



## LAB code of conduct

LABs should use a code of conduct alongside [role descriptions](#) to ensure all members understand what is expected of them.

### Reviewing your code of conduct

LABs should review and approve their code of conduct annually, normally at the first meeting of the autumn term. When reviewing your code, reflect on the events of the previous year and consider if any changes are required.

It is recommended that the LAB publishes their code of conduct on their school website.

### Using your code to support induction and development

When recruiting new LAB members, we recommend that the LAB refers candidates to their code of conduct (and role description) to ensure that potential new members have a good understanding of expectations before being appointed. New members should agree to the LAB's code of conduct on being appointed as part of their induction programme.

### Using your code of conduct to support effective teamwork

Effective governance requires effective teamwork: working collaboratively as colleagues with understanding and respect for each other's roles.

### [Model role descriptions for chairs, governors, trustees and governance professionals](#)

Once this code has been adopted by the LAB, all members agree to faithfully abide by it.



We agree to:

### **Selflessness**

We will act solely in terms of the school's community interest.

### **Integrity**

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

### **Objectivity**

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

We are accountable to the Principal/ CEO and school community for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

### **Openness**

We will act and take decisions in an open and transparent manner.

### **Honesty**

We will be truthful.

### **Leadership**

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its students
3. ensuring the voices of stakeholders are heard



As individual LAB members, we agree to:

### *Fulfil our role & responsibilities*

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will only speak or act on behalf of the board if we have the authority to do so.
7. When making or responding to complaints we will follow the established procedures.
8. We will strive to uphold the school's reputation in our private communications (including on social media).

### *Demonstrate our commitment to the role*

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and LAB protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

### *Build and maintain relationships*

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.



### *Respect confidentiality*

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential.
2. We will not reveal the details of any LAB vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

### *Declare conflicts of interest and be transparent*

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the [register of business interests](#).
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that in the interests of open governance, our full names, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

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**Adopted by:** GEMS American Academy on October, 2023

### **Signed:**

We agree that this code of conduct will be reviewed annually and it will be endorsed by the full LAB.

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