

Diocese of Worcester Multi Academy Trust (DoWMAT)

Code of Conduct for Governors

MAT Board Approval: January 2018
Review Date: Spring 2020
Member of staff responsible: Mrs Claire Davies



DoWMAT Vision

The Diocese of Worcester Multi Academy Trust (DoWMAT) will, through its mission statement 'to love, to learn, to serve', enable all its academies to flourish so that all stakeholders can 'live life in all its fullness'. (John 10:10)

DoWMAT Aims

To Love:

- For pupils to grow and learn in schools where, as children of God, their individual qualities are nurtured to give them fulfilment, self-worth, the skills to contribute to society and confidence in the future
- For staff, accorded dignity and respect, to be enabled to become the very best practitioners that they can be, inspiring and sharing a joy for learning and aspiration
- For academies to be hospitable to diversity, to become the centre of their communities as places of nurture and beacons of educational excellence
- For all learning to be centred in relationships based upon compassion, generosity, truth-telling, forgiveness and reconciliation

To Learn:

- For academies to be resourced and supported so that all pupils within the DoWMAT are enabled to flourish and achieve of their best whatever their starting points
- To ensure staff and governors access high quality professional development so that standards of teaching and learning are excellent
- For academic rigour to be set in the context of rich curricular and extra-curricular opportunities for learning
- For academies to be places where explicit Christian values, collective worship, religious education and opportunities for reflection nurture the spiritual and moral growth of pupils and staff

To Serve:

- To fulfil the wider vision of the Church of England, serving our communities through the work of local academies
- To ensure academies are places of safety for pupils and staff where needs are met with dignity and respect
- To offer help and advice to those who lead our academies at all levels so that they are well equipped to face the challenges ahead
- To ensure that Members, Trustees, Local Governing Bodies and Trust staff understand the pressures, challenges and opportunities of education in the 21st century ensuring that those leading and teaching in our academies are resourced and supported

Statement of Intent

The Diocese of Worcester Multi Academy Trust (DoWMAT) Board is, ultimately, the Trust's accountable body. However, the DoWMAT remains committed to the principle of local governance by local people; recognising and valuing the effort taken by members of the Local Governing Bodies who support our academies in delivering strategic management and operational oversight.

In particular, Local Governing Bodies have an important role to play in upholding the Christian distinctiveness of the academy and promoting high standards. They must ensure that the students are attending a successful academy which provides them with a good education and supports their holistic well-being.

This code of conduct sets out the expectations on, and commitment required, from governors in order for the Local Governing Body to properly carry out its work within the academy, the Multi Academy Trust and the community. This code of conduct will be reviewed by the governing board on an annual basis and will be signed by governors at the first meeting of the Autumn term. It is a requirement that each governor complies fully with each of the expectations in this code of conduct.

Roles and Responsibilities

1. The Local Governing Body is a corporate body, which means:

- No governor can act on her/his own without proper authority from the full Local Governing Body
- All governors carry equal responsibility for decisions made
- Although appointed through different routes (i.e. parents, staff, community or foundation), the over-riding concern of all governors has to be the welfare of the academy as a whole

2. The Local Governing Body:

- Works with the Multi Academy Trust to set the visions, ethos and strategic direction of the academy
- Challenges and supports the academy by monitoring, reviewing and evaluating progress against targets and ensuring good financial management of academy funds.
- Ensures accountability of the Headteacher, and/or the Executive Headteacher if appointed, and staff to the Local Governing Body and the Multi Academy Trust. In turn, the Local Governing Body is accountable to the staff, parents, local community and the Multi Academy Trust by ensuring they are involved, consulted and informed as appropriate.
- Is responsible for determining, monitoring and keeping under review their own academy policies, plans and procedures within which the academy operates.
- All members of the governing board will be required to make themselves familiar with academy policies and procedures and with policies adopted by the Trust Board on behalf of all the DoWMAT academies, including the following:
 - Child Protection and Safeguarding Policy
 - Equal Opportunities and Dignity at Work Policy
 - Health and Safety Policy

- Behaviour for Learning Policy
- Whistleblowing Policy
- Assessment Policy
- Data Protection Policy
- Disciplinary procedures
- Complaints procedures

Actions to be completed by the Local Governing Body on an annual basis

- Ensure the Governors have their strategic aims and vision in place
- Ensure the Instrument of Governance is kept up to date
- Forward copies of the minutes of each LGB and sub-committee meeting to the Trust Academy Support Officer
- Ensure an appropriate monitoring schedule is put in place and implemented each year
- Ensure each committee has appropriate terms of reference in place
- Ensure academy policies are up to date and that Trust policies are followed by the academy
- Ensure academy website is up to date
- Ensure Governance information on the academy website is up to date
- Ensure new Governors are provided with appropriate training opportunities and suitable induction procedures
- Monitor the performance of the LGB by reviewing the Key Performance Indicators at the end of each academic year. (Document to be completed and returned to the DoWMAT Central Team by the end of July on an annual basis.)

