LGB Code of Conduct

2025 - 2026

Our vision is to enable all to flourish.

Review Date: July 2025

Diocese of Gloucester Academies Trust
Local Governors' Code of Conduct

Trust Culture of Local Governance

The Local Governing Board (LGB) is the anchor between the school and the wider Trust, ensuring that local knowledge, voice, and insight are reflected in Trust-wide understanding and decision making.

The Trust vision is to enable all to flourish — pupils, staff, and the wider community. Local governance plays a vital role in realising this vision; by anchoring the school it serves firmly within both its local context and the strategic framework of the Trust.

Local governors work closely with school leaders to monitor progress, support continuous improvement, and ensure that the curriculum is ambitious, inclusive, and enriching for all learners, with a clear focus on educational excellence.

Additionally local governors work with the school to monitor the effectiveness of strategies to promote diversity, belonging, and inclusion across the whole school community.

Local governors ask thoughtful, informed questions to explore and evaluate the impact of the school's provision on all within the community it serves. They challenge constructively, champion equity, and ensure that every pupil feels like they belong, are valued, and are supported to succeed and flourish to their own unique potential.

At the delegation of the Trust Board, the LGB contributes to effective governance by providing strategic insight, local intelligence, and robust oversight. While the Board of Trustees retains responsibility for statutory accountability and overarching strategy, the LGB ensures that those strategies are understood, enacted, and embedded in a way that resonates locally and drives improvement on the ground.

Our culture of local governance is rooted in collaboration, transparency, and trust. Local governors are empowered to ask the right questions, celebrate what is working well, and identify where more needs to be done. They are accountability partners in shaping a school culture where staff are supported, leadership is strengthened, and children can thrive. In doing so, the LGB not only upholds the Trust's vision and values but also makes a unique and essential contribution to the lived experience and outcomes of the school community it serves.

This culture is embedded in local governance across the Trust and sets the framework for this code of conduct.

Conduct expectations for local governors

The role of the local governing board (LGB) is set out in the scheme of delegation and terms of reference.

The Trust recognises and values the effort taken by members of local governing boards who contribute towards the governance of our schools. We encourage your contribution and acknowledge the time, expertise and commitment you offer. As a result, we want to make sure that your time spent as part of the local governing board is productive and enjoyable.

The Trust Board has overall accountability and responsibility for all Trust schools. The Trust's scheme of delegation and LGB terms of reference set out clearly the roles and responsibilities of the local governing board of each school.

Local governing boards are responsible for working in partnership with school leaders to ensure that high quality outcomes are delivered, and the school is a safe and welcoming place for all. Together with the Headteacher, who is responsible for day-to-day management, they monitor aspects of the school's provision.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, local governors will use their judgement and act in the best interests of the Trust, school and its pupils.

Key roles of local governors

- To ensure the vision, ethos and strategic direction of the Trust is in place within the school.
- To work as accountability partners with the headteacher/senior leaders to support the educational performance of the school and its children.
- To understand, respect and promote the distinction between the role and responsibilities of local governors, the Trust Board and those of the school and executive leaders.

This code of conduct outlines what is expected from members of the local governing board and is based upon the Seven Principles of Public Life. These are:

- **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.

Role and Responsibilities of the local governing board

- Ensure local governors develop and maintain a collective understanding of the purpose of the local governing board and the operational role of the Headteacher and school senior leadership team.

- Maintain responsibility for monitoring the implementation of, and keeping under review, the policies, plans and procedures of the school as delegated by the Trust board.

- Understand the Board of Trustees will be responsible for the development of policies across the Trust. The Trust Board will seek to engage with local governors when developing and reviewing Trust-wide policies when relevant.

- Understand that local governors have no legal authority to act individually or on behalf of the Trust, except when given delegated authority to do so.

- Only speak on behalf of the local governing board or Trust when specifically authorised to do so.

- Accept collective responsibility for all decisions made by the Trust Board or its delegated agents and will not speak against majority decisions or discussions outside the local governing board or Trust Board meetings.

- Respect the role of the Board of Trustees and its statutory responsibilities for the Trust and its schools, never acting in a way that could undermine such arrangements.

- Respect executive and senior leaders and their responsibility for the day-to-day management of the Trust, never acting in a way that could undermine such arrangements.

- Adhere to the Trust's and the school's rules and polices, and the procedures of the Trust and local governing board, in accordance with the relevant governing documents and law.

When formally speaking or writing in a local governing role, ensure comments reflect current Trust policy even if they might be different to personal views.

Always be mindful of the responsibility to maintain and develop the ethos and reputation of the school and Trust. All actions within the school and the local community will reflect this.

- Consider how decisions may affect the community, including the wider Trust community.

- Actively provide professional support and challenge in line with delegated functions.

- Follow any procedures established by the Trust Board.

- Only make decisions delegated to the local governing board by the Board of Trustees and as determined by the Trust's scheme of delegation.

- Understand local governors' duty to act fairly and without prejudice, and in so far as delegated responsibility for staff.

- In making or responding to concerns or complaints follow the procedures established by the Trust Board and engage with the Governance and HR Officer and the Chief Operating Officer for support.

Commitment

- Use official school or Trust email addresses and GovernorHub to enable effective and confidential communications.

- Check communications regularly and respond to requests in a timely manner or within specified timescales where possible.

- Acknowledge that accepting office as a local governor member involves the commitment of the appropriate amounts of time and energy to fulfil the role successfully.

- Contribute actively to the work of the local governing board, and accept a fair share of responsibilities, including service on committees where these are in place.

- Make full effort to attend all meetings and when unable to, provide apologies in advance and provide a reason why.

- Get to know the school well and respond to opportunities to become involved in school activities.

