Leighton Middle School Governor Code of Conduct and Expectations September 2025

Our role as Governors is that of a critical friend to the school. By definition, the governance that is our responsibility is to work with but also challenge the school when we need to. With a collective goal of ensuring the highest standards for LMS it's important that the relationship is strong and effective. As such we have produced this document to ensure that as we grow everyone is clear on what is expected.

Thank you for your continued support.

R Jefferis
Chair of Leighton Middle School Governing Board

Aim of this code of conduct

At Leighton Middle School, we recognise and value the effort taken by members of the governing board to contribute towards our school. We encourage your assistance and acknowledge that many school 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 governing board is productive and enjoyable.

This code of conduct outlines what is expected from members of the governing board, including associate members, and sets out the code of conduct with which all members are required to comply.

Standards for conduct, behaviour and practice

All governors will agree to meeting the standards outlined in this section.

1. **Undertake the roles and responsibilities of a governor**

All governors will:

- Accept that their role is strategic and, therefore, focus on the core functions of the governing board rather than the day-to-day management of the school.
- Respect the role of the headteacher and senior leaders and their responsibility for the day-to-day management of the school, never acting in a way that could undermine such arrangements.
- Accept that they have no legal authority to act individually, except when they have been given delegated authority in writing to do so.
- Act fairly and without prejudice.
- Apply the Equality Act 2010 in all governance matters.
- Ensure the board has a diverse composition which, as far as possible, reflects the composition of the local community.

- Encourage open governance.
- Accept collective responsibility for decisions made by the governing board.
- Stand by decisions that the governing board makes as a collective.
- Be mindful of their responsibility to maintain and develop the ethos and reputation of the school.
- Consider how decisions may affect the community.
- Where decisions and actions conflict with 'The 7 principles of public life' or may place pupils at risk, bring this to the attention of the relevant authorities.
- Actively support and challenge the leadership of the school.
- Follow the procedures established by the governing board.
- Only speak on behalf of the governing board when they have been specifically authorised in writing to do so.
- When formally speaking or writing in a governing role, ensure their comments reflect current school policy even if that may differ from their personal views.
- Fulfil their duties as an employer, acting in a manner that is expected of a good proprietor.
- Adhere to the school's rules and policies, and the procedures of the governing board in accordance with the relevant governing documents and law.
- Provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding.

All governors will:

- Pay due regard to their position of public office and adhere to 'The 7 principles of public life':
    - Selflessness
    - Integrity
    - Objectivity
    - Accountability
    - Openness
    - Honesty
    - Leadership
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the board.
- Take into account any concerns expressed about their delegated function and be prepared to answer queries from other governors regarding their role.
- Act in the best interests of the school and its pupils; governors will not act in a manner that will bring the school into disrepute.

2. Build relationships

All governors will:

- Seek to develop open, honest and effective working relationships with the headteacher, staff and parents at the school, as well as any other relevant body, such as **the LA and/or trust**.
- Continuously strive to work as a team.
- Express their views openly, in a courteous and respectful manner.

3. Maintain confidentiality

All governors will:

- Maintain complete confidentiality both inside and outside the school when matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils.
- Not reveal details of a governing board vote.
- Operate in line with the Data Protection Act 2018 and UK GDPR.
- Maintain confidentiality even after they leave the governing board.

4. Be transparent

All governors will:

- Accept and consent that in the interests of open and transparent governance, their names, dates of appointment, terms of office, roles, attendance records and any conflicts of interest will be published on the school's website.
- Accept and consent to information relating to them, as members of the governing board, being logged on Get Information about Schools (GIAS). This information will be given by governors on a voluntary basis, but in doing so governors should understand that any information provided to the governing board must be shared with the Secretary of State via GIAS.

5. Declare conflicts of interest

All governors will:

- Act in the best interests of the school at all times, and not act in the interest of, or as a representative of, any group or individual.
- Declare any business, personal or other interests they have in connection to the governing board's interests and record these in the Declared Conflicts of Interest Register.
- Declare any interest they may have in an item of business on the agenda and immediately remove themselves from the meeting while it is under discussion. Any conflict of interest will be declared at the start of any meeting, should the situation arise.

