


GB Code of Conduct



November 2018 - 2019

Signed  Headteacher

Signed Chair of Governors

Review Date: November 2019

Kilnhurst Primary School

Code of Conduct for School Governors

Introduction

It is now generally accepted that being a school governor is a demanding task that requires significant commitment from individuals. The governing body is accountable to parents and the wider local community for the way it carries out its responsibilities. Therefore all members of the governing body should at all times act fairly, without prejudice, and in accordance with the 7 principles laid down by the Committee on Standards in Public Life (attached at Appendix A). The following is not a definitive statement of governing body responsibilities but is concerned with the common understanding of broad principles by which the governing body and individual governors will behave and conduct themselves.

The governors of Kilnhurst Primary School accept the following principles and procedures:-

General

- The governing body has a duty to act fairly, with integrity, objectivity and honesty and without prejudice at all times.
- The governing body has responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates. The head teacher is responsible for the implementation of policy, the management of the school and implementation and operation of the curriculum.
- The governing body will discharge its responsibilities in the best interests of the school. We will co-operatively aim to reach decisions by consensus. Where there is a disagreement we will vote on an issue to reach a decision.
- The governing body is a corporate body and acts accordingly. Governors have no power or authority to act individually unless this has been delegated for a specific purpose by the governing body. All responsibilities belong to the governing body working together. All governors will work within this framework. However, we also recognise that, in exceptional circumstances, the chair (or vice chair in the chair's absence) has the power to take urgent action. The chair (or vice chair) will report any such actions to the next governing body meeting.
- All governors have equal status and although different groups appoint and elect governors, our overriding concern is the welfare of the school as a whole. Each governor makes up his or her own mind about issues that are considered by the governing body. Once the governing body has made a decision, individual governors are bound by it and will stay loyal to it.
- In so far as the governing body has responsibility for the employment of staff, it will fulfil all reasonable expectations as a good employer.
- The governing body will consider carefully how any decision we take might affect other schools.
- The governing body will be open about, and be prepared to explain, our decisions and actions, subject to issues that we consider being confidential. All reports to the governing body, or its committees, are public papers after the meeting has considered them and must be made available at the school to anyone wishing to inspect them, unless the governing body decides they should be confidential. Reports that name individuals, including staff, pupils or candidates for admission, are treated as confidential.

- In the interests of transparency up to date details of the governance arrangements will be published on the school website in a readily accessible form. This will include:
 - The structure and remit of the governing body and any committees, and the full name of the chair of each.
 - For each governor who has served at any point over the past 12 months:
 - Their names, date of appointment, term of office, dates stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
 - Relevant business and pecuniary interests (as recorded in the register of interests) including:
 - Governance roles in other educational institutions;
 - Any material interests arising from relationships between governors and school staff (including spouses, partners and close relatives); and
 - The attendance record at governing body and committee meetings over the last academic year.

The governing body will also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they were appointed.

Commitment

- Being a governor involves the commitment of significant amounts of time and energy; careful regard will be had to this when agreeing to serve, or continuing to serve, on the governing body of the school.
- All governors will involve themselves actively in the work of the governing body and accept a fair share of responsibilities, including service on committees or working groups.
- Regular and punctual attendance at meetings of both the full governing body and committees is essential. If a governor cannot attend any meeting, notification, including a reason for absence, should be forwarded in advance.
- Governors will, whenever possible, arrive at meetings well prepared, having read the agenda and supporting papers and considered the contributions they wish to make on any agenda items.
- Governors will attempt to get to know the school well and take all possible opportunities for involvement in school activities. All governors will make every attempt to visit the school regularly, not as inspectors or advisers, but to gain a better understanding of how children learn.
- The governing body, and individual governors, will take or seek opportunities to enhance our effectiveness through participation in training and development, based on the outcomes of evaluation of the governing body's effectiveness and the resulting skills matrix of individual governors.

Relationships

- The governing body will strive to operate as a team in which constructive working relationships are actively promoted.
- The governing body will develop effective working relationships with the head teacher, staff, parents, the community, the LA and other relevant agencies where appropriate.

Confidentiality

- All governors will observe complete confidentiality when either required or asked to do so by the governing body, especially in relation to matters concerning individual staff or pupils, both inside and outside school.
- Decisions reached at a governing body meeting are made public through the minutes of the meeting or via alternative arrangements, however contributions made by individual members and the discussions on which the decisions were based will be regarded as confidential.
- Governors will exercise the highest degree of prudence when discussion of potentially contentious issues affecting the school arises outside of governing body meetings.
- If an individual governor feels it necessary to seek advice from an external source e.g. Governor Services, Governorline, etc. they will observe appropriate confidentiality.

Conduct

- Governors may express their views openly within meetings but accept collective responsibility for all decisions made. We will not speak out against decisions, in public or private, outside the governing body unless specifically authorised to do so.
- Governors will not pass any information, or make comment to the press or other media or respond to social media comments regarding the school or governing body unless expressly authorised to do so by the governing body.
- Governors will not be 'friends' with pupils on social networking sites as this could be viewed as a safeguarding issue.
- Governors will not identify the school on social networking sites, unless authorised to do so by the full governing body, to ensure that governor's personal/professional reputation nor the schools reputation is compromised by inappropriate postings.
- All visits to the school should be undertaken within the framework established by the governing body and agreed with the head teacher.
- In responding to criticism or complaints relating to the school, procedures established by the governing body will be utilised. Governors will not raise issues at meetings relating to individual pupils or personal complaints against the school or any member of staff.
- Any business interest that a governor may have in connection with the governing body's business must be recorded in the Register of Business Interests. Where an interest is declared, the governor must leave the meeting while the item is under discussion.
- As governors we will not seek to use our position to gain unfair advantage, financially or otherwise, for any other person or ourselves.
- All governors have a responsibility to maintain and develop the ethos and reputation of the school; our actions within the school community should reflect this.

Implementing the Code of Conduct

- We understand that any allegation of a breach of this Code of Conduct by an individual governor shall in the first instance be dealt with by the chair of the governing body. Where this is inappropriate, the matter will be raised at

a meeting of the governing body and, if agreed to be substantiated by a majority of governors, shall be minuted accordingly.

- Where the chair of governors or the governing body, where appropriate, deems that the breach is of such a serious nature, the governing body will consider using its powers to suspend or remove a governor from office.

Suspension and Removal of Governors

- The governing body reserves the right to suspend a governor, but only as a last resort.
- The governing body recognises that any appointed governor may be removed by their appointing body. Elected governors cannot be removed from office.
- In suspending or removing a governor, the governing body will do so by following the Procedures and Constitution Regulations, as appropriate, and the principles within this Code of Conduct to ensure a fair and objective process.

Reviewing the Code

The Code of Conduct will be reviewed every 3 years in accordance with the Policy Review Checklist maintained within the school.

APPENDIX A

The Seven Principles of Public Life from the Second Report of the Committee on Standards in Public Life (The Nolan Committee) [CM3270 - 1 May 1996]

Selflessness

Holders of public office should take decisions 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 organisations that might 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 this.

Honesty

Holders of public office have a duty to declare any private interests 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.