



Local Academy Board/Strategic Task Group Code of Conduct

Updates**Date:**

1.2 Keeping Children Safe in Education updated September 2019	September 2018
	September 2019
2.2 Dignity at Work replaced with Grievance Policy	September 2018
2.2 Equal Opportunities replaced Equality Policy	September 2018
2.3 Word change Local Governing Body removed, replaced with Trust	September 2018
2.9 Whole sentence removed	September 2018
Addendum added - Expectation of LAB members in a Church of England School	September 2018
Policy, Approval and Review dates added	September 2018
Governance Handbook year date amended to 2019	March 2019
Data Protection Act date amended to 2018	March 2019
Rebranding (name amended)	September 2019
Local Governing Body replaced with Local Academy Board	September 2019
Strategic Task Group (STG) added	September 2020
Review date amended to 3 years if no legislative changes	September 2020
Removal of App A – Removal and Suspension process	October 2020

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Statement of intent

At the Diocese of Hereford Multi-Academy Trust; (**Trust**) we recognise and value the effort taken by members of the Local Academy Board (LAB) and/or Strategic Task Group (STG) who contribute towards our academy. We encourage your assistance and acknowledge that many academy activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the Local Academy Board is productive and enjoyable.

This policy outlines what is expected from members of the LAB and/or STG, and sets out the Code of Conduct, with which all members are required to comply.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) Regulations 2009
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 2018
- The School Governance (Constitution) (England) Regulations 2012
- The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017

1.2. This policy also has due regard to DfE guidance, including, but not limited to, the following:

- 'Governance Handbook' (current version)
- 'Keeping children safe in education' September 2021
- 'Disqualification under the Childcare Act 2006' 2016

2. Role and responsibilities

2.1. The LAB/STG is responsible for determining, monitoring and keeping under review the broad policies, plans and procedures within which the academy will operate.

2.2. All members of the LAB/STG will be required to make themselves familiar with academy procedures, including the following:

- Child Protection and Safeguarding Policy
- Equality Policy
- Grievance Policy
- Health and Safety Policy
- Behavioural Policy
- Confidential Reporting and Whistleblowing
- Assessment Policy
- Data Protection Policy
- Disciplinary procedures
- Complaints procedures

2.3. The LAB/STG has three core strategic functions; to ensure accountability, establish the strategic direction of the academy and to ensure financial probity.

2.4. Members of the LAB/STG accept that they have no legal authority to act individually, except when they have been given delegated authority to do so.

- 2.5. LAB members will only speak on behalf of the LAB/STG when they have been specifically authorised to do so.
- 2.6. Members of the LAB/STG will:
- Act fairly and without prejudice.
 - Encourage open governance.
 - Accept collective responsibility for decisions made by the LAB/STG.
 - Be mindful of their responsibility to maintain and develop the ethos and reputation of the academy.
 - Consider how decisions may affect the community.
 - Actively support and challenge the leadership of the academy.
 - Follow the procedures established by the Local Academy Board.
- 2.7. Under no circumstances will LAB members speak against discussions or decisions outside of LAB/STG meetings.
- 2.8. The LAB/STG will fulfil its duty as an employer, acting in a manner that is expected of a good proprietor.

3. Confidentiality

- 3.1. When matters discussed between LAB members are deemed confidential, or where they concern specific members of staff or pupils, complete confidentiality will be observed both inside and outside of the academy.
- 3.2. Members of the LAB/STG partaking in discussions regarding academy business outside of LAB/STG meetings will exercise the greatest prudence at all times.
- 3.3. The details of a LAB/STG vote will not be revealed under any circumstance.
- 3.4. LAB members accept and consent that in the interests of open and transparent governance, their names, date of appointment, terms of office, role, attendance record and any business/pecuniary interests they have will be published on the academy website.
- 3.5. In the interests of transparency, LAB members accept and consent to information relating to them as members of the LAB/STG being logged on Get Information about Schools (GIAS), (*formerly Edubase*), the DfE's national database.

4. Commitment

- 4.1. Members of the LAB/STG fully understand their role and are committed to the amount of time and energy the role involves.
- 4.2. Each member of the LAB/STG will be actively involved in the role and accept their fair share of responsibilities within the LAB/STG.
- 4.3. Full effort will be given to the attendance of meetings.
- 4.4. Where a LAB member cannot attend a meeting, they will contact the Clerk in advance to give their apologies.
- 4.5. All relevant training and inductions will be undertaken in a prompt and efficient manner.