Breaching the code

If a member of the governing board breaches this code of conduct, the issue will be raised with the chair of governors, who will investigate the concern. In the event that it is believed the chair of governors has breached this code of conduct, another member of the governing board will undertake the investigation.

If a Governor misses four consecutive board meetings the individual is likely to forfeit their place on the Board and this will be deemed a breach of this code.The governing board will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered. The governing board will only suspend or remove a governor from their post as a last resort. If the need arises to suspend a governor, the governing board will ensure a fair and objective process by implementing the following procedure:

- A resolution to remove a governor from office will be included on an agenda and circulated to all members of the governing board.
- A meeting will be held and the resolution to remove the governor from office will be fully explained.
- Governors will give due and careful consideration to the reasons given to remove the governor from office.
- The governor whom it has been proposed to remove from the governing board will be given the opportunity to make a statement in response to the resolution to remove them from office.
- Within 14 days of the first meeting, a second meeting must be held and an item specifying that the governing board will confirm their decision included on the agenda.
- Any elected staff or parent governor who has been disqualified from their role and removed from office will be disqualified from serving as a governor and holding office for a period of five years. This period is taken from the date immediately after the day they were disqualified from their elected role. Given the consequence of the five-year disqualification period, the governing board's power to remove an elected parent or staff governor will only be used in exceptional and serious circumstances which may include the following:
    - Serious misconduct
    - Repeated serious incompetence
    - Engagement in conduct which aims to undermine fundamental British values
    - Actions that are significantly detrimental to the effective operation of the governing board
    - Actions that are significantly detrimental to the effective operation of the school

A governor who has been removed from the governing board has the right of appeal. The governor should exercise their right of appeal by writing to the clerk to governors within **10 working days** of their removal from the governing board, making clear the reasons for their appeal.

On receipt of an appeal, the governing board will establish an independent appeal panel. The appeal panel will comprise a panel of three governors and membership may include a governor from another school or an appropriate representative from the LA.

Governor School Visits…

Monitoring visits are where individual governors go into the school to see how a specific aspect of the school works in practice and check progress is being made towards the school's strategic objectives.

As a governor, you are assigned to a particular area of the school. You might be formally appointed as a 'link governor' but not always. You will need to go in and meet the staff member responsible for this area at least once each term (probably more).

Broadly, there are 2 types of visit:

1. **Learning Walks**, where you will be taken around the school with the relevant staff member to get a feel for the school. During the walk, you might talk to a range of staff members and pupils
2. **Meetings** with the relevant staff member, where you will sit down and discuss the school's progress in the area of focus

Visits allow you to ask, and witness whether the things people say are happening, are actually happening. On visits you should:

- Find out more about the school and see for yourself whether the school is implementing the policies and actions in the school improvement plan
- Learn how these policies and actions work in practice
- Talk with pupils, staff and parents to gather their views
- Demonstrate to staff that accountability is robust in your school
- Make sure school staff are all working towards your board's vision for the school

You should not comment on the quality of teaching or extent of learning (you are not an inspector) or interfere with the day-to-day running of the school (you are not a school leader).

The Link Governor role…

A link governor is a member of the governing board appointed to oversee a specific aspect of the work of the school (over and above assigned responsibilities). The Department for Education (DfE) says we **should** have:

- A senior board level lead to take leadership responsibility for **safeguarding**
- A link governor or committee with oversight of special educational needs (SEN)
- A member of the board who takes a strategic interest in careers, education and guidance and encourages employer engagement (where appropriate)

This will vary according to the nature of the appointment, but link governors will generally:

- Make pre-arranged visits to the school, with a clear focus

- Keep the governing board informed about the area for which they're responsible and act as a link between governors and staff
- Support the member of staff who is responsible for their particular area/subject
- Develop knowledge in their specialist area and take part in relevant training
- Make sure the school has relevant policies in place
- Monitor the implementation of the school's strategy in their specialist area

Approved by:	The Governing Body	**Date:** 25th September 2025
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