



Code of Conduct for Governors and Academy Committee Members

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Adopted: _____

Review: Annually at the first meeting of the autumn term

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1. Purpose and scope

This Code sets out the expectations and commitments required from all members of the **Mayfield Academy Committee** (“the Committee”) so that we can discharge the functions delegated to us by the **Salterns Academy Trust Board** in line with the **Scheme of Delegation (Oct 2025)** and **Standing Orders Appendix F – Terms of Reference – Academy Committee (Mayfield School)**.

It applies to **all** who sit on the Committee:

- trust-appointed governors,
- parent representatives,
- employee/staff governors,
- the Headteacher when acting as member of the Committee,
- and any person co-opted or attending in a governance capacity.

This Code should be read **alongside**:

1. SAT Scheme of Delegation (Oct 2025);
2. SAT Standing Orders (including meeting etiquette and the Seven Principles of Public Life);
3. SAT Standing Orders Appendix F – Terms of Reference – Academy Committee (Mayfield School);
4. Relevant SAT and Mayfield policies (safeguarding, behaviour, complaints, data protection, whistleblowing).

2. Our Mayfield ethos

Mayfield is a **thriving and diverse local school community** where we aim to “**Believe. Achieve. Succeed.**” every day and live out the values of **Ambition, Inclusion and Respect**. The Committee will model and promote these values in all governance work, in particular when:

- speaking about the school publicly,
- engaging with families and the local community,
- challenging and supporting leaders,
- and representing the school within the Trust.

3. Our delegated role

We recognise that **the Trust Board is the accountable body**. The Committee is part of the Trust’s governance structure and exercises **delegated authority only**. We will therefore:

- act **within** the functions delegated to us in the Scheme of Delegation and Standing Orders Appendix F, and as noted on the Governor role description;
- **not** make decisions which have not been delegated to us;

- escalate matters to the Trust / CEO where required;
- ensure clear **communication and information flows** to the Trust as set out in the Scheme of Delegation.

4. Core functions (as they apply to the Committee)

Within our delegation, we will contribute to the three core governance functions:

1. **Ensuring clarity of vision, ethos and strategic direction** at Mayfield, in line with SAT vision and values.
2. **Holding executive leaders to account** for the educational performance of pupils, including safeguarding, inclusion, SEND, attendance and behaviour.
3. **Overseeing the use of resources** at school level as far as delegated, including monitoring risk and reporting to Trust Audit & Risk (A&R) committee on school-based risks.

We understand that **some matters (finance, estates, staffing, procurement)** are **retained by the Trust** and/or delegated to the CEO and Trust Executive (as stated in SAT Standing Orders Appendix F), and we will not act outside that.

5. Collective responsibility and authority

- We accept that we have **no legal authority to act individually** as governors/committee members, unless the Committee has specifically delegated a function to us.
- We will **support the decisions** of the Committee once made and **not speak against majority decisions** outside meetings.
- We will **not** use our position to secure advantage for ourselves, our family, or any group.
- We will always act in the **best interests of the whole school** community, not only a year group, key stage, or interest group.

6. Commitment, meetings and visits

- We understand that being a governor / academy committee member requires **time and energy**.
- We will attend the **scheduled 8 meetings per year** (or as set by the Trust) in person and send apologies in advance, with a reason, when we cannot attend.
- We will **read papers in advance of the meeting** and come prepared to ask constructive, evidence-based questions.
- We will **undertake school visits** (including learning walks, safeguarding, SEND, Pupil Premium, behaviour) as agreed in the Committee's monitoring plan, understanding that visits are to **see the impact of strategy**, not to inspect or to judge staff personally. Visits must be pre-arranged, and Governors are not to turn up unannounced.

- We will take part in **governor training/induction** provided by SAT and keep our knowledge current (KCSIE, safeguarding, prevent, SEND, exclusions, complaints, behaviour).
- We will keep the skills audit up to date, recording any new training or development undertaken, and will review the effectiveness of the Academy Committee annually. We will respond to requests from the Clerk promptly.