5. Behaviour of LAB members

- 5.1. The Chair of the LAB/STG is responsible for ensuring the appropriate conduct and behaviour of LAB members at all times.
- 5.2. The LAB/STG will seek to develop open, honest and effective working relationships with the Headteacher, staff members and parents at the academy, as well as any other relevant body, such as the Trust.
- 5.3. Members of the LAB/STG will continuously strive to work as a team.
- 5.4. LAB members will always express their views openly, but in a courteous and respectful manner.
- 5.5. The LAB/STG will acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the body.
- 5.6. LAB members will take into account any concerns expressed about their delegated function, and will be prepared to answer queries from other LAB members regarding their role.
- 5.7. When making decisions, LAB members will carefully consider how their decisions and actions might affect those who are part of the academy community and wider locality.

6. Conflicts of interest

- 6.1. Members of the LAB/STG will act in the best interests of the academy at all times and will not act in the interest of, or as a representative of, any group or individual.
- 6.2. LAB members will complete a Register of Interests form stating any pecuniary interests that they might have in connection to the LAB's /STG's business.
- 6.3. Interests of those related or closely connected to a LAB member will be declared on the Register of Interests.
- 6.4. Members of the LAB/STG will declare any interest they may have in an item of business on the agenda, and will immediately remove themselves from the meeting while it is under discussion.
- 6.5. Any conflict of loyalty will be declared at the start of any meeting, should the situation arise.
- 6.6. All members of the LAB will take an active interest in the academy and its community.
- 6.7. All LAB member visits to the academy will be undertaken in line with the Trust's LAB member academy visits policy.
- 6.8. LAB members will actively participate in the academy community, and will respond to opportunities to be involved in academy activities and events.

7. Breaching the code

- 7.1 If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; Local Academy Board should seek to resolve any difficulties or disputes constructively;
- 7.2 Should it be the Chair that we believe has breached this code, the Trust may request that another LAB member, such as the Vice Chair investigate; or arrange a Trust investigation.
- 7.3 We understand that any allegation of a material breach of this code of practice by any LAB member shall be raised at a meeting of the Local Academy Board, and, if agreed to be substantiated by a majority of LAB members, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the Local Academy Board.
- 7.4 In taking the decision to suspend, the Trust and LAB will follow the process within the Trust Articles of Association and Scheme of Delegated Authority.
- 7.5 LAB and STG members will sign the code at the first meeting of each academy year.

8. Review

- 8.1 This Code of Conduct will be reviewed by the Trust on 3-year basis unless there are any legislative changes. LAB members at the first meeting of the autumn term will sign it.

Appendix A: Code of Conduct Acknowledgement Form

Name of LAB/STG member	
Role in the LAB/STG:	
Year of appointment:	
Length of appointment:	

Please tick the appropriate box once you have read and understood the following documents:	
Behavioural Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Grievance Policy	
Whistleblowing Policy	
Pupil Assessment Policy	
Data Protection Policy	
Disciplinary procedures	
Complaints procedures	

Undertaking:

As a member of the LAB/STG, 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 ethos; I will never say or do anything publicly that would embarrass the academy, LAB, the Headteacher, staff or the Trust.

I hereby acknowledge the terms detailed within the LAB/STG Code of Conduct and agree to abide by this code whilst I am an acting member of the LAB/STG.

Signature: _____

Date: _____

Appendix A: 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.

Addendum

Code of Conduct

Expectation of LAB members in a Church of England (CE) academy within the Trust

This addendum to the Local Academy Board/Strategic Task Group Code of Conduct sets out the expectations and commitment required from LAB/STG members and trustees to fulfil its role of upholding the legally binding and historic foundation of the academy/school as set out in the Objects of the Articles of Association and Scheme of Delegated Authority.

As a LAB or STG member in a Church school there is an expectation to:

- Develop and uphold the Christian distinctiveness of the school and promote high standards
- Ensure clarity of vision, ethos and strategic directions ensuring that the school has identified what the Christian ethos means for the school in its context and community.
- Ensure that the school is conducted in accordance with the founding Trust Deed.