



Whitley Academy

“Deeds not words - Be the best you can be”



2017 / 2018

**GOVERNING BODY COMMITTEE STRUCTURE
AND TERMS OF REFERENCE**

Last Ratified by Full Governors: 6th December 2016

Updated: September 2017

Confirmed at Full Governors: 5th December 2017

Next update: September 2018

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of reference:

To agree constitutional matters*, including procedures where the Governing Body has discretion

To recruit new members as vacancies arise and **to appoint new governors*** where appropriate

To hold at least three Governing Body meetings a year*

To appoint or remove the Chair and Vice Chair*

To appoint or remove a Clerk to the Governing Body*

To establish the committees of the Governing Body and their terms of reference*

To appoint the Chair of any committee (*if not delegated to the committee itself*)

To appoint or remove a Clerk to each committee*

To suspend a governor*

To decide which functions of the Governing Body will be delegated to committees, groups and individuals*

To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*

To approve the first formal budget plan of the financial year

To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate

To review the delegation arrangements annually*

To approve the academy Risk Management Plan and to ensure that all severe risks are being addressed.

To receive a termly child protection report.

Any items which individual governing bodies may wish to include

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

<u>Name of Governor</u>	<u>End of term of Office</u>
Mr Fred Rex (Principal / Trustee)	N/A
Mrs Catherine Black (Co-opted Governor)	July 2020
Mrs Sharon Chamberlain-Bates (Parent Governor)	December 2018
Mr Tim Downing (Parent Governor / Trustee)	December 2021
Miss Maureen Emms (Appointed Governor)	December 2019
Mr Ian Jamie (Appointed Governor)	March 2020
Mr Mark Londesborough (RSA Appointed Governor)	December 2019
Mr Denis MacDaid (RSA Appointed Governor)	December 2018
Mr Simon Morom (Co-opted Governor)	July 2020
Mr Adrian Noble (Appointed Governor)	December 2021
Mrs Kathryn Wright (SLG Governor)	December 2019
Mr Paul Lapworth (Parent Governor)	December 2021
Teresa Kristunas (Responsible Officer)	

Chair of the Governing Body	Mr Tim Downing	July 2018
Vice-Chair of the Governing Body	Mr Denis MacDaid	July 2018
Clerk (s) to the Governing Body	Full Governors	Mr David Maceluch
	Resource Management	Mr David Maceluch
	Quality & Standards	Mr David Maceluch
	Finance & Audit	Mr David Maceluch
Quorum: 6	One half of the number of Governors in post	

The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Principal and provides strategic direction

Disqualification – the Principal, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

The Clerk to the Governors is Secretary to the Governing Body and its committees. In particular she or he is responsible for:

- (a) convening meetings of the Governing Body and its committees, and recording Governors' attendance;
- (b) the preparation and presentation of agenda together with the appropriate accompanying papers at least seven days before a meeting to ensure that members are adequately informed of matters for their consideration, and minutes of meetings of the Governing Body and its committees;
- (c) taking minutes of Governing Body and Committee meetings including recording who is responsible for agreed actions;
- (d) sending drafts of minutes of meetings to the Principal and Chair of the meeting for clearance before wider distribution, within 14 days of meeting;
- (e) ensuring that all relevant persons are informed of the decisions of the Governing Body and its committees, and monitoring that those decisions are implemented, informing the Governing Body of any non-compliance;
- (f) obtaining such information and maintaining such contacts both within and outside the Academy as the Governors may require;
- (g) preparing and keeping up-to-date Standing Orders;
- (h) ensuring that all requirements laid on the Governors by statute, the DFE, or other bodies are properly observed;
- (i) assisting the Principal, as Returning Officer, for any Parent or Staff Governor elections;
- (j) keeping Governors informed of all matters which properly affect them;
- (k) maintaining the Register of Interests;
- (l) setting up, and making arrangements for any Appeal Committees or Appeal Pane(s);
- (m) acting as librarian for relevant documentation received from the DFE and other such bodies
- (n) maintaining an up-to-date register of Governors, their category of Governorship, and their term of office;
- (o) initiating a welcome pack/letter being sent to newly appointed Governors including details of their term of office;
- (p) check that a Criminal Records Bureau disclosure has been successfully carried out on any Governors where it is appropriate to do so; and
- (q) undertaking any such duties relating to the Board and its committee as the Chair of the Governing Body or its committees may reasonably require.

The Clerk will be responsible solely to the Governing Body as an entity, through the Chair. The Clerk is not answerable to individual Governors, who should deal with the Clerk either through the Chair of Governors or the Chair of a Governors' Committee.

