



## GRANGE PRIMARY SCHOOL

### GOVERNING BODY CODE OF CONDUCT 2017-2018

This code sets out the expectation on and commitment required from Grange School governors in order for the Governing Body to properly carry out its work within the school and its community.

#### **Core strategic functions**

The Governing Body has the following core strategic functions:

- Establishing the strategic direction by:
  - setting and ensuring clarity of vision, values and objectives for the school;
  - agreeing the school improvement strategy with priorities and targets;
  - meeting statutory duties.
  
- Ensuring accountability by:
  - appointing the Head teacher;
  - monitoring the educational performance of the school and progress towards agreed targets;
  - performance managing the Head teacher;
  - engaging with stakeholders;
  - contributing to school self-evaluation.
  
- Overseeing financial performance, by:
  - setting the budget;
  - monitoring spending against the budget;
  - ensuring money is well spent and value for money is obtained;
  - ensuring risks to the organisation are managed.

#### **Expectation and commitment (See Appendix for further details)**

As individuals on the Governing Body, we agree to the following:

- Role & Responsibilities
  - we understand the purpose of the Governing Body and the role of the Head teacher;
  - we accept that we have no legal authority to act individually, except when 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 accept collective responsibility for all decisions made by the Governing Body or its delegated agents which means that we will not speak against majority decisions outside the Governing Body meeting;
  - 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;
  - we will encourage open governance and will act appropriately;
  - we will consider carefully how our decisions may affect the community and other schools;
  - we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school and our actions within the school and the local community will reflect this;
  - in making or responding to criticism or complaints, we will follow the procedures established by the Governing Body;
  - we will actively support and challenge the Head teacher and school senior leaders;
  - we will accept and respect the difference in roles between the Governing Body and staff, ensuring that we work collectively for the benefit of the organisation;
  - we will respect the role of the Head teacher and senior leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
  - we agree to adhere to the school's rules and policies and the procedures of the Governing Body as set out by the relevant governing documents and law;

*Adapted from National Governance Association (NGA) 2017 Model Code of Conduct*

- when formally speaking or writing in our governing role, we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
  - when communicating in our private capacity (including on social media), we will be mindful of and strive to uphold the reputation of the organisation.
- Commitment
    - we acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
    - we will each involve ourselves in actively in the work of the Governing Body and accept our fair share of responsibilities, including service on committees and working groups;
    - we will make full efforts to attend all meetings and, where we cannot attend, explain in advance why we are unable to;
    - we will get to know the school well and respond to opportunities to involve ourselves in school activities;
    - we will visit the school with all visits arranged in advance with the Head teacher (or a member of staff designated by him) and undertaken within the framework established by the Governing Body;
    - when visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor;
    - we will consider seriously our individual and collective needs for induction, training and development and will undertake relevant training;
    - we accept that in the interests of open governance, 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;
    - in the interests of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors (*Get information about schools*).
- Relationships
    - we will strive to work as a team in which constructive working relationships are actively promoted;
    - we will express views openly, courteously and respectfully in all our communications with other governors, the clerk to the Governing Body and school staff both in and outside of meetings;
    - we will support the chair in their role of ensuring appropriate conduct both at meetings and at all times;
    - we are prepared to answer queries from other Governing Body members 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;
    - we will seek to develop effective working relationships with the Head teacher, staff and parents, the local authority and other relevant agencies and the community.
- Confidentiality
    - 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;
    - we will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting;
    - we will not reveal the details of any Governing Body vote;
    - we will ensure all confidential papers are held and disposed of appropriately.
- 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 Body'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 website;

- we will also declare any conflict of loyalty at the start of any meeting should the situation arise;
  - 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 Body.
- Ceasing to be a governor
    - we understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

#### **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- should it be the chair that we believe has breached this code another Governing Body member, such as the vice chair, will investigate.

#### **The seven principles of public life**

We adhere to the seven principles of public life which are as follows:

- 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.

*These principles were originally published by the Nolan Committee: 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 and to make recommendations.*

**The Governing Body of Grange Primary School adopted this code of practice on 28<sup>th</sup> November 2017.**

All governors will sign the code at the first Governing Body meeting of each school year.

Signed:

Print name:

Date:

*Adapted from National Governance Association (NGA) 2017 Model Code of Conduct*

## APPENDIX

### Further details of expectation and commitment

As individuals on the Governing Body, we agree to the following:

- Commitment
  - we will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, which will include service on at least one committee or sub-committee, carrying out a 'named' link governor role\* and participating in all full Governing Body visits\* to the school;
  - we will read the papers for a Governing Body committee or sub-committee meeting in advance of the meeting and come prepared with pertinent questions to ask school staff and/or 'named' link governors during the meeting;
  - we will undertake relevant training through participation in all full Governing Body training activities\* and externally run courses, appropriate to our responsibilities, and through carrying out mandatory Governing Body reading\* and on-line training;
  - we will complete a Governing Body 'Training Record' describing the outcomes of our participation in externally run training and make recommendations to the Governing Body about the usefulness of the training for other governors;
  - we agree that absence from meetings will be 'authorised' if the reason is due to our own illness, a close family illness or bereavement, a 'one-off' pre-arranged family or work commitment or a 'one-off' unexpected emergency but not otherwise;
  - we will make full efforts to attend meetings on time and, where we cannot attend on time, explain in advance why we are unable to;
  - we understand that attendance at a Governing Body meeting for less than half of the meeting will be recorded on our individual attendance record as 'absent';
  - we understand that any governor who fails to attend the meetings of the Governing Body for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the Governing Body will be disqualified;
  - we agree that where a governor fails to attend three meetings of the Governing Body during an academic year, without the consent of the Governing Body, the absences will be investigated by the chair (or vice chair, should it be the chair) with the possibility of recommendation for suspension or removal.
  
- Relationships
  - we will make full efforts to respect the workloads of other governors, the Head teacher, staff, parents, the local authority and other relevant agencies and the community and not burden them with tasks that can be more efficiently achieved through other means;
  - we will make full efforts to respond promptly, efficiently and within specified deadlines to communication, such as email, from other governors, the Head teacher, staff, parents, the local authority and other relevant agencies and the community.

*\* 'Named' linked governor roles, the organisation of full Governing Body visits, mandatory reading and training activities will be established with Governing Body agreement each academic year.*