

LOCAL ADVISORY BOARD GOVERNOR CODE OF CONDUCT

The Headteacher/Head of School (or their named representative) is responsible for the day-to-day management of the Academy, the implementation of policy and the operation of the curriculum. Local Advisory Board (LAB) Governors have a responsibility for monitoring and keeping under review, the policies, plans and procedures within which the Academy operates.

1 Headteacher's/Head of School Responsibilities

- Day-to-day management of the Academy
- Implementation of policy
- Operation of the curriculum

2 Local Advisory Board Responsibilities

- Monitoring and keeping under review, the policies, plans and procedures within which the Academy operates as detailed in the LAB Scheme of Delegation and Self Evaluation Form (SEF).

3 Ethos

- The main aim of our Academy is to raise the educational achievement of all its pupils.
- Our Academy is a happy, caring environment where success is achieved by our drive to raise standards for lifelong learning
- The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Academy. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our Academy.

4 LAB Aim

- The LAB will contribute most effectively to this aim by focusing on its three roles:
 - i To provide a view of the strategic direction of the Academy
 - ii To act as a critical friend by providing support and challenge to the Academy
 - iii To hold the Academy to account for the educational standards it achieves and the quality of the education

It provides

- all LAB Governors have equal status. Although LAB Governors are appointed and elected by different groups, their central concern is the welfare of the Academy as a whole.
- LAB Governors have an overarching duty to act fairly and without prejudice at all times.
- In so far as they share responsibility with the Board of Trustees and represent them in the employment of staff, LAB Governors should fulfil all reasonable expectations of a good employer.
- LAB Governors should consider carefully how their own decision might affect other academies and be mindful we work as part of a wider educational community.
- LAB Governors should conduct themselves in an open and transparent way within the stated policies of the Academy Trust.
- LAB Governors do not act alone, but as Governors of a corporate team. Individual LAB Governors have power only when it is designated specifically to them.

3 Kernow Learning Vision

The curriculum in our schools is bold, ambitious, exciting and inclusive, making learning irresistible for all. It is rooted in the communities that our schools are proud to serve and capitalises on the knowledge, skills and diversity they offer. We are committed to a curriculum which enables children to flourish in and positively shape the rapidly changing global village they will inhabit.

The Values of Kernow Learning

Respect We will exhibit care, consideration and concern for the needs and feelings of all.

Collaboration Each member of Kernow Learning is prepared to give each time they come together to work collaboratively.

Integrity The Kernow Learning community will ensure a caring and transparent culture enabling us to work in an ethical and open way, being honest and fair We will welcome challenge at all levels. We will ensure that expectations are clearly communicated.

Inclusivity We will celebrate the unique strengths of everyone and value their contributions.

Learning Learning in our trust is for everyone. We will equip all learners with skills and knowledge for life long success.

Wellbeing Our trust is committed to caring for its community. We will ensure that our pupils, staff and volunteers wellbeing is central to all we do.

Happiness Maximise enjoyment in all aspects of school life, not just school. Promoting a love of learning and a passion for the profession.

Teamwork We will make sure that everyone matters, everyone helps and everyone succeeds whatever their role in our trust.

Equality We will respect the rights of each person and provide opportunities which will not discriminate

Community We see ourselves as one community and will support all members.

4 Trust Aim

If all our stakeholders commit to the vision and values of our trust then the success of our schools and Kernow Learning and the mission statements below can be realised:

Our children and their families are at the centre of what we do; empowered to learn and achieve; valued within their communities as visible, resilient, active and responsible citizens.

Our employees are passionate about being the best that they can be; providing opportunities for enriched learning through a genuinely broad and balanced curriculum and building pathways to independence.

Our Trust is relentlessly focused on improvement; we value and celebrate success and build partnerships to develop excellent provision.

5 Commitment

- Being a LAB Governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the LAB.
- New LAB Governors should be committed to the role and should review their capacity with their Mentor three months after their appointment, to confirm or review their commitment, prior to agreement of their appointment by the Board of Trustees.
- All LAB Governors should involve themselves actively in the work of the LAB and accept a fair share of the responsibilities, including service on committees and working parties.
- Regular attendance at meetings is **essential**.
- LAB Governors should know the Academy well and take opportunities to visit it and become involved in Academy activities.
- LAB Governors must take an active part in the termly Self Evaluation Process and respond honestly and transparently to undergo self-evaluation and evaluation of the performance of the LAB as a whole.

6 Relationships

- LAB Governors should strive to operate as a team, in which constructive working relationships are actively promoted.
- LAB Governors should develop effective working relationships with the Headteacher/Head of School, Headteacher/Head of School representative, staff, parents, the LA, other Trust Governors and their local community.

7 Visiting the Academy

- The Academy has a Visits Policy which all Local Advisory Board Governors should refer to.
- LAB Governors do not have an automatic right to enter the Academy without prior appointment. However, they are expected to **arrange** visits to the Academy in order to see Academy Policies in action and to understand how the Academy works. All LAB Governors should be accompanied by their Mentor for the first three visits to the Academy, as part of their induction process, as appropriate.
- All LAB Governors must visit the Academy regularly.
- The total number of visits per term should be agreed in advance with the Headteacher/Principal. Too many visits can be disruptive to pupils learning.
- The date and timing of a visit should be arranged in advance with the Headteacher/Principal and other staff involved.
- Visits should have a clear focus, linked to Academy policy, a curriculum area or an aspect of the Academy Plan.
- Where a LAB Governor is to spend time in a classroom, this should be discussed with the class teacher beforehand, so that both the Teacher and LAB Governors are clear of the purpose and structure of the visit.
- LAB Governors should understand that their visits do not replace professional inspections or the monitoring role of the Headteacher/Head of School. LAB Governors should not make judgements about the effectiveness of the teaching that they see.
- If LAB Governors are concerned about any aspects of what they have seen, this should be passed to the Headteacher/Head of School.
- After the visit, the LAB Governors should report back, either orally or in writing to the LAB. When a written report is to be produced, it should be shared with the Headteacher/Head of School before publication.

