

POT KILN PRIMARY SCHOOL



Code of Conduct for Governors – revised October 2016

This code sets out the expectations of and commitment required from school governors in order for the governing body to properly carry out its work within the school and the community. Governors are expected to observe the Nolan Committee's Seven Principles of Public Life (see appendix A).

1. The governing body has the following core strategic functions:

1.1 Establishing the strategic direction, by:

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

1.2 Ensuring accountability, by:

- Appointing the head teacher
- Monitoring progress towards targets
- Performance managing the head teacher
- Engaging with stakeholders
- Contributing to school self-evaluation

1.3 Ensuring financial probity, by observing the principles of the Nolan Committee and by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed.

2. Key principles of Governance, to:

- 2.1 act with integrity, objectivity and honesty and in the best interests of the school
- 2.2 work as members of a team in which constructive working relationships are actively promoted and be loyal to collective decisions made by the governing body
- 2.3 express views openly, courteously and respectfully and as clearly and succinctly as we can in all our communications with other governors; and listen to and respect the views of others
- 2.4 support the chairman in their role of ensuring appropriate conduct, both at meetings and at all times
- 2.5 recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body
- 2.6 understand that no governor can act alone except in exceptional circumstances prescribed in the regulations – the power of the governing body rests in it acting as a single body
- 2.7 be prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and acknowledge the time, effort and skills that have been committed to the delegated function by those involved
- 2.8 seek to develop effective working relationships with the head teacher, staff and parents, the local authority and other relevant agencies in the community
- 2.9 recognise that the head teacher is responsible for the implementation of the policy, day-to-day management of the school and the implementation of the curriculum

2.10 actively support and challenge the head teacher.

3. We, as governors, accept that we must:

- 3.1 Declare openly and immediately any personal conflict of interest or pecuniary interest arising from a matter before the governors or from any other aspect of governorship (see 5 below)
- 3.2 Support decisions of the governing body in public
- 3.3 Know, understand and work within legal requirements
- 3.4 Consent to a confidential criminal record check, if asked, to ensure that we are not disqualified and to meet child protection requirements
- 3.5 Act fairly and without prejudice, and insofar as we have responsibility for staff, we will fulfill all that is expected of a good employer
- 3.6 Consider carefully how our decisions may affect the community and other schools
- 3.7 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.
- 3.8 in making or responding to criticism or complaints affecting the school, follow the procedures established by the governing body.
- 3.9 in the interests of open government, allow our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing to be published on the school's website.

4. And that we should:

- 4.1 Take our fair share of work and positions of responsibility, including service on committees or working groups
- 4.2 Prepare for meetings by reading papers beforehand and gaining an understanding of the issues to be discussed
- 4.3 Attend meetings promptly, regularly, and share an expectation of attending the whole meeting
- 4.4 Attend training and take responsibility for our own learning and development as a governor
- 4.5 Get to know the school well and respond to opportunities to involve ourselves in school activities
- 4.6 Visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the head teacher.
- 4.7 Observe complete confidentiality when matters are deemed confidential or where they concern specific members or staff or pupils, both inside or outside school.
- 4.8 Exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- 4.9 Not reveal the details of any governing body vote.

5. Conflicts of interest:

- 5.1 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 body'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 schools website.
- 5.2 We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

5.3 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 body.

6. Breach of this code of conduct

6.1 If we believe this code has been breached, we will raise this issue with the chairman and the chairman 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.

6.2 Should it be the chairman that we believe has breached this code, another governor, such as the vice-chairman, will investigate.

7. Acceptance of these expectations

7.1 Each Governor should sign a copy of this document to indicate their acceptance of this Code of Conduct, and hand this to the School.

Signed: _____

October 2016

Appendix A

The Seven Principles of Public Life

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 organizations 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 interest 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.