



BROOK INFANT SCHOOL  
AND NURSERY

# Brook Infant School

## Governing Body – Code of Conduct

### Introduction

Although this is not a statement of statutory responsibilities, it is concerned with a common understanding of the broad principles by which Governors should operate.

### General

Governors have responsibility for the policies, plans and procedures within which the school operates. This means they determine, monitor and keep under review such issues. Governors should recognise that the Headteacher is responsible for the implementation of policy, day to day management of the school and delivery of the curriculum.

The Governing Body should recognise that it is accountable to parents and the local authority for its decisions.

All Governors will be Disclosure and Barring Service (DBS) checked on appointment.

### The role of the governing body is to:

- **Set 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
  - Setting statutory targets
  - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- **Challenge and supports the school by monitoring, reviewing and evaluating:**
  - the implementation and effectiveness of the policy framework
  - progress towards targets
  - the implementation and effectiveness of the school improvement strategy
  - the budget and the staffing structure
- **Ensure accountability by:**
  - signing off the Self Evaluation Form
  - responding to School Improvement Partner and Ofsted reports when necessary

- holding the headteacher to account for the performance of the school
- ensuring parents and pupils are involved, consulted and informed as appropriate
- **Appoint and performance manage the headteacher** who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.
- **In law the governing body is a corporate body**, which means:
  - all governors carry equal responsibility for decisions made
  - no governor can act on her/his own without proper authority from the full governing body
  - the overriding concern of all governors has to be the welfare of the school as a whole
  - Governors should never speak out against decisions, in public or in private, outside the governing body.

## Code of Conduct for Governors

### Aims

- People who become school governors make a positive contribution by giving of their time and bringing their experience to help the school provide the best possible education for each of its pupils by enabling staff and pupils to reach the highest standards of achievement.
- All governors are expected to contribute to the development of the school in setting the strategic framework within which the school operates; determining the character, aims and ethos of the school and developing and monitoring school policies, plans and procedures.
- Governors need to have a clear understanding of the role of the head teacher which, through his/her day to day organisation and management of the school, is to deliver the curriculum through the implementation of policies, plans and procedures agreed by the governing body.
- The aim of this code, therefore, is to provide governors with a clearer understanding of their role and provide a framework within which they will be able to carry out their duties effectively.

### Commitment

- Those accepting the office as a governor will need to be mindful that the role requires a significant level of commitment.
- All governors should involve themselves actively in the work of the governing body and be willing to carry out their fair share of responsibilities including serving on committees and

working parties and taking on links with curriculum subjects and areas of special responsibility.

- Governors are expected to regularly attend meetings of the full governing body, committees and working groups. Regular non-attendance at full governing body meetings can lead to eventual disqualification.
- Governors should ensure they attend meetings promptly and for the full duration.
- Governors should ensure they are prepared for meetings by reading all papers beforehand.
- Governors should attend induction and other relevant training courses in order to aid their development.
- Governors should make every effort to get to know the school and involve themselves in school activities, including contact with pupils.
- Governors are expected to make regular visits to the school focusing on specific themes in line with the School Development Plan and Ofsted criteria, and should report back in the prescribed manner to the Governing Body on all such visits.

## Relationships

- Governors should operate as a team in which constructive working relationships lead to effective governance, and towards the best interests of the school.
- Governors should recognise that each member of the governing body has equal status irrespective of their appointing body (ie parents, staff, authority, co-opted, diocese or the governing body) unless particular responsibilities are conferred on them by the full governing body.
- Governors should listen to and respect the views of others and be loyal to collective decisions made by the governing body.
- Governors should develop effective working relationships with the head teacher, senior management team, teachers, support staff, parents, authority and other relevant agencies where appropriate.

## Confidentiality

- **Governors have collective responsibility for all decisions taken by the governing body**, that is, they do not have the legal authority to act individually except when the governing body has delegated authority for them to do so.
- Although decisions reached at Governors' meetings are normally made public through the minutes, the discussions on which the decisions were based should be regarded as confidential.

