



Code of Conduct for Xavier Catholic Education Trust Local Governing Committees

For the following:

**Cardinal Newman Catholic Primary School
Holy Family Catholic Primary School
St Alban's Catholic Primary School
St Anne's Catholic Primary School
St Augustine Catholic Primary School
St Charles Borromeo Catholic Primary School
St Cuthbert Mayne Catholic Primary School
St Hugh of Lincoln Catholic Primary School
St John the Baptist Secondary Catholic School
St Polycarp's Catholic Primary School
St Thomas of Canterbury Catholic Primary School
St Peter's Catholic School
Salesian Catholic Secondary School
The Marist Catholic Primary School**

**This Code of Conduct for Xavier Catholic Education Trust
Local Governing Committees has been approved and adopted in February 2020
and will be reviewed in February 2022**

Committee Responsible: HR Committee

Code of Conduct for Xavier Catholic Education Trust Local Governing Committees

This code sets out the expectations of and commitment required from Local Governors in order for the Xavier Catholic Education Trust and Local Governing Committees (LGC) to properly carry out their work within the schools/academies and the community.

The Local Governing Committee has the following core strategic functions in each school/academy:

Establishing the strategic direction, by:

- Setting the local vision, values, and objectives for the school, taking account of the overall strategy set by the Trust Board
- Agreeing the school improvement strategy with priorities and targets
- Ensuring compliance with statutory duties

Ensuring accountability, by:

- In partnership with the CEO and Trust Board appointing the Headteacher/head of school
- Monitoring progress towards goals and targets
- Contributing to the performance management and appraisal of the Head teacher/head of school as required
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Agreeing the overall budget with the Trust Board
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The Directors of the Trust have overall responsibility and ultimate decision making authority for all the work within its Academies, including the establishing and running of schools. The Scheme of Delegation outlines the specific delegation of the responsibilities to the Local Governing Committees.

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

As Governors we do everything in our power to uphold this mission. Our conduct will always be based on the gospel values.

As Local Governors we agree to the following:

Role & Responsibilities

1. In our role to preserve and develop the catholic nature of our school, we will not do anything that is detrimental or prejudicial to the interests of catholic education in the school, the Trust or the Diocese.
2. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school and of the Trust. Our actions within the school and the local community will reflect this.
3. We will always act as ambassadors for the school.
4. We will actively support and challenge the Headteacher in a positive way.
5. We will be mindful of the headteacher's workload and not request unnecessary information from the school. When requesting information outside standard reports also be mindful of the timescales for such information to be made available.
6. We will accept and respect the difference in roles between the LGC and staff, ensuring that we work collectively for the benefit of the organisation.
7. We understand that our major responsibility is to develop and monitor the school's development plan, focusing on strategy rather than day to day operation and we will respect the role of the Headteacher and the Head's responsibility for the day to day management of the school.
8. We understand that the Trust is the accountable body and that the Local Governing Committee of that Trust is bound by the terms of the scheme of delegation.
9. We agree to adhere to the Trust's rules and policies as outlined in the Trust Complaints Policy, and the procedures of the governing LGC as set out by the relevant governing documents and law.
10. We accept that we have no legal authority to act individually, except when the LGC has given us delegated authority to do so, and therefore we will only speak on behalf of the LGC when we have been authorised to do so.
11. In making or responding to criticism or complaints, we will follow the procedures established by the governing LGC and the Trust's Complaints Policy.
12. We accept collective responsibility for all decisions made by the LGC or its delegated agents. This means that we will not speak against majority decisions outside the governing LGC meeting.
13. 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.
14. We will encourage open governance and will act appropriately.
15. We will consider carefully how our decisions may affect the community and other schools.
16. When communicating in our private capacity (including on social media), we will be mindful of and strive to uphold the reputation of the organisation.
17. When formally speaking or writing in our governing role, we will ensure our comments reflect current organisational policy even if they might be different to our personal views.

18. We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the Local Governing Committee.
19. We will avoid communicating directly with any stakeholders including parents, staff or media without agreement of the LGC and the Headteacher. Parent Governors are representative parents, not representatives of parents. Staff Governors are representative staff, not representatives of staff. It is not their roles to 'consult' or garner views of the stakeholder group who elected them. They provide a parental or staff perspective to the LGC team.
20. We will ensure that due process is followed if an issue arises and ensure that stakeholders are not permitted to bypass the Headteacher and come directly to the Local Governing Committee, as outlined in the Trust Complaints Policy. The exception to this is if the complaint is about the Headteacher, and then the CEO is contacted.
21. We will adhere to the Nolan Principles on 'Standards in Public' as set out in Appendix 1.

Commitment

1. We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
2. We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups where in place.
3. We will make full efforts to attend all meetings and where we cannot attend, explain in advance why we are unable to and submit comments/questions to the Chair for inclusion at the meeting where appropriate. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
4. We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the Headteacher/head of school.
5. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training as required by the LGC, the Trust and the Diocesan Education Service and any mandatory training as may be required by law.
6. We accept that in the interests of open governance our names, terms of office, roles on the Local Governing Committee, category of Governor and the body responsible for appointing us will be published on the school's website.

Relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. We will express views openly, courteously and respectfully in all our communications both inside and outside of Governor meetings.
3. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
4. 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.
5. We will seek to maintain and develop our effective working relationships with the Trust board, the Headteacher/head of school, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

1. 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.
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing board vote.

Conflicts of interest

1. We will record any pecuniary or other interest (including those related to people we are connected with) that we have in the Register of Interests, keeping our record updated and confirming it annually. 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 Interests will be published on the school's website, unless with prior agreement that a particular matter remain outside of the public domain.
2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
3. We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

1. If we believe this code has been breached, we will raise this issue with the Chair who will investigate; the governing board committee will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
2. Should it be the Chair that we believe has breached this code, another Governor, such as the vice chair will investigate, and will also advise the CEO of the Xavier Catholic Education Trust.

Agreed by the Xavier Catholic Education Trust Board on:

Adopted by the Local Governing Committee of X school on:

Name of Governor _____

Signature _____

Date of Signature _____

APPENDIX 1

We will serve as Governors in accordance with **The Seven Principles of Public Life**
(*source the Nolan Committee 1994*)

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.