

**CAPA**  
COLLEGE



**CAPA College**  
**Code of Conduct for Governors**

**Approved by Governors:**  
**Date for Review:**

**31<sup>st</sup> January 2020**  
**January 2022**

## **MODEL CODE OF CONDUCT FOR GOVERNORS**

The attached model code of conduct can be used to set out the commitment and expectations required from Governors in order for the Local Governing Body to properly carry out its work within the college and the community. It can be amended to include specific reference to the ethos of the college.

Each Governor is asked to sign a copy of the code when they join the Local Governing Body, and are asked to countersign and redate their original entry on an annual basis, otherwise they are required to complete a new entry. Signed copies should be retained within the college.

There are high expectations of Local Governing Bodies; they are the strategic leaders of the college and have a vital role to play in making sure every student gets the best possible education.

Local Governing Bodies should have a strong focus on the following three core strategic functions:

- i. Ensuring clarity of vision, ethos and strategic direction;
- ii. Holding the Principal to account for the educational performance of the college and its students, and the performance management of staff; and
- iii. Overseeing the financial performance of the college and making sure its money is well spent.

This amounts to a demanding role for the Local Governing Body and can only be done well if ALL Governors are committed to doing what is best for the college and the students it serves.

It is important that Local Governing Bodies play a strategic role, and avoid routine involvement in operational matters and the day-to-day running of the college. They should focus strongly on holding the Principal and other senior leaders to account for exercising their professional judgement in these matters and all of their other duties.

Local Governing Bodies are also expected to demonstrate accountability, by:

- i. Monitoring the educational performance of the college and progress towards agreed targets;
- ii. Engaging with stakeholders; and
- iii. Contributing to school self-evaluation.



## CODE OF CONDUCT FOR THE LOCAL GOVERNING BODY

**As individuals on the Local Governing Body we agree to the following:**

### **Role & Responsibilities**

- i. We understand the purpose of the Local Governing Body and its strategic role.
- ii. We accept that we have no legal authority to act individually, except when the Local Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Local Governing Body when we have been specifically authorised to do so.
- iii. We accept collective responsibility for all decisions made by the Local Governing Body. This means that we will not speak against majority decisions outside the Local Governing Body meeting.
- iv. We will consider carefully how our decisions may affect the community and other educational settings.
- v. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our college. Our actions within the college and the local community will reflect this.
- vi. In making or responding to criticism or complaints affecting the college we will follow the procedures established by the Local Governing Body and/or Enhance Academy Trust.
- vii. We will actively support and challenge the Principal, but at the same time respect the role of the Principal and senior leaders, along with their responsibility for the day to day management of the college and avoid any actions which might undermine such arrangements.
- viii. We will use social media responsibly and ensure that neither our personal/professional reputation, nor the college's reputation is compromised by inappropriate postings.

### **Commitment**

- i. We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- ii. We will each involve ourselves actively in the work of the Local Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.
- iii. We will make full efforts to attend all meetings and where we cannot attend, explain in advance why we are unable to.
- iv. We will get to know the college well and respond to opportunities to involve ourselves in college activities.
- v. We will visit the college, with all visits arranged in advance with the staff we are meeting and undertaken within the framework established by the Local Governing Body, as well as agreed with the Principal.
- vi. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.



- vii. We accept that in the interests of open governance, our 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 us will be published on the college's website.
- viii. 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**

- i. We will strive to work as a team in which constructive working relationships are actively promoted.
- ii. We will express views openly, courteously and respectfully in all our communications with other Governors.
- iii. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- iv. We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see annex 1) or which may place students at risk.
- v. 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.
- vi. We will seek to develop effective working relationships with the Principal, staff, parents, Enhance Academy Trust, relevant agencies and the local community.

## **Confidentiality**

- i. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside of the college.
- ii. We will exercise the greatest prudence at all times when discussions regarding college business arise outside a Local Governing Body meeting.
- iii. We will not reveal the details of how Governors voted in any Local Governing Body vote.
- iv. We will ensure all confidential papers are held and disposed of appropriately.

## **Ceasing to be a Governor**

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

## **Conflicts of interest**

- i. We will record any pecuniary or other business interests (including those related to people we are connected with) that we have in connection with the Local Governing Body's business in the Governors 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.
- ii. We accept that the Register of Business Interests will be published on the college's website.
- iii. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.



- iv. We will act in the best interests of the college as a whole and not as a representative of any group, even if elected to the Local Governing Body.

**Breach of this code of conduct**

- i. If we believe this code has been breached, we will raise this issue with the Chair, who will then investigate and, if necessary, seek advice from Enhance Academy Trust; the Local Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- ii. Should it be the Chair that we believe has breached this code, another Governor, such as the Vice-Chair will investigate.

**Adopted by the Local Governing Body of CAPA College on 31.01.2020**



## Annex 1

### **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.

**Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty** – Holders of public office should be truthful

**Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



**Confirmation of agreement to abide by this code of conduct, which has been agreed by Enhance Academy Trust and adopted by the Local Governing Body**

**Undertaking:**

As a member of the Local Governing Body I will always have the well-being of the students and the reputation of the college at heart; I will do all that I can to be an ambassador for the college, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would bring the college into disrepute.

**Signed** \_\_\_\_\_

**Print Name**

**College Name** CAPA College

**Date**

