



## **Governing Body Code of Conduct**

### **Introduction**

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the governing body and individual governors will operate.

### **The governing body accepts the following principles and procedures:-**

#### **Role and Responsibilities**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that our Executive Head/Head of School is responsible for the implementation of policy, management and operation of the school and the implementation of the curriculum.
3. We accept that all governors have equal status, and although appointed by different groups (ie parents, staff, LEA) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all legal expectations as a good employer.
6. We will encourage open government and shall be seen to be doing so.
7. We will consider carefully how our decisions may affect other schools.
8. We will be active in filling vacancies on the governing body taking into account our audit of skills and responsibilities and work with school management to ensure a fair and transparent governor recruitment process.

#### **Commitment**

9. We acknowledge that accepting office as a governor involves the commitment of time and energy.
10. We will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
11. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
12. We will get to know the school well and respond to opportunities to involve ourselves in school activities. We will commit to visiting school during the school day, as a minimum once a year.
13. We will review our performance and audit our skills and experience annually.
14. We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.

## **Relationships**

15. We will strive to work as a team in which constructive relationships are actively promoted.
16. We will seek to develop effective working relationships with our Executive Head/Head of School, staff, parents, the LEA, other relevant agencies and the community.

## **Confidentiality**

17. We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students.
18. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

## **Conduct**

19. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the governing body.
20. In making or responding to criticism or complaints affecting the school, we will follow the procedures established by the governing body.
21. Our visits to school will be undertaken within the framework established by the governing body and agreed with the Executive Head/Head of School.
22. In discharging our duties, we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

## **Breach of Code of Conduct**

24. 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.
25. Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

## **Suspension**

26. If the need arises to use the sanction of suspending a governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

## **Removal**

27. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.

**Adopted by the Governing Body on:**

**Signed (Chair)**