

Governing Body code of conduct

Boutcher CE Primary School



Approved by:

Date:

**Last reviewed on:
November 2024**

**Next review due by:
November 2025**



CODE OF PRACTICE FOR GOVERNORS

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all governors to follow.

By creating this policy, we aim to ensure that governors carry out their role with honesty and integrity, and help us to ensure our school is an environment where everyone is safe, happy and treated with respect.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the appendix.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, governors will use their judgement and act in the best interests of the school and its pupils.

2. The 7 Nolan principles of public life

As governors, we will follow these principles set out by the government at all times. They apply to anyone who holds a public office:

- › **Selflessness** – we will act in the public interest
- › **Integrity** – we will not act or take decisions to gain financial or other material benefits for ourselves, our family, or our friends. We will declare any conflict of interests
- › **Objectivity** – we will act and take decisions impartially, fairly, and on merit. We will use the best evidence and avoid discrimination or bias
- › **Accountability** – we understand that we are accountable to the public for our decisions and actions. To make sure of this, we will be scrutinised where necessary
- › **Openness** – we will act and take decisions openly and transparently. We will not withhold information from the public unless there are clear and lawful reasons for doing so
- › **Honesty** – we will be truthful
- › **Leadership** – we will actively promote and support the above principles and will challenge poor behaviour wherever it happens

3. Governors' responsibilities

The functions of our governing board are to:

- › Ensure clarity of Christian vision, ethos and strategic direction of Boutcher CE Primary
- › Hold leaders to account for the educational and financial performance of the school and the performance management of staff
- › Oversee the financial performance of the school and make sure money is well spent
- › Review and agree the School Development Plan (SDP) following the setting of priorities and targets by the Headteacher and staff
- › Meet statutory duties, including carrying out duties to safeguard and promote welfare of our children

In order to do this effectively, as individuals we will:

- › Understand and respect the distinction between the role and responsibilities of the Governing Body (GB) and those of the school leaders. They will recognise that it is the Headteacher who is responsible for the implementation of policy, the day to day management of the school and operation of the curriculum

- › Set and maintain an ethos of high expectations for everyone in the school community, including in the conduct and the professionalism of the board itself
- › Preserve and develop the character and religious character of the school, ensuring clarity of Christian vision, values and objectives for the school
- › Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- › Operate and make decisions in the best interests of pupils, informed by the views and needs of our key stakeholders (pupils, parents, staff, the local community and the local authority)
- › Follow the school's policies and procedures, and the procedures of the GB as set out in relevant legislation, statutory guidance, and the school's constitutional documents
- › Take responsibility for our self-evaluation, regularly reviewing our board's performance, constitution and skillset
- › Understand that where responsibility has been delegated, the board as a whole remains accountable and that important decisions relating to core functions will be made by the full board
- › Act with integrity and transparency when making financial decisions, and understand that our financial management and decision-making will be scrutinised and audited
- › Work to actively identify and manage risks to the school

4. Working with others

We will:

- › Support and strengthen school leadership by providing constructive challenge to leaders, and holding them to account
- › Respect the role of Headteacher and avoid routine involvement in operational matters
- › Respect each other's views
- › Work together as a board to develop effective relationships with stakeholders
- › Engage meaningfully with the communities we serve and understand that we are answerable to these stakeholders
- › Follow the Equality Act 2010, and apply the principles of fairness and equality in everything we do

5. Commitment to governance

We:

- › Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice
- › Understand and accept the time and workload commitments of the role
- › Understand that work should be shared among members and that all governors are expected to take an active role
- › Will prepare ahead of meetings to ensure we make informed contributions
- › Will participate in regular pre-arranged school visits in accordance with school policy
- › Will support school activities and, where possible, attend special events and activities
- › Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise

6. Openness and transparency

Conflicts of interest

To make sure our GB takes impartial decisions without bias, we will:

- › Publish an up-to-date register of business and pecuniary interests of all governors/trustees including associate members
- › Declare any potential conflicts of interest at the beginning of each meeting, and withdraw from the meeting for the relevant item of business and not vote on the matter

7. Confidentiality

In the course of our role, we are sometimes privy to sensitive information. We will observe confidentiality when discussing this information, and will not publicly disclose:

- › Information about sensitive matters
- › Information about named individuals (such as staff, pupils and their parents)
- › Details of individual governors' contributions in meetings or how they may have voted

Confidential information will never be:

- › Disclosed to anyone without the relevant authority
- › Used to humiliate, embarrass or blackmail others
- › Used for a purpose other than what it was collected and intended for

Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

We will continue to observe confidentiality after we have left office.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

Governors understand that if they breach confidentiality, they may be suspended.

8. Data protection

We will follow the school's information security processes and measures and data protection policy when using, storing, sharing and disposing of personal data.

Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Personal data breaches

We will inform the school's data protection officer immediately if we believe that there has been a personal data breach.

10. Monitoring arrangements

This code of conduct will be reviewed and agreed annually, upon significant changes to the law, or as needed. It will be ratified by the full governing board.

11. Links with other policies

This policy links with our policies on:

- Safeguarding
- E-safety
- Data protection

Appendix 1: breaches of the code of conduct

If we suspect a governor has breached the code of conduct, we will follow this procedure:

- The chair will investigate
- The chair will hold a meeting with the governor to discuss the issue. The governor can bring a friend to the meeting. Another governor will attend to corroborate any decisions
- If the situation doesn't improve, or there is another suspected breach, we will take action to improve the issue. This may involve:
 - Further meetings with the chair to reset expectations, based on this code of conduct
 - Support, mentoring or training for the governor
 - Making sure the governor withdraws from votes connected to any disputes they have been involved in
- If there is no improvement in the governors' behaviour, the board will vote on a motion to suspend them for up to 6 months. This is a last resort and will not be used without the above steps being taken, except in exceptional circumstances

Governors may be suspended if they:

- Are a staff governor undergoing disciplinary proceedings at the school
- Are undergoing court or tribunal proceedings that would result in the governor being disqualified from holding office
- Have acted in a way that is inconsistent with the ethos of the school and has brought, or is likely to bring the school into disrepute
- Breach confidentiality

'Bringing the board into disrepute' may include, but is not limited to:

- Speaking out publicly against the school
- Being disrespectful to members of the school community
- Behaving inappropriately in a public forum, such as a PTA meeting or on social media