Code of Conduct for Clarborough Primary School Governing September 2020

The Code of Conduct sets out the common understanding of broad principles by which the Clarborough Primary School Governing Body and individual governors/trustees will operate, in order to effectively carry out its work within the school and community.

Core Strategic Role of the Governing Body/Board

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

2 Ensuring accountability by:

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

3 Ensuring financial probity by:

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

The following information about each governor/associate member will be published on the school's website:

1. Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)
2. business and financial interests
3. governance roles in other educational institutions
4. any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
5. attendance record at governing body and committee meetings over the last academic year, and
6. details of the structure and responsibilities of the governing body and its committees.

The Governing Body accepts the following principles and procedures:

Role & Responsibilities

1. We understand the purpose of the board and the role of the headteacher.
2. 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.

3. 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, including by the use of any social media.
4. 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.
5. We will encourage open government and will act appropriately.
6. We will consider carefully how our decisions may affect the community and other schools.
7. We 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.
8. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
9. We will actively support and challenge the headteacher.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. 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.
3. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
6. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
7. We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, 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.

Relationships

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

Confidentiality

1. 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, including by the use of any social media.
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing board vote. **Conflicts of interest**

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 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's website.
2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
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 board.

Breach of this code of conduct

1. Governing bodies should ensure that prior to appointment, all new governors agree to the expectations for behaviour and conduct, as set out in this code of conduct, and that the governor understands the circumstances in which the governing body may suspend or remove a governor. The governing body will provide support to a new governor via good induction, training and mentoring and any potential issues will be addressed promptly.
2. 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. The responsibility for the suspension/ removal of a governor can only be undertaken by the full governing body or the appointing body in accordance with the regulations and cannot be delegated. The chair will seek advice from the Governor Services should a governor be considered for suspension/removal.
3. Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

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 organisations 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 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.

Undertaking

As a member of the Governing Body I will always have the well-being of the children, staff 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 (including by the use of any social media), which would embarrass the school, the Governing Body, the Headteacher or staff.

I understand that I must declare business interests and this information will be published on the school's website along with my name, details of my term of office and responsibilities as a governor. Failure to reveal this information may be judged as bringing the Governing Body into disrepute and could lead to my suspension or removal as a governor.

Signed .....

Printed name ..... Date

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Governors agreed to confirm their individual declaration to abide by the Code of Conduct electronically on GovernorHub.

Adopted by the Governing Body/board of Clarborough Primary School on 7th December 2020.

Model Code of Conduct Reviewed – September 2020.