



Local Advisory Board (LAB) Code of Conduct

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1. Aim of this Code of Conduct

The aim of the Local Advisory Board (LAB) Code of Conduct is to establish a shared understanding of the principles, responsibilities, and behaviours expected of LAB Governors in their strategic role within the Academy. It promotes ethical governance by aligning with the Charity Governance Code and the Seven Nolan Principles of Public Life, ensuring Governors act with integrity, accountability, and transparency. The Code supports Governors in upholding the Trust's Sikh values and ethos, maintaining confidentiality, avoiding conflicts of interest, and fostering positive relationships with stakeholders. It also outlines expectations for training, attendance, and conduct, reinforcing a commitment to the Trust's success and the wellbeing of its Academies and pupils.

All Governors must be required to fulfil their duties in line with the legal requirements, the Governance Handbook, and the Seven Nolan Principles of Public Life.

Once this code has been adopted, all Governors agree to faithfully abide by it.

All Governors must abide by the Seven Nolan Principles of Public Life and demonstrate their commitment to ethical governance:

Selflessness

Act solely in terms of the public interest.

Integrity

Avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

Not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends.

Declare and resolve any interests and relationships.

Objectivity

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

Accountability

Accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

Act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Be truthful.

Leadership

Exhibit these principles in our own behaviour. Actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

All Governors must apply the highest standards by:

1. act within their powers
2. promoting the success of the Academy/Trust
3. exercise independent judgement
4. exercise reasonable care, skill and diligence
5. avoid conflicts of interest
6. not accepting benefits from third parties
7. declare interest in proposed transactions or arrangements

Governors must focus on their core purpose:

1. strategic leadership: upholding the Trust's vision, fostering a culture and ethos, and championing the strategy
2. accountability and assurance: providing robust and effective oversight of operations and performance
3. engagement: strategic oversight of relationships with stakeholders

2. Fulfil our role & responsibilities

As individuals, we agree with the following:

1. Accept that our role is strategic, focusing on the organisation's core purpose and long-term vision, rather than becoming involved in operational or day-to-day management matters.
2. Fulfil our role and responsibilities as set out in Trust's [scheme of delegation](#).
3. Develop, share and live the ethos and values of our Trust. Uphold the Trust's Sikh values and ethos.
4. Ensure the Sikh identity and ethos of the Academies are upheld by respective staff, and the values of Sikhi are not brought into disrepute.
5. Agree to attend and participate in any mandatory and regular training i.e. KCSIE updates and safeguarding.
6. Agree to adhere to the Academy's and Trust policies and procedures.
7. Fully cooperate with requests that are necessary to ensure organisational compliance, including disclosure and barring or right to work checks.
8. Work collectively for the benefit of the Trust.
9. Be open, constructive and respectful when holding senior leaders to account.
10. Consider how our decisions may affect the Trust and local community.
11. Stand by the decisions that we make as a collective.
12. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.

Only speak or act on behalf of the Local Advisory Board / Trust Board if we have the authority to do so. Not use the name of another Governor without consent.

13. Not engage in community events as a “LAB representative” without permission.
14. Fulfil our responsibilities acting fairly and without prejudice.
15. When making or responding to complaints, we will follow the established procedures.
16. Strive to uphold the LAB's/Trust's reputation in our private communications (including misrepresenting the LAB in public statements or social media).
17. Maintain and uphold confidentiality at all times in relation to Academy/Trust business, including discussions within and outside of the LAB meetings, unless disclosure is required by law or authorised by the Trust Board.
18. Act in a fair and open-minded manner during discussions.
19. Have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
20. Act as local ambassadors for our Trust.

3. Demonstrate our commitment to the role

- Actively participate in the work of the LAB and accept our fair share of responsibilities within our areas of governance.
- Make every effort to attend all meetings, arriving prepared and having read all papers in advance. If unable to attend, we will notify the Chair/Clerk in advance providing apologies and the reason.
- Contribute positively during meetings and observe all relevant protocols.
- Get to know the Academy well and welcome opportunities to be involved in events and activities, including Sikhi-related events.
- Visit the Academy by making arrangements with the relevant staff / Principal beforehand and observing Academy and board protocols.
- When visiting an Academy in a personal capacity (e.g., as a parent or carer), we will continue to honour the commitments made in this code.
- Participate in induction training, prioritise required areas such as safeguarding, and commit to ongoing development of our individual and collective skills and knowledge.
- Continually seek ways to improve governance practice and maintain oversight of Academy performance through engagement with stakeholders.
- Fully understand the role as outlined in the LAB role description and commit the necessary time and energy it involves.

