

Clitheroe Royal Grammar School Governors' Code of Conduct

As governors / trustees, we will focus on our strategic functions to:

1. ensure that there is clarity of vision, ethos and strategic direction;
2. hold executive leaders to account for the educational performance of the School and its pupils, and the performance management of staff;
3. oversee the financial performance of the School and make sure its money is well spent;
4. ensure that the voices of stakeholders are heard.

As individual governors/trustees we agree to:

Fulfil our role & responsibilities by:

1. accepting that our role is strategic, focusing therefore on our core functions rather than involving ourselves in day-to-day management;
2. developing, sharing and living the ethos and values of our School;
3. agreeing to adhere to the School's policies and procedures as set out by the relevant governing documents and law;
4. working collectively for the benefit of the School;
5. being candid but constructive and respectful when holding senior leaders to account;
6. considering how our decisions may affect the School and local community;
7. standing by our collective decisions;
8. speaking up and bringing to the attention of the relevant authorities when decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk;
9. only speaking or acting on behalf of the Governors if we have the authority to do so;
10. fulfilling our responsibilities as a good employer, acting fairly and without prejudice;
11. following the established procedures when making or responding to complaints;
12. striving to uphold the School's reputation in our private communications (including on social media);
13. not discriminating against anyone, working to advance equality of opportunity for all and having due regard of the Equalities Act

Demonstrate our commitment to the role by:

1. involving ourselves actively in the work of the Governors, accepting our fair share of responsibilities, serving on committees or working groups where required;
2. championing the views of our School's community and stakeholders.
3. making every effort to attend all meetings and where we cannot attend explain in advance why we are unable to;
4. arriving at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol;
5. getting to know the School well, responding to opportunities to involve ourselves in the School's activities;
6. visiting the school, having made arrangements with relevant staff in advance and observing the School's and Governors' protocols;
7. continuing to honour the commitments made in this code when visiting the school in a personal capacity (i.e. as a parent or carer);
8. participating in induction training and taking responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships by:

1. developing effective working relationships with the School's leaders, staff, parents and other relevant stakeholders from the local community;
2. expressing views openly, courteously and respectfully in all our communications with fellow Governors and School staff both inside and outside of meetings;
3. working to create an inclusive environment where each governor's contributions are valued equally;
4. supporting the chairman in their role of leading the Governors and ensuring appropriate conduct.

Respect confidentiality by:

1. observing complete confidentiality both inside and outside of the School when matters are deemed confidential or where they concern individual staff, pupils or families;
2. not revealing the details of any vote by the Governors;
3. ensuring all confidential papers are held and disposed of appropriately;
4. maintaining confidentiality even after we leave office.

Declare conflicts of interest and be transparent by:

1. declaring any business, personal or other interest that we have in connection with the Governors' business and recording these in the Register of Business Interests.
2. declaring any conflict of interest or loyalty at the start of any meeting, should the need arise.
3. offering to leave the meeting for the duration of the discussion, and any subsequent vote, if a conflicted matter arises in that meeting;
4. accepting that the Register of Business Interests will be published on the School's website.
5. always acting in the best interests of the School as a whole and not as a representative of any group;
6. accepting that in the interests of open governance, our full names, date of appointment, term 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.
7. accepting that information relating to board members will be collected and recorded on the DfE's national database of governors (Get Information About Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions. The procedure that will be followed in these circumstances is given in Annex A to this code.

Approved and adopted by the Governors/Trustees of Clitheroe Royal Grammar School at their meeting on 7 December 2022.

Review date: December 2023

Annex 1 to the Governors Code of Contact

Procedure for dealing with breaches of the code of conduct

If it is suspected that a Governor/Trustee has breached the Code of Conduct, then the following procedure will be applied::

1. A Member of the academy trust will be asked to investigate.
2. The Member of the academy trust will hold a meeting with the Governor/Trustee to discuss the issue. The Governor/Trustee can bring a friend to the meeting. Another Trustee/Governor will attend to corroborate any decisions.
3. If the situation doesn't improve, or there is another suspected breach, then action will be taken to improve the issue. This may involve:
 - Further meetings between the Member and the Governor/Trustee to reset expectations, based on this code of conduct
 - Support, mentoring or training for the Governor/Trustee
 - Making sure the Governor/Trustee withdraws from votes connected to any disputes they have been involved in
4. If there is no improvement in the Governor/Trustee's behaviour, then the Governors will vote on a motion to ask the Members to remove them in accordance with sections 168 and 169 of the Companies Act 2006 and the academy trust's articles of association. This is a last resort and will not be used without the above steps being taken, except in exceptional circumstances

Governors/Trustees may be **removed** if they:

1. Have acted in a way that is inconsistent with the professional ethos of the Governors (including failing to undertake training appropriate to the role, whether or not directed to do so by the Governors)
2. Have brought, or is likely to bring the academy trust or the office of Governor into disrepute
3. Have acted to undermine fundamental British values or the board's commitment or ability to deliver on its Prevent Duty
4. Have been involved in serious misconduct. The Governors will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious
5. Have displayed repeated and serious incompetence
6. Have acted in a way that is significantly detrimental to the effective operation of the Governors, or their actions have interfered with the operational efficiency of the School

'Bringing the Governors into disrepute' may include, but is not limited to:

1. Speaking out publicly against the School
2. Being disrespectful to members of the School community
3. Behaving inappropriately in a public forum, such as a "Friends" meeting or on social media
4. Persistently failing to undertake the training or development they need to contribute effectively to the Governor's operation