- Visit the school, with all visits arranged in advance with the Headteacher and undertaken within the Trust Local Governor Visit Protocol.

- Commit to individual and collective needs for induction, training and development, and undertake relevant training, including Trust core training.

Openness and transparency

- Accept that information about local governors will be published on Get Information about Schools (GIAS).

- Accept that the approved local governing board and committee minutes and any agenda and papers considered at a meeting will be made available to any interested person upon request.

Relationships

- Work as a team in which constructive working relationships are actively promoted.

- Express views openly, courteously, and respectfully in all communications with other local governors/Trustees/ central team/school staff and the clerk to the local governing board.

- Support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

- Commit to answer queries from other local governing board members in relation to delegated functions and take into account any concerns expressed, acknowledging the time, effort and skills that have been committed to the delegated function by those involved.

- Seek to develop effective working relationships with the staff and parents, the Trust Board and the central team and other relevant agencies and the community.

Confidentiality

- Complete confidentiality will be observed when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.

- Prudence will be exercised at all times when discussions regarding school/Trust business arise outside a local governing board meeting.

- The details of any vote will not be revealed under any circumstances – the Board of Trustees, CEO, Governance and HR Officer and Chief Operating Officer are entitled to be informed of the details of all votes and decisions made by the local governing board.

- The requirements for confidentiality will continue to strictly apply and be adhered to after a local governor leaves office.

- A local governor's commitment to confidentiality does not overrule the duty to report child protection concerns to the appropriate channel where it is believed that a child is at risk of harm.

Conflicts of interest

- Pecuniary or other business interest (including those related to people local governors are connected with) will be recorded on the Register of Interests. If any such conflicted matter arises in a meeting the local governor will leave the meeting for the appropriate length of time. The Register of Interests will be published on the school's website.

- Any conflict of interest or loyalty pertaining to the agenda items for any meeting will be declared at the start of the meeting should the situation arise.

- Local governors will act in best interests of the school as a whole and not as a representative of any group or individual, even if elected to the governing board.

- Conflicts of interest will be managed in line with the Trust's Conflicts of Interest Policy.

Social media

- Become familiar with and abide by the Trust Social Media Policy.

- Become familiar with and abide by any requirements related to online safety and behaviour expectations set out in the Trust or school's safeguarding procedures.

- Always uphold the reputation of the school and Trust when interacting on any social media platform in a personal or governance capacity.

- Maintain a professional presence online and carefully consider interactions with the school community.

- Review individual privacy settings regularly to control the information that is publicly available.

- Report any incidents of harassment experienced or witnessed towards local governors or themselves to the Headteacher, Chair of the Local Governing Board, Chief Operating Officer, or Chief Executive Officer.

Local governors must **not**:

- Accept friend requests from pupils.

- Disclose any information which is confidential or would breach data protection principles.

- Make comments online about any members of the local governing board, Trust or school community.

- Post any inappropriate/offensive language, images or comments on social media that may bring the local governing board, the school or Trust into disrepute.

Removal of the Local Governing Board

- If the Trust Board has a concern about the effective performance of the local governing board, then it reserves the right to undertake or commission a review of the performance of the local governing board. The Trust Board also reserves the right to remove the local governing board and replace with an interim advisory board. Unless an exceptional circumstance arises, where immediate intervention is required, the Trust Board will follow the process of the removal of delegations as set out in the Trust Removal of Delegated Powers guidance.

Breach of this code of conduct

- If a member of the local governing board breaches this code of conduct, the issue will be raised with the Chair of the Board of Trustees via the CEO or Governance and HR Officer who will make arrangements for the concern to be investigated.

- If a breach of this code of conduct is alleged against a Foundation Governor or Ex-officio Foundation Governor, the process set out in this policy to investigate the concern will be referred to the Diocesan Education Team.

- In the event that it is found the chair of the local governing board has breached this code of conduct, the Chair of the Board of Trustees will arrange for a Trustee or member of the DGAT Executive Leadership Team to undertake the investigation.

- The Board of Trustees will only suspend or remove a local governor from their post as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

- Suspension of a local governor will be a neutral act taken to enable an impartial investigation to be undertaken.

If the need arises to remove a local governor from office, the Board of Trustees 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 of a meeting of the local governing board.

- A meeting of the local governing board will be held and the resolution to remove the local governor from office will be fully explained.

- Local governors will give due and careful consideration to the reasons given to remove the governor from office.

- The local governor, whom it has been proposed to remove from the local governing board, will be given the opportunity to make a statement in response to the resolution to remove them from office.

- Local governors will consider the proposal to remove the local governor and make a decision which will be submitted to the Trust Board for consideration without unnecessary delay.

- The recommendation from the local governing board will be considered by the Trust Board without unnecessary delay.

- The local governor and local governing board will be informed of the Board of Trustees' decision in writing within five working days.

- If the need arises to suspend or remove a Foundation Governor or Ex-officio Foundation Governor, the Diocesan Board of Education guidance for the removal of Foundation Governors will be followed and implemented by the Diocesan Board Education as the appointing body.

The above process does not include a local governor's absence from meetings. If a local governor is absent without the permission of other members of the local governing board from all their meetings over a period of six months, they will be disqualified from serving as a local governor.

Local Governors' Code of Conduct Policy Acknowledgement

Local Governors should acknowledge the terms detailed within the Local Governors' Code of Conduct Policy and agree to abide by this code. Local governors should understand that the role is of a voluntary nature and, therefore, will not receive payment for governance duties. Any expenses claimed will be in line with the Local Governor and Trustee Expenses policy.

Local governors must agree to abide by this code of conduct on GovernorHub in their compliance area under their profile page. Confirmation and agreement should be made at the start of each academic year.