

## Code of Conduct for Governors

As Governors ...

### Responsibilities

- ./ We understand the purpose of the governing board and the role of the Head Teachers .
- ./ 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 or its delegated agents. This means that we will not speak against majority decisions outside the governing board 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 schools. Our actions within the schools and the local community will reflect this. This includes our use of any social networking sites and wider media, where we will ensure that neither our personal or professional reputation, nor the school's/college's reputation is compromised by inappropriate postings.
- ./ In making or responding to criticism or complaints affecting the schools we will follow the procedures established by the governing board.
- ./ We will actively support and challenge the Head Teachers .
- ./ We will undertake a DBS check within 4 weeks of being appointed as a governor.

### 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 of the schools . ./ 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.

### Commitment

- ./ We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy; this may include some visits during the school day.
- ./ We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities .
- ./ We will make full efforts to attend at least 2 of the 3 governing board meetings held termly, and where we cannot, explain in advance why we are unable to .
- ./ We accept that if we have been delegated a task by the Governing Body we will provide the written report to the clerk a minimum of 7 days in advance of the meeting, even if unable to attend the meeting.
- ./ We will get to know the schools well and respond to opportunities to involve ourselves in activities .
- ./ We acknowledge our individual and collective needs for training and development, and will undertake relevant training, including induction training for new Governors . ./ We accept that in the interests of open government, our names, terms of office, roles on the governing board, category of governor and the body responsible for appointing us will be published on the school's website.
- ./ We agree that we will declare all business interests- including any relationships between governors and members of the school staff including spouses, partners and relatives and will

offer information about other governorships of other schools so that it can be published on the website. We accept that any governor failing to reveal information to enable the governing board to fulfil their responsibilities may be in breach of this Code of conduct and as a result be bringing the governing board into disrepute. In such cases we

**Hyde Park Schools Federation** accept that the governing board should consider suspending the governor.

./ We will ensure we treat safeguarding as our prime priority and will adhere to all school safeguarding policies, particularly in relation to mobile phone usage.

### **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 will be 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 and maintain effective working relationships with the Head Teachers, staff and parents, the local authority and other relevant agencies and the community .

./ We will ensure that we do not intervene in parental or staff concerns, at the earliest stage, but will advise the relevant Head Teacher in order that due process can be followed.

### **Conflicts of interest**

./ We will declare any conflict of loyalty at the start of any meeting should the situation arise .

./ We will act in the best interests of the schools as one whole and not as a representative of any group, even if elected to the governing board.

### **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 governor, such as the vice chair will investigate.

Any governor failing to provide information to enable the governing body to fulfil its responsibilities to publish information on GIAS and the school's website may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor.

Annual Declarations are signed by all governors.