As a member of the Local Governing Body, I accept the following principles and procedures:

General

- ✓ I understand the purpose of the local governing body as set out above
- ✓ I am aware of and accept the Nolan seven principles of public life: see Appendix. 1
- ✓ I will work to ensure that Christian distinctiveness is embedded throughout the academy
- ✓ I accept I have no legal authority to act individually and therefore will only speak on behalf of the Local Governing Body when I have been specifically authorised to do so
- ✓ I have a duty to act fairly and without prejudice and, in so far as I have responsibility for staff, I will fulfil all that is expected of a good employer
- ✓ I will encourage open government and will act appropriately
- ✓ I accept collective responsibility for all decisions made by the Local Governing Body or its delegated agents. This means that I will not speak against majority decisions outside the Local Governing Body meeting.
- ✓ I will not enter into dialogue or express my views on the Trust or any Trust academy on social media even if not acting in the capacity of a governor of the academy

- ✓ I will consider carefully how our decisions may affect the community and other schools and the Multi Academy Trust
- ✓ I will always be mindful of my responsibility to maintain and develop the ethos and reputation of our academy. My actions within the academy and the local community will reflect this.
- ✓ In making or responding to criticism or complaints affecting the academy, I will follow the procedures established by the Multi Academy Trust
- ✓ I understand the Governance Structure of the Diocese of Worcester Multi Academy Trust (Appendix 2) and am aware of the functions delegated to the academy Local Governing Body as outlined in the Trust Scheme of Delegation

Commitment

- ✓ I acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy
- ✓ I will each involve myself actively in the work of the Local Governing Body, and accept my fair share of responsibilities, including service on committees or working groups
- ✓ If acting as a governor, I will not go beyond my duties or act outside of the powers of authority conveyed on me, and acknowledge that were I to do so, I could be held liable to the academy and/or third parties
- ✓ I will make full efforts to attend all meetings and where I cannot attend, explain in advance in full why I am unable to
- ✓ I will get to know the academy well, participate in the academy community and respond to opportunities to involve myself in activities at the academy
- ✓ My visits to the academy will be arranged in advance with the staff and undertaken within the framework established by the Local Governing Body and agreed with the Headteacher
- ✓ I will consider seriously my individual and collective needs for training and development, and will undertake relevant training
- ✓ I am committed to actively supporting and challenging the Headteacher
- ✓ I am committed to working with the Multi Academy Trust to support the academy
- ✓ I accept that in the interests of open government my full name, date of appointment, term of office, roles on the governing body, attendance records, relevant business and pecuniary interest, category of governor and the body responsible for appointing me will be published on the academy's website
- ✓ In the interests of transparency, I accept that the information relating to governors will be collected and logged on the DfE's national database of governors (Edubase)

Relationships

- ✓ I will strive to work as a team in which constructive working relationships are actively promoted
- ✓ I will express views openly, courteously and respectfully in all our communications with other governors
- ✓ I will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times
- ✓ I am prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and I will acknowledge the time, effort and skills that have been committed to the delegated function by those involved

- ✓ I recognise that the roles of governor, staff member and volunteers in an academy are different. Where I am also a staff member and/or volunteer in school I will maintain the separation of my roles.
- ✓ I will seek to develop effective working relationships with the headteacher, staff, parents, the Multi Academy Trust, Local Authority and other relevant agencies and the community

Confidentiality

- ✓ I 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
- ✓ I will exercise the greatest prudence at all times when discussions regarding academy business arise outside a Local Governing Body meeting
- ✓ I will not reveal the details of any Local Governing Body vote

Conflicts of Interest

- ✓ I will record any pecuniary or other business interest that I have in connection with the Local Governing Body's business in the Register of Business Interests. I accept that the Register of Business Interests will be published on the academy's website.
- ✓ I will declare any interests of those related or closely connected to myself on the Register of Pecuniary Interests
- ✓ I 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
- ✓ I will act in the best interests of the academy as a whole and not as a representative of any group, even if elected to another Local Governing Body.

Breaching the Code of Conduct

- ✓ If any Governor believes this code has been breached, they must raise the issue with the Chair of the Local Governing Body. The Chair will investigate the issue raised and seek to resolve any difficulties or disputes constructively.
- ✓ Should it be the Chair that we believe has breached this code, the concern will be referred to the Diocese of Worcester Multi Academy Trust for investigation
- ✓ Where the Chair of Governors is unable to resolve any difficulties or disputes the matter should be referred to the Diocese of Worcester Multi Academy Trust for investigation. If necessary, a panel consisting of two governors and a representative of the Diocese of Worcester Multi Academy Trust should be convened to review the concerns raised.
- ✓ The aim of the hearing, which needs to be held in private, will always be to resolve the complaint and achieve reconciliation. However, where the breach of this code of practice is deemed to be of a serious nature or injurious to the reputation of the academy and/or the Trust, discussions may lead to consideration of suspension or in some circumstances a recommendation from the Board of Directors for removal from the Local Governing Body.

The Local Governing Body of _____academy adopted this code of practice on _____ *date*. (It is recommended that governors review and adopt the Code of Conduct at the first Local Governing Body meeting of each academy year).

