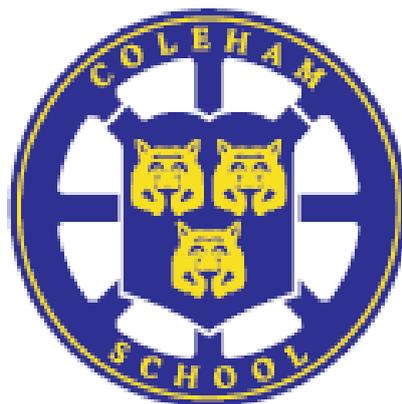


# **Coleham Primary School**

## **GOVERNORS CODE OF CONDUCT**



Updated September 2017

## Code of Conduct for Coleham Primary School Governing Body

Governing Bodies are responsible for standards in their organisations and are held to account for this by the School Stakeholders, Ofsted and the Department for Education (DfE). This code sets out the expectations on and commitment required from School Governors and provides a framework within which they will be able to carry out their duties effectively.

### Key Roles of the Governing Body



**As individuals on the Governing Body we agree to the following:**

**Conduct**

1. We understand the purpose of the Local Governing Body and the role of the Headteacher. (as set out above) We will not seek to become involved in operational matters.
2. We understand that as members of a Local Governing Body we must be committed to the multi academy trust and share its overriding values, which each school adopts when joining. The Priory School Trust values are for all pupils to be Selfless, Self-assured and Successful.
3. As members of Public Office we are aware of and accept the Severn Nolan Principles of Public Life. (See Appendix)
4. We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
5. We accept collective responsibility for all decisions made by the Governing Body. This means that we will not speak against majority decisions outside the Governing Body meeting.
6. Although appointed through different routes, our overriding concern is the welfare of the school as a whole.
7. We have a duty to act fairly and without prejudice, with the overall good of the school overriding any personal concerns and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
8. We will not use the Governing Body to enhance or influence the education of our own children or pursue personal agendas. (Governors with issues regarding their own children should raise the matter in the normal way for any parent)
9. We will encourage open government and will act appropriately.
10. We will consider carefully how our decisions may affect the community and other schools.
11. 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.
12. In making or responding to criticism, concerns or complaints affecting the school we will follow the Complaints Policy established by the Governing Board.
13. We will use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
14. We will always have the reputation of the school at heart and in all communication, will not say anything that brings or is likely to bring the school, Governing Body or Trust into disrepute.

## **Commitment**

15. We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
16. We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or working groups. In particular we will:
  - Be available for Committees that may need to meet to exercise their duties.
  - Become actively involved as a Link Governor and meet with the Senior Leadership Team contact regularly. We realise that this is not discrete but an ongoing process.
17. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to. Should we miss three consecutive meetings it is expected that we review our commitment to the position, taking into consideration the best interests of the school.
18. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
19. We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the School Visits Policy.
20. We will request, and expect to receive, an induction with the Headteacher and induction materials.
21. We will continually evaluate our individual and collective needs for training and development, and undertake any individual and Governing Body training sessions that are required to be effective in the role.

## **Relationships**

22. We will strive to work as a team in which constructive working relationships are actively promoted.
23. We will express views openly, courteously and respectfully in all our communications with other Governors whilst being supportive to school staff.
24. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
25. We are prepared to answer queries from other Governors in relation to Link Governor subjects and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the Link Governor subject by those involved.
26. We will seek to develop effective working relationships with the Headteacher, staff and parents, the multi academy trust and other relevant agencies and the community.

### **Confidentiality**

27. We will observe complete confidentiality in all matters discussed at governing body meetings especially where they concern specific members of staff or pupils, both inside or outside school.
28. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
29. We will not reveal the details of any Governing Body vote.

### **Conflicts of interest**

30. We will declare any activities or circumstances that might give rise to potential conflicts as they arise (including those related to people, businesses and organisations we are connected with) and record these on a Register of Business Interests form.
31. We will declare any interest which could be perceived as a conflict of interest-in items on the agenda at the start of each Governing Body meeting and offer to withdraw from the discussion and decision making or leave the meeting for the appropriate length of time.
32. We will declare any interests that might give rise to potential conflicts during the course of day to day business such as part of any procurement, recruitment, exclusion and grievance process and withdraw from this discussion, process and decision making as deemed appropriate.

### **Breach of this code of conduct**

33. If we believe this code has been breached, we will raise this issue with the chair or Headteacher who will investigate; the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
34. Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.
35. We are aware of the provisions of regulation 17 (1) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which pertain to the grounds for suspension as a school governor and of Schedule 4 of the School Governance (Constitution) (England) Regulations 2012, relating to the disqualifications from the role of school.

The following Code of Conduct has been adapted from the NGA Code of Practice for School Governors 2014 and updated in 2017 with regard to the DfE Competency Framework for Governors and DfE Governor handbook.

Governors will sign the Code on appointment and this Code will be reviewed by the Governing Body.

**Governor Declaration**

I will adhere to the standards of conduct, behaviour and practice referred to in the Governor Code of conduct and develop effective working relationships with staff, which are mutually supportive and respectful of each other's roles and responsibilities.

Signed.....

Print Name.....

Date.....

**Appendix:**

**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).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.