

# TOWNLEY PRIMARY SCHOOL GOVERNOR CODE OF CONDUCT



## Aims & Standards

The purpose of our governing body is to ensure that the school provides the best possible education for its pupils by focussing on the strategic core functions detailed below.

The GB will, at all times act fairly, without prejudice, and in accordance with the principles laid down by the Committee on Standards in Public Life (“Nolan Committee”). These are attached as Appendix A.

## **The Governing Body of Townley Primary School is responsible for carrying out the following Core Strategic Functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school development strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards SDP and other priority areas
- Performance managing the headteacher
- 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

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## In carrying out our responsibilities we will show

### **Good commitment by adhering to the following:**

- 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.
- Visits to school to be arranged and agreed in advance with the headteacher in line with our GB visits guidance.
- We will consider seriously our individual and collective needs for 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 GB, attendance records, relevant business and pecuniary interests, category of governor and the body 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 (Edubase).

### **Good relationships by accepting the following guidelines:**

- 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 GB members in relation to delegated functions and take into account any concerns expressed, and we

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- 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 and other relevant agencies and the community

### Collective Responsibility

- We understand the purpose of the Governing Board and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the GB 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 GB or its delegated agents. Although elected or chosen by other groups each governor has a responsibility to make up his/her own mind about issues that are considered by the governing body. This means that we will not speak against majority decisions outside the governing body meeting.
- 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. 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 headteacher, recognising our responsibility for the headteacher's wellbeing and work/life balance.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation

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- We will respect the role of the executive leaders 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 organisation

### **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, and if any such conflicted matter arises at any time during 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/trust's 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 as a whole and not as a representative of any group, even if elected to the governing board

### **Conduct**

- Governors will treat each other with respect and courtesy and will conduct themselves at all times in manner that will not bring the school into disrepute.
- Governors will not become involved in individual complaints or disagreements that parents/carers have with the school except where authorised by the governing body to do so (e.g. when asked to investigate a parental complaint). If anyone approaches us with a

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complaint we will advise them to contact the school and follow the Complaints Procedure that has been adopted by the governing body.

- In discharging our responsibilities and actions as governors will always be mindful of the responsibility to maintain and develop the ethos and reputation of the school and as governors our actions will be seen as representing the whole governing body of the school.

### **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 board meeting.
- We will not reveal the details of any governing board vote.
- All reports to the governing body and its committees are public documents after the meeting has considered them and must be available at the school to anyone wishing to view them unless the governing body decides they are confidential.
- All governors regardless of whether they hold another office (such as an elected member or member of staff) will still respect that confidentiality.

### **Ceasing to be a governor/trustee/academy committee member**

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member 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 body 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 governor, such as the vice chair will investigate.

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In adopting this Code of Conduct we will need to ensure it is given to all members and that new members are supplied a copy. It will be reviewed on an annual basis or sooner if there are statutory changes.

**Adopted by the Governing Board of Townley Primary School  
September 2018**



## **Appendix A**

### **Principles of Public Life (taken from the Second Report of the Parliamentary Committee on Standards in Public Life or “The Nolan Committee”)**

Governors hold a public office and are expected to abide at all times by the principles governing those in public life. These principles apply at all times and should also guide the work and operation of the governing body.

These principles are:

#### **Selflessness**

Holders of public office should take all decisions solely in terms of the public interest.

**Integrity** - Holders of public office should not place themselves under any obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**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 necessary.

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**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.

**Honesty** - Holders of public office should be truthful.

**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.