social networking sites is to be a strictly personal activity.
- We realise that whilst the appropriate use of social media can be positive and productive, it is important to be aware that it can pose significant risks to the Academy, staff and pupils. The use of social networking applications has implications for our duty to safeguard children; young people, vulnerable adults and employees, and other risks include disclosure of confidential information and intellectual property, damage to the Academy's reputation and the risk of legal claims.
- In using social media we will not:
  - Make disparaging or defamatory statements about the Academy, ECMAT, its employees, pupils, clients, customers, or suppliers
  - Harass, bully or unlawfully discriminate in any way

- Use data obtained during the tenure of my office with the Academy and ECMAT in any way which breaches the provisions of the Data Protection Act 1998
- Breach copyright belonging to ECMAT
- Disclose any intellectual property, confidential or commercially sensitive information relating to the Academy and ECMAT or its business
- Make statements or use social media communications which cause, or may cause, harm to the Academy's or ECMAT's reputation or otherwise be prejudicial to the interests of the Academy or ECMAT

### **Conflicts of interest**

- We will record any pecuniary or other business interest that we have in connection with the LGBs business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time (***see annual declaration of interests***)

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 LGB.

### **Breach of this code of practice**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the LGB should seek to resolve any difficulties or disputes constructively;
- Should it be the chair that we believe has breached this code, another member, such as the vice chair will investigate;
- We understand that any allegation of a material breach of this code of practice by any member shall be raised at a meeting of the LGB, and, if agreed to be substantiated by a majority of members, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the LGB.
- In taking the decision to suspend, the ECMAT process will be followed.

**The Local Governing Board of {name of Academy} adopted this code of practice on {date}.**

## **Undertaking:**

As a member of the Local Governing Board;

- I will always have the well-being of the pupils and the reputation of the academy at heart
- I will do all I can to be an ambassador for the academy, publicly supporting its aims, values and ethos
- I will never say or do anything publicly that would embarrass the academy, the LGB, the head teacher or staff
- I am prepared to commit to undertake whatever training or development activity is needed, so that I can contribute to the effective governance of the academy

Signed .....

Printed name .....

Date: .....

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## **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 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.

**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.