



Code of Conduct for School Governors

This Code of Conduct sets out the expectations, commitment and responsibilities for behaviours and actions required from governors of Riseley C of E Primary School in order for the governing board to properly carry out its work within the school, with partners and all stakeholders.

As a Church School, all adults in School are expected to share in, nourish and live out the ethos and values of our School, as set out in our Vision Statement and Aims, which reflects how our school family works together. As part of the terms and conditions of service, staff are expected to be conscientious and loyal to the vision and aims of the School.

Governors and staff are required to develop and maintain the Christian character of the School and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

This code will be reviewed and signed annually by the Co-Chairs on behalf of the governing body and new members of the governing board will be made aware of the code and asked to abide by it.

Governing Board

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

- Set the strategic direction of the school by determining the character, aims, objectives, ethos and values of the school enabling the head teacher to deliver on the operational aspects
- Alongside the Executive Headteacher, develop the policy framework to achieve the aims and objectives
- Help the school 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
- Agree strategies for school improvement, including approving the budget and agreeing the staffing structure
- Acknowledge that the day-to-day operational running of the school and the implementation of plans and policies of the governing board, is the responsibility of the Executive Headteacher and senior leadership team
- Actively support and challenge the Executive Headteacher, including monitoring, reviewing, evaluating and offering support, constructive advice and acting as a sounding board
- Ensure accountability to all stakeholders (pupils, parents, community, local authority, Diocese, partner organisations). This accountability relates to safeguarding, standards, school improvement, the budget and making appropriate information available to the stakeholders

- Regularly monitor and review the performance and activities of the governing board
- Follow the School's complaints procedures as established by the governing board.
- Work to advance equality of opportunity

The Role of the Governor

The office of governor involves a commitment of time and energy to the role. We, as governors, acknowledge that:

- The governing board is a corporate body, therefore no governor can act alone without proper authority from the full governing board
- Governors accept collective responsibility for all decisions made by the governing board and therefore do not speak against majority decisions outside the governing board meeting
- Governors have an awareness of and accept the Nolan principles of public life
- Governors may be appointed by different bodies (parents, staff, local authority community, foundation, PCC) but the ultimate aim and concern of all governors has to be the welfare of the school as a whole
- All governors must declare openly and immediately, any conflict of interest arising from a matter before the governing board or from any aspect of governorship

Commitment

Acknowledging the commitment of significant time and energy involved we will:

- Make every effort to attend meetings and where this is not possible explain why in advance
- Read all paperwork prior to meetings and prepare ourselves in advance of the meetings
- Accept a fair share of the responsibility of the workings of the governing board and its committees
- Enhance our own effectiveness as a governor through participation in training, development programmes and increasing knowledge skills and behaviours as encouraged in the DfE Governance Handbook and A Competency Framework for Governors
<https://www.gov.uk/government/publications/governance-handbook>
- In response to governing board self-review, participate in training for the governing board as a whole
- Get to know the school well and respond to opportunities to involve ourselves in school activities
- 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 Executive Headteacher
- Accept that in the interests of open government, governors and associate members names, terms of office, roles on the governing board, category of governor and the body responsible for appointing us, attendance at meetings and business interest forms will be published on the school's website. Any governor failing to provide information to enable the governing board to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing board into disrepute. In such cases the governing board should consider suspending the governor. (Ref: The Constitution of governing bodies of Maintained schools August 2017)

- Accept that information about governors will be uploaded on the Department for Education (DfE) national database of governors
- Have an enhanced DBS check completed within 21 days of appointment

Relationships

Governing boards can succeed or fail on the strength of relationships. The principal working relationships are with each other and the Executive Headteacher, but accountability to stakeholders ensures that there are other relationships which need to be cared for.

Essentially the governing board:

- Must strive to work as a team, promoting constructive working relationships in an inclusive environment where each board member's contributions are valued equally
- Will encourage the open expression of views and an environment where every governor feels confident to participate in discussions and feels listened to
- Support the Co-Chairs to facilitate good discussions and support the Co-Chairs when there are challenges from any governor who becomes aggressive or tries to dominate
- Discuss and review succession planning within the governing board to promote and preserve good relationships within the framework of the governing board
- Will support and challenge in equal proportions, the Executive Headteacher and senior leadership team in a courteous and respectful manner
- Will respect and acknowledge time, effort and skills from all members of the governing board, staff at the school and governors and staff in the partnership
- Will accept that differences of opinion may arise in discussions, but when a majority decision is made this should then be accepted by all governors
- Follow good practice and procedures in communications, to actively develop effective relationships with the staff, the parents, the community, the local authority and other relevant agencies

Confidentiality

There are times during governing board meetings where discussions or information given, is confidential. These instances may or may not happen frequently and usually the Clerk, Co-Chairs of Governors or Executive Headteacher will remind governors of the need for confidentiality.

This is an important area of governance where governors need to:

- Observe confidentiality when matters are deemed so and when matters concern specific members of staff or pupils, both inside and outside governing board meetings
- Exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting – **and in particular when using social networking sites (see below)**
- Regard all discussions made when reaching decisions, as confidential
- Never reveal the details of any governing board vote
- Dispose of confidential papers responsibly. Governors who come to the end of their term of office to commit to disposing of all confidential papers and emails and this may be managed by the Clerk to the Board

- Maintain confidentiality after leaving office
- Governors should be aware of the General Data Protection Regulations

Social Networking Sites

- Use social networking sites responsibly and ensure that neither 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
- Accept that the Register of Business Interests will be published on the school's website
- Declare any conflict of loyalty at the start of any meeting should the situation arise
- 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 as a parent or staff member

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 the Co-Chairs of Governors on behalf of the governing board and dated. The code of conduct should be reviewed annually by the whole governing board.
- Governors never say or do anything publicly that would embarrass the school, the Governing board, the Executive Headteacher 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.
- 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 one of the Co-Chairs may have breached this code, another governor, such as the Vice Chair will investigate.

Co-Chair of Governors Signature:

Co-Chair of Governors Signature:

Date: