

Leatherhead Trinity School and Nursery
Woodvill Road
Leatherhead
Surrey
KT22 7BP
01372 813615
info@leatherheadtrinity.surrey.sch.uk
www.leatherheadtrinity.surrey.sch.uk



March 2026

VACANCY ON THE GOVERNING BODY FOR A FOUNDATION GOVERNOR (Methodist)
To be appointed by Gatwick and Mole Valley Methodist Circuit

We have a vacancy on the Governing Board at Leatherhead Trinity School and Nursery for a Foundation Governor (Methodist).

All members of the Governing Body have three strategic functions:

- developing the vision, ethos and strategic direction of the school, and
- holding school leadership to account for the performance of the school and staff
- ensuring sound, proper and effective use of the school's financial resources.

Leatherhead Trinity School has 3 foundation governors (Methodist, URC and Church of England) who are appointed for the purpose of securing, preserving and developing the Christian character of the school.

Governors are not responsible for the day-to-day internal organisation, management and control of the school. No special qualifications or previous governance experience is needed to be a governor, but we would particularly welcome candidates who have skills or experience in finance or safeguarding. Good interpersonal skills are essential.

The commitment includes safeguarding training at least annually, other on-going governor training and to working alongside other governors; attending governing body full governing body meetings any committees to which you are appointed and carrying out school visits to learn about the school as required. Training is available for all governors, and this governing body has an expectation that those new to governance attend free induction training.

As a foundation governor appointed by the Gatwick and Mole Valley Circuit, you will also become a member of the Circuit meeting, where you will be asked to submit periodic reports on the life of the school, and champion Leatherhead Trinity within circuit life.

While being a school governor can be a significant commitment, it can be richly rewarding, as you support the education and well-being of staff and pupils, learn new skills and work alongside others.

Governors must agree to abide by the Code of Conduct for Governors (enclosed), which outlines further the expectations of a governor and protocol for removal. If appointed, you will also be subject to the usual Disclosure and Barring Service checks and Section 128 check. The [School Governance \(Constitution\) \(England\) Regulations 2012](#) summarises the eligibility criteria and circumstances under which someone cannot serve as a governor.

To offer for the role, or to explore further, please contact myself, Rev Dan Balsdon, Chair of Governors in the first instance.

Rev Dan Balsdon
Chair of Governors / chair@leatherheadtrinity.surrey.sch.uk

Leatherhead Trinity School & Nursery

CODE OF CONDUCT FOR GOVERNORS

2025 - 2026



This code sets out the expectations on and commitment required from school governors, for the governing board to properly carry out its work within the school and the community.

This Code should be read in conjunction with the relevant law.

The core functions of the governing body are as set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#) and include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources
-

A governing body and its governors **must**, as required by [Regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

[Maintained Schools Governance Guide](#)

The governing board has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the headteacher through a panel of appointed governors
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

The governing body adheres to 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.

1. **Selflessness** - Holders of public office should act solely in terms of the public interest.

2. **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** – Holders of public office should be truthful
7. **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As individuals on the governing board we agree to the following:

Role & Responsibilities

- We understand the purpose of the governing board and the role of the school leaders.
- We accept that we have no legal authority to act individually, except when the governing board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing board. This means that we will not speak against majority decisions outside the governing board meeting.
- We will actively support and promote the Christian ethos and distinctiveness of Leatherhead Trinity School, ensuring that the school's vision and values are rooted in its Christian foundation and reflected in all aspects of school life.
- 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 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 school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the school leadership team.
- We will accept and respect the difference in roles between the governing board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the senior leadership team and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- When communicating in our private capacity, including on social media, we will be mindful of and strive to uphold, the reputation of the school.

Safeguarding

- We will report all concerns to the Designated Safeguarding Lead.

- We will maintain a standing agenda item for Safeguarding at all meetings
- We undertake to read all relevant statutory documentation and update our training as appropriate

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board and accept our fair share of responsibilities, including service on committees or working groups and governor visits.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will not send personal emails or texts during meetings or check social media during meetings.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school with all visits arranged in advance with the Headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity i.e. as a parent or carer, we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the board responsible for appointing us will be published on the school's website.
- In the interests of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors and some governor information will be published on the website Get Information About Schools (GIAS).

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 governors, the clerk to the governing board and school staff both in and outside of meetings.
- We will always support the chair in their role of ensuring appropriate conduct both at meetings and committees.
- We are prepared to answer queries from other members in relation to delegated functions and consider any concerns expressed and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Senior Leadership Team, staff and parents, the local authority, foundation churches and other relevant agencies and the local 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 always exercise the greatest prudence when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest including those related to people we relate to, that we have in connection with the governing 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 accept that the Register of Business Interests will be published on the school website.
- 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 school and not as a representative of any group, even if elected to the governing board.

Ceasing to be a governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

Removal from Office

The governing board in determining whether to remove, rather than suspend a governor will refer to the *School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017* and statutory guidance issued in August 2017 in considering whether:

- There have been repeated grounds for suspension
- Serious misconduct has occurred which either threatens to bring the school, governing board or governance into disrepute
- There has been serious or repeated failure to contribute meaningfully to the effectiveness of governance at the school, such as non- attendance at meetings, not engaging in training or not participating in meetings.
- They have engaged in conduct aimed at undermining British values.
- The actions of the governor are sufficiently detrimental and compromise the operational efficiency of the school

Name of Governor **Signature.....**

Date signed.....

Adopted by the governing board at Leatherhead Trinity School and Nursery on 15th October 2025