Disqualification – Governors, Associate Members, the Principal

The Role Responsible Officer

- (i) The overriding criterion is to ensure, through the Responsible Officer appointment, adequate supervision of all finance-related work at the Academy is in place.
- (ii) The Governing Body designate the Responsible Officer in particular to:
 - a) advise it on the discharge of its financial responsibilities;
 - b) monitor the efficient and effective management of its resources and expenditure, including funds, capital assets, buildings, equipment, and staff;
 - c) monitor the introduction and maintenance of sound internal financial controls;
 - d) seek to ensure that financial considerations are taken fully into account in reaching decisions and in their execution; and
 - e) be responsible for checking that the annual accounts are properly presented and attending any meetings with the auditors to discuss the final audited accounts and any issues that might arise as a result of such an audit.
- iii) The controls specifically concerned are:
 - a) review of monthly budgets and reports as prepared by the Director of Finance with the chief day to day responsibility for the Academy's finances;
 - b) exercise of proper control over the finances; and
 - c) implementation of procedures to satisfy DFE/LA requirements on bank accounts and cash holdings.
- iv) Other controls:
 - a) resolution of significant variances between budget and actual figures;
 - b) seeking internal and/or external advice where necessary in areas where the Responsible Officer does not have the relevant background, liaising with external Auditors for advice on implementation of procedures for internal controls;
 - c) keeping up-to-date of Auditors'/LA requirements and any changes in the statutory reporting arrangements
 - d) application of appropriate accounting policies in preparing accounts;
 - e) having meetings with the Principal and Director of Finance to discuss capital projects where appropriate;
 - f) reporting immediately to the Governing Body on any areas of concern.

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Principal

Terms of Reference for Committees of the Governing Body

The terms of reference of each committee of the governing body must be approved by the full governing body and reviewed each year. They provide the sole, agreed framework within which each committee operates.

1. Each committee will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body i.e. parents, teachers, nominated governors, and co-opted governors. The Principal is an ex-officio member of each committee. At least three other governors shall be a member of each committee.
2. The membership of each committee will be agreed on an annual basis at the first meeting of the whole governing body in the autumn term.
3. The chair of each committee is elected by the whole governing body on an annual basis at the first meeting of the whole governing body in the autumn term. No governor employed at the academy will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the governors present at the committee meeting.
4. The clerk of the committee is elected by the committee.
5. In the absence of the **chair** or clerk the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at two governors who are members of each committee.
7. Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
8. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the committee to the clerk to the governing body in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
10. The chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not governors.
12. Any governor may attend meetings of committees.
13. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Principal and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.
15. The committee chairs will meet with the chair of governors and Principal at the beginning of each term to plan the work of each committee in relation to the Academy's development plan and other issues.

Quality & Standards Committee

Terms of reference:

- Ensure that the Curriculum is balanced in its promotion of academic, pastoral, social and personal development for all students'
- To ensure that all students are encouraged and given the opportunity to achieve their maximum potential, including the very able, those with learning difficulties, and at every level in between.
- To consider and make recommendations to the Governing body on **The School Improvement Plan**, ensuring that:
 - Staff are consulted.
 - Targets, priorities, implementation, monitoring and evaluation are included.
 - The plan relates to educational outcomes and the raising of Standards.
- **Action Plan** in place following an OFSTED inspection.
- Carrying out Governors' responsibilities in relation to **target setting, assessment, recording and reporting**.
- **Standards and school effectiveness** through analysis of data and results, looking at pupils' work and visiting the school.
- **Curriculum implementation** through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers.
- The school's compliance with the **legal requirements**.
- **Children's welfare** and social, cultural and spiritual development in the light of school curriculum policies.
- To **consider and approve -School policies as per the policy review schedule (appendix i)**
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To act on behalf of the Governing Body on the time scale of reviews and procedures for **statements of pupils**.
- To consider and report to the Governing Body on the school's **policy and practice for special needs**.
- The **School Prospectus**

Quorum (minimum of 2, committee can determine higher number)