Behave appropriately

- Respect the responsibilities and integrity associated with public office and commit to upholding the Seven Principles of Public Life.
- Act in the best interests of the Trust, its Academies and its Pupils – Governors must not act in a manner that will bring the Academy/Trust into disrepute.
- Confirm and declare the individual's eligibility to serve as a Governor in accordance with the established disqualification criteria.
- Not break the law, breach charity regulations, or disregard the Academy's /Trust's policies in any aspect of their role on the LAB.
- Use the Academy's / Trust's resources responsibly and not for personal gain, ensuring that any expenses or reimbursements are documented.
- Not accept gifts or hospitality without the prior consent of the Board and always act in line with the Trust's Anti-fraud and Corruption Policy.
- When onsite at any of the Academies we will ensure that we fully understand and comply with the respective Academy's safeguarding arrangements.
- When attending the Academy events in a representative capacity, Governors will respect the Trust's Sikh faith ethos, including abstaining from alcohol, meat, or eggs, in accordance with local customs and Academy policy.

Build and maintain relationships

- Develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
- Champion the voices of our school community and stakeholders.
- Establish effective working relationships with Trustees.
- Respect the remit of, and engage constructively with, relevant authorities, sector bodies and other Trusts.
- Express views openly, courteously and respectfully in all our communications with Governors and staff both inside and outside of meetings.
- Behave professionally, expressing views openly, courteously, and respectfully in line with Trust behaviours, values and ethos (universal Sikh values), fostering positive relationships and promoting a collaborative and inclusive environment.
- Work to create an inclusive environment where each board Governor's contributions are valued equally.

- Work collaboratively as a unified team.
- The Chair of the LAB has delegated authority to address minor breaches informally and escalate to the Governance Professional where required. Persistent non-compliance must be formally recorded and referred to the Trust.
- Honour the authority of the Chair of Governors as appointed leader of the LAB and support the Chair in their role.
- Listen to any concerns raised and respond to questions from Trust /Trustees.

Maintain confidentiality

- Maintain complete confidentiality both inside and outside the LAB meetings, when matters are deemed confidential, or where they concern specific staff or pupils.
- Exercise the greatest care and caution when partaking in discussions regarding the LAB/ Trust business outside of meetings.
- Practice good ICT security, keep personal data safe and support GDPR compliance.
- Not reveal the details of any governing board vote.
- Ensure all confidential papers are held and disposed of appropriately.
- Continue to apply the requirements of confidentiality after leaving office.

Be transparent

- Accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the board, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on the Trust website.
- Accept that information relating to the Governors must be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

Declare conflicts of interest

- Act in the best interests of the Academy/Trust at all times and will not act in the interest of, or as a representative of, any group or individual.
- Declare and record, in the Conflicts of Interest Register, any business, personal or other interests that they might have in connection to the business of the LAB/ Board of

Trustees. The interests of those related or closely connected to a Governor/ Trustee will be declared on the Conflicts of Interest Register.

- Any Governor who has a personal interest in an item on the agenda must declare this interest and withdraw from the meeting while the matter is being discussed. Any conflict of interest should be declared at the start of the meeting, should such a situation arise.
- A conflict of loyalty may arise when a Governor's loyalty to a community group, religious institution, or individual may compromise their impartiality. These must be declared and recorded.
- 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.
- Accept that the register of business interests will be published on the Academy's website.

4. Breaching the code

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including; written warning, suspension or permanent removal from the LAB.

If a Governor / Chair of the LAB breaches the Code of Conduct, the Trust Board will arrange for an independent investigation.

Removing or suspending a Governor / Chair of LAB from their role will only be considered as a last resort. The Board of Trustees will always try to resolve problems or disagreements in a fair and constructive way first.

If suspension or removal is necessary, the following fair and transparent process will be followed:

- The Chair of Trustees will appoint a panel of 3 Trustees to consider the suspension or removal.
- A proposal to remove a Governor will be added to the agenda of a panel meeting.
- During the meeting the reasons for removal will be fully explained and discussed.
- Trustees will carefully consider the reasons / supporting evidence provided.
- The Governor facing removal will have the chance to respond and give their side of the events.
- Trustees will then decide as soon as reasonably practicable the outcome.

- The Governor will be notified of the decision in writing within five working days, where possible.
- There is no right of appeal.

5. Monitoring and review

This code of conduct will be reviewed to ensure it remains up-to-date, relevant, and aligned with the Trust's strategic objectives, regulatory requirements, and best practices. The review process will be conducted as follows:

Policy Owner Review

The Policy Owner will conduct an initial review to assess any necessary updates or amendments.

Executive Team Policy Committee

The revised policy will be presented to the Executive Team Policy Committee for further evaluation and recommendations.

Trust Board Approval

Following review and any necessary revisions, the policy will be submitted for formal approval by the Trust Board in accordance with the scheduled review cycle.

For details on the specific review schedule, please refer to the review table on the front page.