

Easthampstead Park Community School

Governor Code of Conduct



The Code is based on the NGA's (National Governance Association) Code and governors should use this document to include specific reference to the aims and ethos of their school. Whilst recognising that every governing board works and operates in ways pertinent to their school, there is a general expectation of standards and principles of behaviour which are acceptable.

In adopting this Code of Conduct it is vital that governing boards read through, discuss and that all members agree to sign up to the principles of the Code. New members of the governing board should be made aware of the Code

Governing Board, General

In order for the governing board to achieve the best possible outcomes for all the children and to fulfil their statutory responsibilities, the governing board will operate according to the following principles:

- Establishing the strategic direction,
 - by setting and ensuring clarity of vision, values, ethos and beliefs for the school
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties
- Ensuring accountability, by:
 - Appointing the lead executive/headteacher (where delegated)
 - Monitoring the educational performance of the school/s and progress towards agreed targets
 - Performance managing the lead executive/headteacher (where delegated)
 - Engaging with all stakeholders (pupils, parents, community, local authority). This accountability relates to safeguarding, standards, school improvement, the budget and making appropriate information available to the stakeholders
 - Contributing to school self-evaluation
- Overseeing financial performance, by:
 - Agree strategies for school improvement, including approving the budget and agreeing the staffing structure
 - Monitoring spending against the budget
 - Ensuring money is well spent and value for money is obtained
 - Ensuring risks to the organisation are managed
- Help the schools to provide the best education for each of its pupils and to enable them to achieve the highest standards of achievement
- Through relevant policies and procedures ensure that the school is a safe environment for all pupils and staff
- Acknowledge that the day to day running of the schools and the implementation of plans and policies of the governing board, is the responsibility of the Head teachers and senior leadership teams
- Actively support and challenge the Head teachers, including monitoring, reviewing, evaluating and offering support, constructive advice and acting as a sounding board
- Regularly monitor and review the performance and activities of the governing board
- Follow the School's complaints procedures as established by the governing board.

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- 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. 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 governance 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/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders
- 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;
- 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 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. Governors must embrace the Prevent Duty as an integral part of their safeguarding responsibilities; this guidance provides a helpful insight and aids our understanding of the nature of the problem presents and how schools can access support in tackling it.

Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member 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 follow the **Governors' Induction Policy** and ensure we are provided with the information as stated.
- 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/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing board in the **Governor Visits Policy**.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training and follow the personalised training plan when provided following a governors skills audit review whether it be attending the training virtually or in person.
- Enhance his/her effectiveness as a governor through participation in training, development programmes and increasing his/her knowledge skills and behaviours as encouraged in the DfE Governors' Handbook and A Competency Framework for Governors <https://www.gov.uk/government/publications/governance-handbook>
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, 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 (Get information about schools).

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/trustees/academy committee members, 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 board members 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 executive leaders, staff and parents, the trust, the local authority 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 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.

Social Networking Sites

- We will use social networking sites responsibly and ensure that neither our personal or professional reputation, nor the school's reputation is compromised by inappropriate postings.

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 in 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.

Ceasing to be a governor/ 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 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 governing board member, such as the vice chair will investigate

Implementation of the Code of Conduct

- It is essential that all governors and associate members within this governing board are aware of and understand each section of the Code of Conduct
- It is essential that the governing board accept and agree to abide by the Code of Conduct.
- This agreement must be recorded, signed by each governor including the Chair of Governors and dated
- Governors never say or do anything publicly that would embarrass the school, the Governing board, the Head teacher or staff
- If any governor breaches the Code then the governing board will discuss the breach and take action if necessary. Action might be a warning, or possibly a suspension or removal for a period of five years. (Grounds for removal applies to Maintained schools)
- This governing board welcomes healthy and appropriate challenge, a governor will only be removed following prescribed and fair procedures, if there has been:
 - Serious misconduct
 - Repeated grounds for suspension
 - Repeated and serious incompetence
 - Engaged in conduct aimed at undermining fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs
 - The actions of the governor are significantly detrimental to the effective operation of the governing board, distracting it from strategic functions or interfering with the operational efficiency of the school.(Ref: (The Constitution of governing bodies of maintained schools August 2017)
 - If the Chair may have breached this code, another governor, such as the Vice Chair will investigate.

Reviewed and Revised:

June 2019

Responsibility for Implementation and Review:

Governors' Steering Committee

Date of Next Review:

Spring 2021

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ANNEXURE A

As an individual on the board , I am aware of and understand each section of the Governor's Code of Conduct . I accept and agree to abide by the Governor's Code of Conduct .

Governor		
Name:	Signature	Date

Please note that the NGA model code of conduct is anchored in the Seven Nolan Principles of Public Life:

- **Selflessness** - Holders of public office should act solely in terms of the public interest.
- **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. 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** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **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.