8 Confidentiality

- LAB Governors must observe complete confidentiality when asked to do so by the LAB, especially in relation to matters concerning individual staff, pupils or parents.
- Whilst LAB Governors are entitled to disclose the decisions made by the LAB, they should follow any agreed protocol for public disclosure of decisions, unless it has been agreed as a confidential item by the LAB. LAB Governors are not entitled to identify the views expressed by individual named LAB Governors.
- LAB Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arise outside of meetings.
- Any comments to the Press must be approved by the Headteacher/Head of School and the Chair of LAB.
- LAB Governors should observe at all times the use of the Social Media Policy in operation at the Academy.
- LAB Governors will, upon ceasing to be a Governor, continue to work to the principles in this Code of Conduct, particularly those relating to confidentiality. (See Confidentiality and Code of Conduct Agreement at the end of this document.)

9 Conduct

- LAB Governors should express their views openly within meetings, but accept **collective responsibility** for all decisions.
- LAB Governors should only speak or act on behalf of the Academy Trust when they have been specifically asked to do so by a representative of the Board of Trustees.
- All visits to Academy should be undertaken within the framework which has been established by the Board of Trustees and agreed with the Headteacher/Head of School.
- In responding to criticism or complaints relating to the academy, LAB Governors should refer to the Academy's Complaints Procedure for the correct procedure to be followed and advise the complainant accordingly.
- LAB Governors have **a responsibility** to maintain and develop the ethos and reputation of the Academy. Their actions within the community should reflect this.
- Any pecuniary interest that a LAB Governor may have in connection with the Trusts business must be recorded in the Register of Pecuniary Interests.
- Where an interest is declared, the LAB Governor must leave the meeting while the item is under discussion.

10 Training and development

- LAB Governor training and development is essential. It benefits the Academy, individual LAB Governors and can help to develop effective teamwork.
- LAB Governors are required to undertake training to further their individual interests and ability within the work of the Trust as a whole.

11 Mentoring

- An experienced LAB Governor will act as a Mentor to new Local Advisory Board Governors for the first three months of their appointment.
- Mentors can provide support and a listening ear for all aspects of the work of the LAB.
- LAB Governors should be prepared to act as Mentors, as required.

12 Meetings

- Individual LAB Governors do not have any authority in the Academy.
- **It is the collective decisions of all the LAB Governors and the Board of Trustees together that carry authority.**
- The activities that LAB Governors undertake outside meetings can be seen as preparation for the times when the LAB 'goes live' - in a meeting.

13 Meetings Charter

As a LAB Governor I expect:

- people to attend regularly and be punctual and be asked to resign my position if I fail to attend 3 meetings without providing accepted apologies
- the Trustees to terminate the appointment of a Governor whose presence or conduct is deemed by them not to be in the best interests of the Trust or the Academy.
- disqualification, if those matters referenced in the LAB Terms of Reference or the Articles of Association apply.
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all Governors for contributions and keeps discussions to the point;
- my contribution to be heard and others to contribute to the discussion;
- the decision-making process to be quite clear;
- LAB Governors to work together;
- LAB Governors to take **collective responsibility** for decisions;
- Minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.
- LAB Governors to take part in the LAB SEF process to ensure the continuing reflection and development of the LAB performance.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting or request paper copies to the meeting (as relevant) from the Clerk, in advance – as appropriate. Papers are usually available electronically at the meeting;
- make relevant and positive contributions;
- listen to and consider what other people want to say; and
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

Wellbeing Statement

Kernow Learning is committed to providing a healthy working environment and improving the quality of working lives for all staff.

Kernow Learning's Wellbeing Strategy aims to ensure that our values are embedded in everything we do as a Trust, and that staff are recognised as our greatest asset.

The Chartered Institute of Personnel and Development (CIPD) define wellbeing as:

***'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.'* (CIPD 2016)[1]**

Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.

In this, and all of Kernow Learning's policies, staff can expect to be treated in line with Kernow Learning's values and with due regard to their wellbeing.

LAB GOVERNOR CONFIDENTIALITY AND CODE OF CONDUCT AGREEMENT

This agreement should be read in conjunction with the following policies:

- Data Protection Policy
- ICT User Policy
- Social Media Policy

All equipment and information must be kept securely. In particular, private and confidential material must be kept secure at all times. Governors must ensure that all reasonable precautions are being taken to maintain confidentiality of material in accordance with Trust requirements.

All Governors working at home must have regard to the Trust's Data Protection, ICT User and Social Media policies and ensure that appropriate security measures are in place for all information (including back-up arrangements) and secure storage for any confidential information.

Governors are personally responsible for ensuring the security of **any** academy property and information if taken / used off the school site. Files, documents and data may only be stored on encrypted memory devices.

I confirm that I have read the LAB Governor Code of Conduct and I agree to the arrangements as detailed in this agreement and the associated policies

Signed

Name (IN CAPS)

Date

To be completed on leaving the Trust as a LAB Governor

As I will no longer act as Governor, I confirm that the following have been returned to the academy:

- all hard copies and electronic copies of documents
- any manuals
- any hardware and software provided for my use by the Trust
- any data produced or received
- any passwords relating to the academy or Trust

I confirm that I no longer hold any information, passwords or documentation, in any form, which belong to or pertain to the academy.

Signed

Name (IN CAPS)

Date

I confirm that all hard copies and electronic copies of paperwork and passwords relating to the academy have been returned to the academy.

Signed

Name (CAPITALS)

Position

Date