



CODE OF CONDUCT FOR SCHOOL GOVERNING BOARD (NOVEMBER 2017 VERSION)

STRATEGIC MANAGEMENT

- The Governing Board has the following core strategic functions:
 - **Strategic Direction.** 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.
 - **Accountability.** Ensuring accountability, by:
 - Appointing the Head Teacher.
 - Monitoring the educational performance of the School and progress towards agreed targets.
 - Performance managing the Head Teacher.
 - Engaging with external stakeholders.
 - Contributing to school self-evaluation.
 - **Financial Performance.** 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.

WORKING PROTOCOLS

- As individuals on the Governing Board, we agree to the working protocols outlined in the following paragraphs.

- Role & Responsibilities.

-- We understand the purpose of the Board and the role of the Head Teacher.

-- We accept that we have no legal authority to act individually, except when the 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 Board, or its delegated agents, and therefore we will not speak against majority decisions outside the Governing Board's meetings.

-- 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 government 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, and our actions within the School and the local community will reflect this.

-- In making or responding to criticism or complaints affecting the School, we will follow the procedures established by the Governing Board.

-- We will actively support and challenge the Head Teacher.

- 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.

-- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.

-- 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 to School arranged in advance with the Head Teacher and undertaken within the framework established by the Governing Board.

-- We will consider seriously our individual and collective needs for induction, training and development, and we will undertake relevant training.

-- In the interests of open governance, we agree to the publication of the following personal information on the School's website:

--- Our full names, date of appointment, term of office, category of Governor and who appointed us (in accordance with the Governing Board's Instrument of Government) along with any roles filled on the Governing Board.

--- Any relevant business and/or pecuniary interests (as recorded in the Governing Board's Register of Business Interests), including:

---- Any governance roles held in other educational institutions.

---- Any material interests arising from relationships between Governors or relationships between Governors and School staff (including spouses, partners and close relatives).

--- Our attendance record at Governing Board meetings and, where relevant, committee meetings over the last academic year.

We recognize that failure to provide any of the above information may constitute a breach of the Code.

-- In the interests of transparency, we accept that information relating to Governors will be collected and logged on the Department for Education's national database of governors (Edubase).

- **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 support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.

-- We are prepared to answer queries from other Governors in relation to delegated functions and take into account 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 Head Teacher, staff and parents, the local authority, other relevant agencies and the 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 the School.

-- We will exercise the greatest prudence at all times when discussions regarding School business arise outside a Governing Board meeting.

-- We will not reveal the details of any Governing Board vote.

-- We will ensure all confidential papers are held and disposed of appropriately.

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

- **Conflicts of Interest.**

-- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Board's business in the Register of Business Interests; if any such conflicted matter arises in a meeting, we will withdraw from the relevant discussion during the meeting and abstain from any associated voting and/or decisions.

-- We will also declare any conflict of loyalty/interest at the start of any meeting should the situation arise; we will withdraw from the relevant discussion during the meeting and abstain from any associated voting and/or decisions.

-- We will act in the best interests of the School as a whole and not as a representative of any group, even if elected to the Governing Body.

- **Breaches 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 and only 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 Governor, such as the Vice-Chair will investigate.

- **The 7 Principles of Public Life¹.** In observing the above protocols above, we also agree to abide by the 7 Principles of Public Life as detailed below:

-- **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.

¹ 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.

- **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.

ADOPTION STATEMENT

- The above Code of Conduct was adopted by the Governing Board of Potterhanworth Church of England Primary School on 8 November 2017.

Signed..... Governing Body Chair

Dated: 8 November 2017