3

Resource Management Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Principal and the Finance Committee.
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff complying with statutory obligations.
- To establish and review the Academy Appraisal and Capability Policy and Operational Handbook for Appraising Staff Performance for all staff*
- To establish and review the Academy Pay Policy.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee.
- To **consider** and **approve School policies as per the policy review schedule (appendix i)**
- To act as the Governing Body Grievance Committee.
- To consider any appeal against a decision on pay grading or pay awards
- To act as the governing body staff discipline committee (following legal guidelines).
- Consider such staff disciplinary cases as may be referred to the committee by the Principal or as members of the committee may decide according to the Academy's Disciplinary and Capability Procedures.
- Suspend any person employed to work at the Academy, where in the opinion of the committee or the Principal, exclusion from the Academy is required and be informed of such a suspension where it is undertaken by the Principal.
- With the Principal determine any suspension where this is considered the appropriate action.
- Terminate the employment of any person employed at the Academy as requested by the Principal or as determined by the committee.
- Recommend to the Chair of Governing Body the suspension of the Principal for misconduct or other urgent cause.
- Ensure that the party concerned is made aware (in writing) of any decision, and that (where appropriate) rights of appeal against this decision are made known to that individual.
- The Principal's Performance Review Group could be formed from this committee, but its members should have received the appropriate training
- Risk Management – identify major risks as appropriate and report on severe risks to the Company Secretary.
- Agree and report to the Governing Body the number of pupils that are to be admitted to the Academy in each year group.
- Review, on an annual basis and in accordance with the requirements of the Schools Admission Code, the arrangements for the admission of pupils to the Academy, and the Academy's Admissions Policy and present the Admissions Policy to the Governing Body for approval in accordance with statutory timescales.
- Agree the offers that shall be made against the criteria for admissions when over-subscription occurs (via the local authority if appropriate).
- Ensure that appropriate letters of acceptance and rejection are issued, and that the latter make specific reference to parents' right to appeal (via the local authority if appropriate).
- Ensure that the Academy abides by the requirements of the Schools Admission Appeals Code as required.
- ICT – to receive report from the ICT Strategy Group and consider recommendations.

Health & Safety

To act on behalf of the governing body on:

- **Advice** received from the relevant bodies on health and safety matters, including advice set down in the

Health and Safety Manual.

- The school's compliance with **health and safety regulations**.
- Reports and action following the termly **site safety inspection**.
- To **consider and approve** the School's Health and Safety Policy and related appendices.

Other responsibilities

To consider and make recommendations to the Governing Body on:

- A **school health and safety policy**, including risk assessment.
- Monitoring the **Accessibility Plan**, and the **Gender Equality Scheme or relevant documentation**.

Appeals Panel

- To act on behalf of the Governing Body in:
 - Considering appeals against the dismissal of a member of the school staff.
 - Considering appeals against other personnel decisions against which a member of staff has a right of appeal.
 - Decisions regarding a grievance of a member of staff (grievance committee –stage 3).
- The working of the **complaints and compliments procedure**.
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action***
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum dis- applications, and the operation of the Governing Body's charging policy:

Disqualification – Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school

Quorum (minimum of 2, committee can determine higher number)	3
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Principal's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Principal's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Principal against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Disqualification – The Principal and Staff Governors

Quorum (minimum of 2 suggested)	2
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Finance and Audit Committee

Terms of reference:

- In consultation with the Principal, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- The auditing arrangements for **school fund** and other voluntary funds to ensure funds are properly audited.
- Fundraising.
- To annually review charges and remissions policies, expenses policies, debtors and disposal of equipment.
- To make decisions in respect of service agreements
- To scrutinise **Expenditure patterns**, up to delegated authority level, ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making.
- Review **DfE auditors' reports** on the school budget and comply with DfE Financial requirements.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Principal and approved by the Resource Committee.
- In the light of the Principal's Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- Approve the annual accounts which have been independently audited for submission to companies house.
- To **consider** and **approve** policies **as per the policy review schedule (appendix i)**

Help the Principal

- consider where it is appropriate to use contract services or in-house services;
- undertake the setting up of contracts for services as determined by the Governing Body;
- oversee the production of any capital bid, the allocation and claim of any formula allocation grant, the planned maintenance programme for both the premises and the site, and the progress and standard of work being undertaken by building contractors advised by the Estate Manager through the Bursar;
- oversee the production and maintenance of the Forward Maintenance Register (FMR) and funding applications for buildings and site to meet any curriculum, capacity, and health and safety requirements;
- consider and process any project to improve existing or to provide new facilities;

Disqualification – Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Quorum (minimum of 2, committee can determine higher number)

3

Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practiced in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership –

NB. A pool of governors should be nominated from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification:

