

Appendix 5 Code of Conduct

The National Governors' Association (NGA) has for a number of years recommended that governing bodies adopt a code of conduct which sets out the purpose of the governing body and describes the appropriate relationship between individual governors, the whole governing body and the leadership team of the school. The following code of conduct is based on the NGA model and other examples of good practice. Each governing body may want to tailor this code to their own situation. We recommend that such a code should be thoroughly discussed so that the whole governing body has ownership of it. Once it has been adopted, the governors should be asked to review it and sign it on an annual basis, ideally at the first meeting in the autumn term.

This code provides a statement of the broad principles by which the governing body and individual governors will operate in order to carry out its work within the school and local community.

The purpose of the governing body

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The governing body:

- Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Meeting statutory targets
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- Holds the headteacher to account for the performance of the school by:
 - Monitoring/evaluating progress towards targets
 - Monitoring/evaluating the implementation and effectiveness of the school improvement strategy
 - Monitoring/evaluating the staffing structure
 - Monitoring/evaluating appraisal systems in school
 - Contributing to school self-evaluation
 - Engaging with stakeholders
- Ensuring financial probity by:
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring value for money is obtained
 - Ensuring the risks to the organisation are managed

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- Appoints and performance manages the Headteacher who will deliver the aims and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance.

The role of a governor

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body
- all governors carry equal responsibility for decisions made
- although appointed through different routes (i.e. parents, staff, Local Authority, Co-opted/Community, Foundation), the overriding concern of all governors has to be the welfare of the school as a whole.

General

- We understand the purpose of the governing body and the role of the Headteacher.
- We are aware of and accept the Nolan seven principles of public life.
- We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. We will not speak out against decisions, in public or private, outside the governing body.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- 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 accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- 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 affecting the school we will follow the procedures established by the governing body.
- We will actively support and challenge the headteacher.

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 body, 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 in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the protocol established by the governing body and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

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.
- 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 Headteacher, staff and parents, the local authority, other schools and 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 school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Pecuniary Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

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Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate.
- If the need arises to use the sanction of suspending a governor, we will do so by following the appropriate regulations so as to ensure a fair and objective process. If the need arises to remove a governor, we will do so by following the appropriate regulations so as to ensure a fair and objective process. We recognise that suspending or removing a governor from office should only be used as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- If we believe the Chair has breached this code, another governor will investigate.

DBS Checking

We will all agree to DBS checking on appointment to the Governing Body.

Governors will sign the Code at the first governing body meeting of each school year agreeing to the above points.

Name	Signature	Date
Kelly Benick	KLBenick	16/10/17
Tracey Caffrey	Tracey Caffrey	10/10/17
David Bonifas	David Bonifas	10/10/17
Maka Bekunshile	Maka Bekunshile	10.10.17
Razmin Begum	Razmin Begum	10/10/17.
P. Nicholls	MARY NICHOLLS	16/10/17
David McLeod	DMcLeod	10/10/17
Heather Campbell-Elliott	Heather Campbell-Elliott	10.10.17
Cathy Luvole	Cathy Luvole	10.10.17
James Bees	James Bees	10.10.17.
John Anderson	John Anderson	10.10.17
HANNAH MORROW	Hannah Morrow	10.10.17
Susan Lishman	Susan Lishman	10.10.17
MARIE BARTLEY	Marie Bartley	10/10/17

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.