Undertaking: As a member of the Local Governing Body;

- ✓ I will always have the well-being of the children 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 Christian ethos
- ✓ I will never say or do anything publicly that would embarrass the academy, the local governing body, the Multi Academy Trust, the headteacher or staff.

Signed

Printed name

Date:

Appendix 1: The Seven Principles of Public Life

(originally published by the Nolan Committee: The Committee on Standards in Public Life, to consider standards of conduct in various areas of public life)

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.

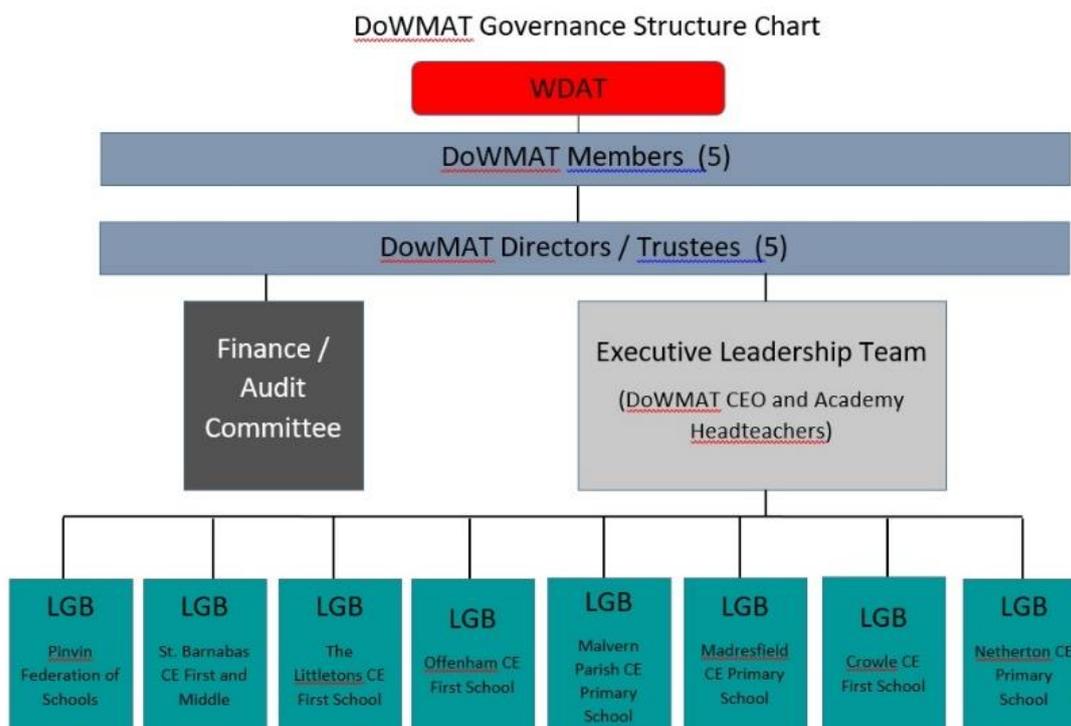
Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

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.

Appendix 2:

DoWMAT Governance Structure



Worcester Diocesan Academies Trust (WDAT)

WDAT is a charitable company set up by the Diocesan Board of Education (DBE) in 2011 in response to the challenge of Church of England schools converting to academies, to help support them and to appoint academy members and trustees in order to hold governing bodies to account.

The principal activities of the company are those of performing a role in the Diocese of Worcester in helping Church of England Academy Trusts to fulfil their sole responsibility for the standard of education provided at the academies operated by them, supporting school improvements and the promotion of the Church character of the schools.

WDAT set up DoWMAT to support the DBEs vision for those schools wishing to become an academy in a Church-led Multi Academy Trust.

WDAT Members

1. Sir Roger Fry
2. Bishop Graham, Bishop of Dudley
3. Brian Allbut

The WDAT Board (Directors)

1. Brian Allbut
2. Vanessa Godfrey
3. Derek Valentine
4. David Paisley
5. Michelle Humphries
6. Tim Reid

Diocese of Worcester Multi Academy Trust (DoWMAT)

The Diocese of Worcester Multi Academy Trust (DoWMAT) has been set up by the Diocese of Worcester to enable church schools and non-church schools to be fully supported as they become academies. The DoWMAT will create and sustain a family of academies which provide children of all faiths and none with excellent educational provision within a distinctively caring and supportive Christian ethos.

DoWMAT Members

1. WDAT
2. Sir Roger Fry
3. Bishop Graham, Bishop of Dudley
4. Sean Witheford
5. Vacancy

The DoWMAT Board (Directors)

1. Hugh Richards
2. Sean Witheford
3. Margaret James
4. Phil Mitchell
5. Ann Mundy

Chief Executive Officer (CEO)

Executive responsibility for the day to day management of DoWMAT will lie with the CEO, who will report formally to the board on a monthly basis.

Executive Leadership Team

Made up of the Trust CEO and each academy Headteacher and Executive Headteachers.

Local Governing Bodies

Each academy within the Worcester Diocese Academy Trust (DoWMAT) retains its own Local Governing Body