



Representative Code of Conduct

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CODE OF CONDUCT FOR LOCAL SCHOOL COMMITTEES

GENERAL

It is important that all Trust Boards agree a Code of Conduct for School Representatives. This will ensure that all Representatives know their responsibility.

People who become School Representatives make a positive contribution by giving time and their experience to help shape the quality of learning in their academy.

We understand the purpose of the Local School Committee (LSC) and the role of the headteacher. In particular that the Trust Board has an executive function, operating in all matters at a strategic level and leaving the Headteacher and senior academy leaders responsible and accountable for the operational day to day management of the academy.

The main aim of the academy school (academy) is to raise the educational achievement of all its pupils.

We understand that the LSC will contribute most effectively to this aim by focusing on its three core roles:

- Connecting the academy with its community
- Supporting the Headteacher and holding them to account for the educational performance of the academy and its pupils
- Ensuring clarity of vision, ethos and strategic direction.

We accept that we have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trust Board when we have been specifically authorised to do so.

We will be prepared to answer queries from other Representatives 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 accept collective responsibility for all decisions made by the Trust Board or its delegated agents. This means that we will not speak against majority decisions outside the LSC meeting.

We have a duty to act fairly and without prejudice when making decisions and interacting with people within the academy.

We will encourage open governance 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 academy. Our actions within the academy and the local community will reflect this.

In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the Trust Board.

COMMITMENT

We acknowledge that accepting office as a Representative involves the commitment of significant amounts of time and energy.

We will each involve ourselves actively in the work delegated to the Local School Committee, and accept our fair share of responsibilities, including service on other committees or working groups.

We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to:

“A governor [*Representative*] who, without the consent of the governing body, fails to attend meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school” (The School Governance (Constitution) (England) Regulations 2013 Schedule 4).

We will get to know the academy well and respond to opportunities to involve ourselves in appropriate activities.

We will visit the academy, with all visits arranged in advance with the staff, and undertaken within the framework established by the Trust Board and agreed with the Headteacher.

The LSC Representative with specific responsibilities (such as SEND/Safeguarding/Pupil Premium) will meet with the appropriate academy staff member at least once within the school year. These meetings may, if appropriate, be undertaken remotely

The LCS should review the School Development Plan, which may require a visit to the academy. Where a visit is undertaken it should be clearly linked to an aspect or aspects of the School Development Plan.

We understand that our visits do not replace professional inspections or the monitoring role of the headteacher. We will not make judgements about the effectiveness of the teaching we see.

We will notify the headteacher of any concerns we may have after each visit.

We agree to complete the Representative Visit Form immediately after each visit, supply this to the LSC, and report back at the next full LSC meeting. We will also provide a copy of the visit form to the CEO (See Representative Academy Visits and Monitoring Policy, for the Representative Visit Form, visit guidance and sample questions).

TRAINING

We will consider seriously our individual and collective needs for training and development and will undertake relevant training.

As a minimum standard we will complete annual safeguarding and prevent training and basic GDPR. In addition, we will undertake any other training as directed by the Trust.

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 Representatives.

We will support the chair in their role of ensuring appropriate conduct both at meetings and all times.

We will strive to reply to any communications from the Governance Professional, Chair, Headteacher, member of staff or other Representatives in a timely manner and, in any case, within a maximum of 5 school days.

We will seek to develop effective working relationships with the headteacher, staff and parents, the community, the local authority and other relevant agencies.

CONFIDENTIALITY

We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the academy.

We will exercise the greatest prudence at all times when discussions regarding academy business arise outside the LSC or other meetings.

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 Trust 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 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 external to our role on the LSC.

We accept that, in the interests of open governance, our full names, date of appointment, terms of office, roles on the LSC, attendance records, relevant pecuniary and business interests, and category of representative will be published on the academy's website.

In the interests of transparency, we accept that information relating to us (name, date of birth, previous names and nationality) will be collected and logged on the DfE's national database of governors (Representatives) 'get information about schools' (GIAS).

MENTORING

An experienced representative who acts as a mentor to new representatives can provide support and a listening ear for all aspects of the work of the LSC.

Representatives should be prepared to act as mentors, as required.

BREACH OF THIS CODE OF CONDUCT

If we believe this LSC Code of Conduct has been breached, we will raise this issue with the Chair of Trustees. Should it be the Chair that we believe has breached this code, another member of the Trust Board, such as the Vice Chair should be informed.

In the event of an alleged breach of this code, the matter will be overseen by the Chair of Trustees, who holds responsibility for governance standards across the Trust. The Chair of Trustees may delegate aspects of the initial fact-finding to the CEO where appropriate, but all decisions relating to outcomes, including suspension or removal of an LSC Representative, and any appeal remain the responsibility of the Trust Board. This ensures clear accountability and consistency across the Trust, and alignment with DfE expectations for robust and impartial governance.

The Trust Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

All requests for an appeal must be in writing and should include:

- what grounds the request is based on
- clearly stated facts that support the appeal
- sufficient evidence to support the case being made
- the remedy the representative is seeking.