- The Principal
- Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Quorum:	2
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Autumn 2017		Spring 2018		Summer 2018	
Policy	Reviewer	Policy	Reviewer	Policy	Reviewer
Admissions Policy (annually) (Dec 16)	Full Govs	Business Continuity Plan (March 15)	Full Govs	Financial Regulations(annual) (June 2017)	Finance
Per Capita Budget (Dec 14)	Full Govs	Visitors on site (Dec 14)	Principal	Governor Allowances (schemes for paying) (Feb 15)	Finance
Governor Scheme of Delegated Authority & Delegated Powers (annual) (Dec 16)	Full Govs	Exam Contingency Plan	Principal/ Exam	Disability Access Plan & Booklet (3yrs) (June 15)	Q & S
Governors Committee Structure & Terms of Reference (Dec 16) (annual)	Full Govs	Child protection policy & Procedures (March 17) (annual)	Q & S	Looked After Children (June 15)	Q & S
Redundancy Policy (Nov 14)	HR	Prevent Policy (March 17) (annual)	Q & S	Admissions Form & Home School Agreement (June 15)	Q & S
Sickness Absence Policy (Nov 14)	HR	Special Educational Needs Policy (March 2017) (annual)	Q & S	Discretions under local government pensions (June 15)	HR
Staff Pay Policy	HR	Freedom of Information (March 2015)	HR	Safe Recruitment & Selection Policy (June 15)	HR
Mental Well Being Policy (New)	Q & S			Shared parental leave policy (June 15)	HR
Medical Needs Policy	Q & S			Risk Assessment Policy & Guidance (June 16) (annually)	HR
Behaviour Policy (March 2016)	Q & S			Data Protection & CCTV Policy (May 16) (2 yrs)	Principal
Autumn 2018		Spring 2019		Summer 2019	
Policy	Reviewer	Policy	Reviewer	Policy	Reviewer
Equal Opportunities (Dec 15)	Q & S	ICT Acceptable User Policy (March 2016)	HR	Staff Appraisal and Capability Policy (June 16)	H R
Drug Awareness (December 2015)	Q & S	Child Protection Policy & Procedure (March 2017) (annual)	Q & S	Operational Handbook (June 16)	H R
Staff Pay Policy (annual) (June 16)	HR	Prevent Policy (March 2017) (annual)	Q & S	Risk Assessment Policy & Guidance (June 16) (annually)	HR
Admissions (Dec 16) (annual)	Full Govs	Special Educational Needs Policy (March 2017) (annual)	Q & S	Literacy Policy (June 16)	Q & S
Governor Committee Structure & Terms of Reference (annual) (Dec 16)	Full Govs	Controlled Assessment Policy (March 2016)	Q & S	Attendance (Nov 16)	Q & S
Governor Scheme of Delegated Authority & Delegated Powers (annual) (Dec 16))	Full Govs	Exam Contingency Plan (annual)	Principal Exam Off	Careers Policy (Nov 16)	Q & S
				More Able Learners (Nov 16)	Q & S
				Equality Policy (Nov 16)	Q & S
				Financial Regulations (annual) (June 2017)	
Autumn 2019		Spring 2020		Summer 2020	
Policy	Reviewer	Policy	Reviewer	Policy	Reviewer
Sex & Relationship Education (Spring 17)	Q & S	Grievance Policy & Procedure (March 2017)	HR	Financial Regulations (annual) (June 2017)	Finance
Confidentiality Policy (Spring 17)	Q & S	Staff Code of Conduct (March 2017)	HR	Complaints procedure (Incl. procedures for dealing with allegations of abuse against staff) (June 17)	Principal
Target setting & Tracking student progress (Spring 17)	Q & S	Whistleblowing (March 2017)	HR	Teaching & Learning (June 17) + Assessment recording and reporting	Q & S
Non Examination Assessment Policy	Principal/ Exam Off	Entitlements to paid or unpaid leave (March 2017)	Principal	Marking and Feedback (June 17)	Q & S
First Aid Policy (Nov 16)	HR	Prevent Policy (March 17) (annual)	Q & S	Risk Assessment Policy & Guidance (June 16) (annually)	HR
Maternity Provision (all staff) (Nov 16)	H R	Child Protection Policy & Procedures (March 17) (annual)	Q & S	Disciplinary Procedure (June 17)	HR
Governor Scheme of Delegated Authority & Delegated Powers (annual) (Dec 16)	Full Govs	Special Educational Needs Policy (March 17) (annual)	Q & S		
Governor Cmt Structure & Terms of Reference (Dec 16)	Full Govs	SMSC and British Values(March 2017)	Q & S		
Admissions (annual) (Dec 16)	Full Govs	Exam Contingency Plan (annual)	Principal / Exam Off		
Staff Pay Policy (annually) (July 16)	Full Govs				

A CODE OF CONDUCT FOR GOVERNORS

The governing Body has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school.
- Agreeing the school improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensuring accountability by:

- Appointing the Principal
- Monitoring progress towards targets
- Performance managing the Principal
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organization are managed

As individuals on the governing board we agree to the following:

Role and Responsibilities

- We understand the purpose of the board and the role of the Principal.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorized to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the Principal.

Commitment

- We acknowledge that accepting office as a governor/trustee involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees and working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the Principal and undertaken within the framework established by the governing board.

- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, dates of appointment, terms 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.
- In the interests of transparency we accept that information relating to governors / trustees will be collected and logged on the DfE's national database of governors (Edubase).

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors / trustees.
- We will support the Chair in his role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Principal, staff, parents, and the RSA and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding the academy business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with (that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the academy's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the academy as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

The Seven Principles of Public Life

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by Prime Minister, Sir John Major 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.

Adopted by Whitley Academy Board of Governors on 6th December 2016