- Governors should never speak out against decisions, in public or in private, outside the governing body.
- Individual governors should observe complete confidentiality in all matters discussed at governing body meetings especially in relation to matters concerning staff or pupils and also any other matters agreed by the governing body. Failure to comply can lead to disciplinary action.
- Governors should exercise the highest degree of caution when involved in sensitive issues arising outside the governing body which may have an impact on the work of the governing body or the operation of the school.
- When a matter being discussed at a governing body meeting relates specifically to one of the committee members present due to their direct relationship with the school (e.g. a staff member on the governing body), that person may be asked to leave the meeting whilst the matter is discussed.

## **Conduct**

- Governors have a duty to act fairly and without prejudice with the overall good of the school overriding any personal feelings or individual concerns they may have.
- When discharging their duties governors must be mindful of their responsibility to maintain and develop the ethos and reputation of the school and act in the best interests of the school.
- Governors will strive to uphold the school's reputation in all private communications (including on social media sites ie Facebook, Twitter, Instagram etc).
- Apart from very specific instances where the Chair has to act or take decisions on behalf of the governing body, governors should recognise that they have no individual powers and should only speak or act on behalf of the governing body when specifically authorised.
- Governors should be able to express their views openly within meetings but should ensure that they relate to matters proper for discussion by the governing body.
- Governors' decisions should take account of the views of staff, parents, pupils, community and other interested parties and governors will need to be mindful of how their decisions may affect all interested parties.
- Governors who wish to raise matters for discussion by the full governing body should make a request to the chair for the item to be included at the next meeting's agenda, giving at least 14 days prior notice. Some items may be brought up at meetings but only with the chair's permission.
- Governors have the right to request any matters discussed at meetings to be recorded in the minutes, subject to confidentiality.

- Governors are required to declare any personal or financial conflict of interest arising from a matter before the governors or from any other aspect of governorship and should not use their position as governor to benefit him/herself or other individuals or agencies.
- When governors are unable to attend meetings they should ensure that the clerk to the governors is notified in advance of the meeting.
- All governors' visits to the school should be carried out within a framework that has been established by the governing body and agreed with the head teacher.
- Governors should be aware of the procedures established by the governing body for responding to criticism or complaint relating to the school.
- Any concern or possible criticism about the school should be discussed with the Headteacher in the first instance.

## **MY COMMITMENT TO BROOK INFANT SCHOOL AND NURSERY**

**I understand the role of the Governing Body and commit to adhering to the Code of Conduct.**

**I make the following pledges to the school and to my fellow governors:**

### **General**

- I understand the purpose of the governing body and the role of the Headteacher as set out above.
- I accept that I have no legal authority to act individually, except when the governing body has given me delegated authority to do so, and therefore I will only speak on behalf of the governing body when I have been specifically authorised to do so.
- I accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that I will not speak against majority decisions outside the governing body meeting.
- I will act fairly and without prejudice.
- I will encourage open government and will act appropriately.
- I will consider carefully how decisions may affect the community and other schools.
- I 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 I will follow the procedures established by the governing body.

### **Commitment**

- I acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.

- I will involve myself actively in the work of the governing body, and accept my fair share of responsibilities, including service on committees or working groups.
- I will make full efforts to attend all meetings and where I cannot attend explain in advance in full why I am unable to.
- I will get to know the school and respond to opportunities to involve myself in school activities.
- My visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Headteacher.
- I will consider seriously my individual needs for training and development, and will undertake relevant training.
- I am committed to actively supporting and challenging the Headteacher.

### **Relationships**

- I will strive to work as part of a team in which constructive working relationships are actively promoted.
- I will express views openly, courteously and respectfully in all my communications with other governors.
- I will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- I will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

### **Confidentiality**

- I will not speak against majority decisions outside the governing body meeting.
- I will not reveal the details of any governing body vote.
- I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- I will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.

### **Conflicts of interest**

- I will record any pecuniary or other business interest that I have in connection with the governing body's business in the Register of Business Interests.
- I 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.

### **Breach of this code of practice**

- If I believe this code has been breached, I will raise this issue with the Chair and the Chair will investigate; noting that the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

**The Governing Body of Brook Infant School and Nursery adopted this code of practice on  
8 October 2020**

**Undertaking:**

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff. I affirm my pledges and will act in accordance with this agreed Code.

I understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Signed ..... Printed name .....

Date: .....