

Code of Conduct for LAB Members

Article 3: *All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.*



**Grange
Academy**

Belong • Believe • Achieve

Reviewer: Catherine Assink – Head of School

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Approved by Local Advisory Board (LAB): January 2021

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Code of Conduct for Grange Academy LAB Members

The purpose of the local advisory board

The LAB is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The LAB aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The LAB

- Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting targets
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- Challenges and supports the school by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategy
 - The budget and the staffing structure
 - Conducts self-evaluation
- Ensures accountability by:
 - Responding to Ofsted reports when necessary
 - Holding the Head of School to account for the performance of the school
 - Ensuring parents and pupils are involved, consulted and informed as appropriate
 - Making available information to the community
- Appoints and performance manages the principal who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the LAB.

For LABs to carry out their role effectively, LAB members must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a LAB

The LAB is a corporate body, which means:

- No LAB member can act on her/his own without proper authority from the full LAB;
- All LAB members carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, co-opted, member appointed), the overriding concern of all Lab members has to be the welfare of the school as a whole.

General

- We understand the purpose of the LAB and the role of the Head of School as set out above.
- We are aware of and accept the Nolan seven principles of public life: see appendix.
- We accept that we have no legal authority to act individually, except when the LAB has given us delegated authority to do so, and therefore we will only speak on behalf of the LAB when we have been specifically authorised to do so.
- 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 accept collective responsibility for all decisions made by the LAB or its delegated agents. This means that we will not speak against majority decisions outside the LAB meeting.
- 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 affecting the school we will follow the procedures established by the LAB.

Commitment

- We acknowledge that accepting office as a LAB member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the LAB, and accept our fair share of responsibilities, including service on committees or working groups.
- If acting as directors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and/or third parties.
- If acting as members of the trust body, we accept that we may be held responsible up to the limit in the articles of association, were the school/trust to go bankrupt.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the LAB and agreed with the Head of School.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the Head of School.

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 LAB members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other LAB members 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 recognise that the roles of LAB members, staff member and volunteers in school are different. Where I am also a staff member and/or volunteer in school I will maintain the separation of my roles.
- We will seek to develop effective working relationships with the Head of School, staff and parents, the local authority 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 school business arise outside a LAB meeting.
- We will not reveal the details of any LAB vote.

Social Networking Sites

We will use social networking sites responsibly and ensure that neither our personal or professional reputation, nor the school's reputation is compromised by inappropriate postings.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the LAB's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.
- 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 LAB.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the LAB should seek to resolve any difficulties or disputes constructively;
- Should it be the chair that we believe has breached this code, another LAB member will investigate;
- We understand that any allegation of a material breach of this code of practice by any LAB member shall be raised at a meeting of the LAB, and, if agreed to be substantiated by a majority of LAB members, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the LAB.
- In taking the decision to suspend we will follow a process as set out in Annex A.

The LAB of Grange Academy adopted this code of practice on 03.10.17. Lab members will sign the Code at the first LAB meeting of each school year.

Undertaking:

As a member of the LAB I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the LAB, the Head of School or staff.

Signed

Printed name

Date:

Appendix: The Seven Principles of Public Life

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister 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.

Annex A

Process for LAB member suspension

Subject to the following paragraphs the LAB may by resolution suspend a LAB member for all or any meetings of the LAB, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds—

- (a) that the Lab member, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his employment;
- (b) that the LAB member is the subject of proceedings in any court or tribunal, the outcome of which may be that he is disqualified from continuing to hold office as a LAB member under the articles of association;
- (c) that the LAB member is in breach of any of the provisions of this code of practice which the LAB believes has, or could, bring the office of school LAB member into disrepute;
- (d) that the LAB member has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the LAB or his office into disrepute; or
- (e) that the LAB member is in breach of his duty of confidentiality to the school or to any member of staff or to any pupil at the school.

A resolution to suspend a LAB member from office shall not have effect unless the matter is specified as an item of business on the agenda for the meeting of which notice has been given in accordance with the articles of association.

Before a vote is taken on a resolution to suspend a LAB member, the LAB member proposing the resolution shall at the meeting state his reasons for doing so. The LAB member who is the subject of the resolution shall then be given the opportunity to make a statement in response before withdrawing from the meeting.

Nothing in this regulation shall be read as affecting the right of a LAB member who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the LAB during the period of his suspension.