7. Relationships and conduct

- We will work as a **team** and actively promote positive, respectful working relationships.
- We will speak **openly, courteously and respectfully** to other members, to staff and to the Trust.
- We will support the **Chair of the Academy Committee** in ensuring appropriate conduct at and between meetings.
- We will build and maintain **effective working relationships** with the Headteacher, Executive Headteacher, CEO and Trust central staff, recognising that they are entitled to professional respect and confidentiality.
- We will be **ambitious** for Mayfield, **inclusive** in language and decisions, and **respectful** in all communications (reflecting the Headteacher's welcome and Mayfield's values).

8. Confidentiality and information handling

- We will observe **complete confidentiality** about matters we learn through governance, especially those relating to:
 - individual pupils,
 - individual members of staff,
 - commercially sensitive or trust-level matters.
- We will **not** share papers, emails or documents containing confidential information outside of authorised recipients.
- We will **not reveal** the detail of any vote taken at a Committee meeting.
- We will follow Trust guidance on **data protection** and the safe use of devices.
- We will respond to school emergencies or crises (such as safeguarding incidents, serious complaints, or media inquiries) by following Trust protocols, maintaining confidentiality, and referring all matters to the Headteacher, Chair, or Trust leadership. We will not act independently, speak to the media, or share sensitive information without authorisation.

9. Safeguarding and safer governance

- We will prioritise **safeguarding** in every agenda, every visit, and every decision.
- We will complete all **required safeguarding checks/training/DBS** as set out in the Scheme of Delegation.

- We will challenge leaders where safeguarding practice or record-keeping is not sufficiently robust.
- We will ensure that pupil voice, inclusion and wellbeing are **routinely considered**.

10. Conflicts of interest and loyalty

- We will maintain a **Register of Interests** (as required in the Scheme of Delegation and Standing Orders Appendix F) and update it immediately when circumstances change.
- At the start of every meeting we will **declare any conflict of interest or loyalty** and withdraw where appropriate.
- We will act in the **best interests of the school and the Trust** and not as a representative of another body, employer, or interest, even if we have been elected.

11. Communication outside meetings

- We will be **mindful of our status** as governors when using social media or speaking in public.
- We will not make **public, personal or unfounded criticism** of the school, staff, pupils, parents, the Trust or fellow governors.
- Where a complaint or criticism is received, we will **follow the Trust / school complaints procedure** and **not** seek to act individually.
- We will encourage **open communication** with parents and the community, but not act as a **line manager, mediator or investigator** for individual concerns.

12. Breach of this Code

Where a governor / committee member may have breached this Code:

1. The **Chair of the Academy Committee** (or, if the Chair is involved, the **Vice Chair / Trust Governance Lead**) will investigate.
2. The Chair may seek **informal resolution** first – conversation, advice, or additional training.
3. Where necessary, the matter may be **escalated to the Trust Board / CEO** in line with the Scheme of Delegation.
4. Sanctions may include removal from a specific role, suspension from the Committee, or **removal by the Trust** (where the Trust has the power of appointment/removal).

We will seek to resolve difficulties **constructively and promptly**.

13. The Seven Principles of Public Life (Nolan)

We commit to model and promote:

1. **Selflessness**
2. **Integrity**

3. **Objectivity**
4. **Accountability**
5. **Openness**
6. **Honesty**
7. **Leadership**

(As already applied to Academy Committee work in Trust standing orders and Standing Orders Appendix F.)

14. Statement of agreement (via Governor Hub confirmations)

I confirm that I:

- have read the **Mayfield Academy Committee Code of Conduct (2025/26)**;
- understand the **extent of the Committee's delegated authority** under the SAT Scheme of Delegation (Oct 2025);
- will uphold Mayfield's values – **Ambition, Inclusion, Respect** – and school vision "**Believe. Achieve. Succeed.**" in all governance activity;
- will act, at all times, in the **best interests of Mayfield pupils** and the **Salterns Academy Trust**.

End.