



Brighton & Hove Code of Conduct for Governing Bodies

This Code of Conduct sets out the purpose of the governing body and the appropriate relationship between individual governors, the full governing body and the leadership team of the school. It sets out the expectations and commitment required from governors to enable them to carry out their roles and responsibilities within the school and community effectively and efficiently. It is not intended to cover all aspects of the roles and responsibilities of the governing body but rather is concerned with establishing a common understanding of the broad principles by which the governing body will operate.

The Code should be adopted by the full governing body and reviewed annually.

The Purpose of the Governing Body

The governing body is the school's accountable body. It is responsible for the conduct of the school and promoting high standards. The governing body aims to ensure that pupils and students are provided with a good education and that the school supports their well-being.

The governing body has a duty to act fairly and without prejudice and in so far as it has responsibility for staff, fulfils all the legal expectations as, or on behalf of the employer.

The governing body recognises that the headteacher is responsible for the implementation of policy and day to day management of the school and the implementation and operation of the curriculum.

The governing body recognises that people become school governors with the intention of making a positive contribution to the work of the school and to contribute to the school providing the best possible education for all of its pupils and students.

The Role of the Governor

In law the governing body is a corporate body which means that:

- No governor can act on his or her own without proper authority from the full governing body
- All governors are appointed or elected with equal status and all governors carry equal responsibility for decisions made
- Public statements will only be made on behalf of the governing body by the person delegated to do so (usually the chair or vice-chair)
- Although appointed/elected by different routes (ie parents, staff, local authority, Diocese) the overriding concern of all governors has to be the welfare of the school as a whole, above personal feeling and individual concerns

All governors will agree to adhere to The Seven Principles of Public Life (see Appendix 1)

General

- We will expect open government and will act appropriately
- We accept that we have no legal authority to act individually, except where the governing body has given us delegated authority to do so and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so
- We will accept collective responsibility for all decisions made by the governing body, which means we will not speak against the majority decisions outside the governing body meetings
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the school and our actions within the school and the local community will reflect this
- In making or responding to concerns or complaints raised about the school we will follow the procedures established by the governing body through the published School's Complaints Policy. Individual governors should not deal with complaints independently from the guidelines in the policy

Commitment

- We acknowledge that being a governor involves the commitment of time and energy of all members of the governing body
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities
- We will make full effort to attend all meetings and where we cannot attend, explain appropriately in advance why we are unable to attend

- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- Our visits to school will be in line with our agreed school visits protocols, agreed in advance with the headteacher and appropriate members of staff
- We will make our individual and collective training and development needs a high priority

Relationships

- We will strive to work together as an effective team and develop constructive working relationships with all members of the governing body, the headteacher, senior leadership team and the school community as a whole (including the local authority)
- We will express opinions openly, courteously and respectfully – respecting there may be differences of opinion
- We recognise the role of the governor chairing the meeting is responsible for ensuring appropriate high standards of conduct at all times and we will support them in this role
- We are prepared to answer queries from other governors in relation to delegated functions and take into account questions or concerns raised
- We will acknowledge the time, effort and skills that have been committed to the delegated function by those involved

Confidentiality

- We will observe confidentiality regarding proceeding of the governing body in meetings and from our visits to school as governors
- We will observe complete confidentiality when matters are deemed confidential or where they concern a named pupil, prospective pupils, parent, employee or prospective employee
- We understand the requirements relating to confidentiality will continue to apply even after leaving office
- We will exercise the greatest care at all times when discussions regarding school business arise outside of governing body meetings, including on Social Media
- We will not reveal the details of any governing body vote

Conflicts of interest and transparency

- We will maintain an updated record of interest in the Summary Register of Interests. This will be displayed on the school's website.
- We will declare any personal or pecuniary interest in a matter under discussion at a meeting
- We will leave the meeting for the appropriate length of time if there is a conflict of personal or pecuniary interest
- If there is a disagreement as to whether a governor should withdraw from the meeting we recognise that the governing body will make the decision on withdrawal
- We understand that any governors failing to reveal information to enable the governing body to fulfil its responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute.
- We acknowledge the following information will be provided to Edubase: firstly full name, appointing body, date of appointment, date term of office ends or ended if within the last year and whether you are the chair of governors; secondly postcode, date of birth, previous names, nationality and email address for chair. The first set of details will be published, the second will not.

Website

- We agree the school website will show for governors and, if applicable, associate members:
- the names, category of governor, the body that appoints them, the term of office, details of positions and responsibility for each governor and any associate members, along with any committee (if any) each sit on;
- for any governor who has stepped down in the past 12 months their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them;
- the structure of the governing body and remit of any committees and the full names of the chair of each;
- any voting rights of any associate members
- the attendance record at governing body and any committee meetings over the last academic year

Implementation of the Code of Conduct

- We recognise that suspending or removing a governor is a serious step. Steps will be taken to attempt to resolve any issues, however, if the need arises to use sanctions, we will do so by following the appropriate resolutions processes and regulations so as to ensure a fair and objective process.
- We understand that any allegation of a material breach of this Code of Conduct by any governors shall be raised at a meeting of the full governing

body and if agreed to be substantiated by a majority of governors it shall be minuted

- We understand that any governor whose conduct is minuted twice in a twelve month period, shall be suspended for a period of six months from the date of the second minute.
- Any co-opted, appointed or elected parent or staff governor may be removed by the governing body following such a resolution being passed at a meeting of the governing body providing the governing body has considered the reasons for removal and the governor whom it is proposed to remove has been given an opportunity to make a statement in response. The removal must be confirmed by a resolution passed at a second meeting of the governing body held not less than 14 days after the first meeting. The matter must be a separate agenda item for each meeting.

The governing body of Carden Primary School adopted this Code of Conduct 12 September 2017

Appendix 1

The Seven Principles of Public Life (Nolan Committee)

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.

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life. The above seven principles are the recommendations from the Committee.