



**2025-26**

## **Governor Code of Conduct**

The Local Governing Committee is one of the school's accountable bodies. The purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The Trust Board and Local Governing Committee has collective accountability and strategic responsibility for the trust and the schools within it. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement
- articles of association

The LGC, in conjunction with the Trust Board, also has:

- strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements in school ensuring the promotion of pupil welfare and for keeping their estate safe and well-maintained
- a role in making sure that it delivers its commitment to other schools

To carry out their role effectively, governors must be:

- a. Prepared and equipped to take their responsibilities seriously. This requires a commitment of time to meetings (at least two full Governing Body meetings each term, with additional monitoring visits, frequency dependent on area of responsibility).
- b. Acknowledged as the accountable body by the lead professionals;
- c. Supported by the appropriate authorities in that task;
- d. Willing and able to monitor and review their own performance.

**The role of a governor:**

- a. No governor can act on their own without proper authority from the Local Governing Committee or the Trust Board;
- b. All governors carry equal responsibility for decisions made, and although appointed through different routes (i.e. parents, staff, co-opted by the ODBE), the overriding concern of all governors has to be the welfare of the School as a whole.

**General: all Governors must**

- a. Understand the purpose of the Trust Board, Local Governing Committee and the role of the Headteacher. Accept that the governors role is strategic and so will focus on the core functions rather than involve ourselves in day-to-day management.
- b. Be aware of and accept the Nolan seven principles of public life.
- c. Fulfil our role and responsibilities as set out in the terms of reference and scheme of delegation.
- d. Develop, share and live the ethos and values of our School.
- e. Adhere to school policies and procedures.
- f. Act fairly and without prejudice.
- g. Encourage open government and act appropriately.
- h. Consider carefully how their decisions may affect the community and other schools.
- i. Always be mindful of their responsibility to maintain and develop the ethos and reputation of the School. Governors' actions within the School and the local community will reflect this.
- j. In making or responding to criticism or complaints affecting the School, follow the procedures established.
- k. Not be disqualified from acting as a governor in accordance with our articles of association

**Commitment: all Governors must**

- a. Acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- b. Be actively involved in the work of the Local Governing Committee, and accept their fair share of responsibilities, including service on committees or working groups.
- c. Make full efforts to attend all meetings and send apologies to the Governance Professional in advance of the meeting if a governor cannot attend.
- d. Get to know the School well and respond to opportunities to involve themselves in School activities.

- e. Arrange visits in advance with staff and undertake them within the protocol established and agreed with the Headteachers.
- f. When visiting the School in a personal capacity (for example as a parent) continue to honour the commitments made in this code.
- g. Consider seriously their individual and collective needs for training and development, and undertake relevant training
- h. Attend annual safeguarding training and read any associated documentation for example Keeping Children Safe in education
- i. Be committed to actively supporting and challenging the Headteachers.

**Relationships : all Governors must**

- a. Strive to work as a team in which constructive working relationships are actively promoted.
- b. Express views openly, courteously and respectfully in all communications with other governors, school leaders, staff, parents, trustees, members and other relevant stakeholders.
- c. Support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- d. Be prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed; Governors will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- e. Seek to develop effective working relationships with the Headteachers, staff and parents, the local authority, trustees, members, other Schools and other relevant agencies and the community.
- f. Strive to uphold the School's reputation in our private communications (including on social media).
- g. Not discriminate against anyone and will work to advance equality of opportunity for all.

**Confidentiality: all Governors must**

- a. Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside School.
- b. Exercise the greatest prudence at all times when discussions regarding School business arise outside a meeting.
- c. Not reveal the details of any governor vote.
  - a. Ensure all confidential papers are held and disposed of appropriately.
  - b. Maintain confidentiality even after we leave office.

- d. Not share passwords or allow anyone access to computer systems that has Governance information on.
- e. Use your school email and one drive only for governance work
- e.

**Conflicts of interest: all Governors must**

- a. Record any pecuniary, business, finance and/or personal interest that they have in the Register of Interests and report any changes as soon as possible to the Governance Professional.
- b. Declare any pecuniary or 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.
  - a. Accept that the Register of Interests will be published on the school's and Trust's website.
  - b. Accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, category of governor/trustee and the body responsible for appointing us will be published on the school website and will remain there for 12 months after the role has ended.
  - c. Accept that information relating to governors will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

**Gifts and hospitality: all Governors must**

- a. Not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust/school might be placed under any obligation as a result of acceptance
- b. Must not use their official position to further their private interests or the interests of others
- c. Must not solicit gifts or hospitality
- d. Must record any gifts or hospitality offered to them or the school/trust with a value of over £25 on the gifts and hospitality register within 7 working days, even if declined
- e. Must consult a Headteacher before accepting or offering any gifts or hospitality with a value of over £25.

The following must never be offered or accepted:

- a. Monetary gifts
- b. Gifts or hospitality offered to family members, partners or close friends of governors

- c. Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- d. Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

**GDPR: all Governors agree:**

- a. The school will hold personal data relating to them for the purposes of their governor role at the school.
- b. The school will be transparent in how it intends to use the data collected and will handle peoples' personal data only in ways they would reasonably expect.
- c. That the school has a statutory duty to share governor personal information with others including, but not limited to, the Department for Education, Wokingham Borough Council and Royal Borough of Windsor & Maidenhead. There is also a statutory duty for governors' personal information to be placed on the school website. The data shared is only for the purposes of carrying out the business of the Local Governing Committee/Trust Board and shall not be further processed in any manner incompatible with that purpose.
- d. That the data held will be processed fairly and lawfully and will not be used in such a way as to have adverse effects on the individual governor.
- e. The school has to retain personal data, and keep it on the school website, for one year after the Governor has vacated the role.
- f. The personal data may be shared with members of the Central Trust Team, Trustees, other governors, and any member of staff that comes into contact with a governor as a direct result of the governor's roles and responsibilities for the school, including but not exclusively, the Senior Leadership Team, the Headteacher's PA and any other staff who sit on or assist a governor committee.
- g. That it is a statutory requirement that some governance documents reference governor names or other data need to be kept for a longer period than one year or indefinitely. This applies to, but is not limited to, minutes of meetings, agendas, reports referred to in the minutes, complaints and pupil/staff disciplinary documents.

**Breach of this code of practice:**

- a. If it is deemed that this code has been breached, the issue will be raised with the Chair of the Local Governing Committee and the Chair will investigate.
- b. If the need arises to remove a governor, this will be done by following the appropriate regulations so as to ensure a fair and objective process. Suspending or removing a governor from office will only be used as a last resort after seeking to resolve any difficulties or disputes in more constructive ways

All governor appointments are subject to a satisfactory enhanced DBS check upon appointment and at regular intervals thereafter and signing to agree to the governor undertaking required by the articles of association.

**Signed:**

**Name:**

**Date:**