



Hughenden Primary School

Governor Code of Conduct 2021-22

Governor conduct is underpinned by the following key principles:

- To act in the best interests of the school - this may require balancing short and longer term issues, school and community issues etc
- To work as a member of a team at all times and be loyal to collective decisions made by the Governing Board.
- To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full Governing Board.
- To understand that no governor can act alone except in exceptional circumstances prescribed in the regulations - the power of the Governing Board rests in it acting as a single body.

And the Nolan Principles of Public Life which Governors agree to abide by:

1. **Selflessness:** Act solely in terms of the public interest.
2. **Integrity:** Avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity:** Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability:** Are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** Act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. **Honesty:** Holders of public office should be truthful.
7. **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Board

The Governing Board is committed to working in partnership with the Headteacher and all staff:

- to provide the best possible education for our children.
- safeguarding and promoting the welfare of its students and expects all staff and volunteers to share in this commitment.

And will:

- Respect the professional expertise of the Headteacher and staff, and the fact that responsibility for the day to day running of the school rests with the Headteacher;
- Accept that our role is strategic and focus on the core governance functions:
 - ensuring there is clarity of vision, ethos and strategic direction
 - holding executive leaders to account for the educational performance of the school, its pupils and the performance management of the staff
 - overseeing the financial performance of the school and making sure its money is well spent
- Give sufficient notice of meetings and distribute paperwork to all governors in good time, at least a week before the meeting and will avoid tabling paperwork at meetings wherever possible;
- Ensure that meetings are chaired effectively, so that the Chair:
 - keeps to the agenda;
 - paces the meeting so that time is given to each matter in proportion to its importance;
 - keeps discussion to the point.
 - encourages all governors to contribute equally;
- Ensure that accurate draft minutes are produced promptly following meetings and agreed at the following meeting;

- Support the training and development needs of all governors
- support leadership development and succession planning within the school, Education Improvement Partnership and more widely within the Authority;
- Ensure that its decision-making processes are transparent.

The Headteacher

The Headteacher will:

- Respect governors as volunteers who bring additional skills, experiences and perspectives, and value their contribution;
- Work openly with the Governing Board and provide clear, concise and relevant information on which the Governing Board can base decisions;
- Promptly provide any reasonable information requested by the Governing Board;
- Ensure appropriate paperwork is available to governors with meeting agendas;
- Be approachable and accept governors' role of 'critical friend'/'moral compass';
- Enable all governors to become involved in the life of the school;
- Contribute to the induction, training and development of governors.

Governors

Governors will:

- act in the **best interest** of the school as a whole and not as a representative of any group
- develop **effective working relationships** with school leaders, staff, parents and other relevant stakeholders
- respect **confidentiality**, including after leaving office
- listen to and **respect** the views of others, valuing all contributions equally
- **express** their own views clearly and succinctly
- stand by decisions that are made as a **collective**
- take their **fair share** of work/positions of responsibility
- **know, understand and work** within the prescribed **regulatory framework** and the local and national agenda on education

- fulfil their responsibilities as a good employer, **acting fairly** and without prejudice
- **report** any evidence of fraud, corruption or misconduct to an appropriate person or authority
- **provide** information as required for publication
- **prepare** for meetings by reading papers beforehand
- **declare** any conflict of interest at the start of any meeting as necessary
- take responsibility for their own continuing **professional development** as a Governor liaising with the Chair or Development Governor who will signpost to sources of training
- **attend** relevant meetings promptly, regularly, and for the full time, unless there are exceptional circumstances agreed with the Chair, aiming to achieve 75% attendance over the academic year
- take a proactive role in the review of the Board **effectiveness**
- seek further **support** where necessary
- get to **know** the school well making at least one structured visit to the school during teaching time each year (eg learning walk) and attend one open or celebration event to:
 - meet students and staff
 - observe the impact of the improvement plan
 - ensure practice reflects policy
 - be visible and accessible to all stakeholders
- **Direct** anybody raising a concern/complaint with them regarding the school, a member of staff, pupil or Governor to the appropriate body in accordance with the school's complaints/grievance policy as appropriate.

Publication of information

In the interests of transparency, a governing board must publish on its website up-to-date details of its governance arrangements in a readily accessible form, including:

- the structure and remit of the governing board and any committees
- the full names of the chair of each committee

For each governor who has served at any point over the past 12 months:

- their full names

- date of appointment
- term of office
- date they stepped down (where applicable)
- who appointed them (in accordance with the instrument of government)

Relevant business and pecuniary interests (as recorded in the register of interests) including:

- governance roles in other educational institutions
- any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).

Information must also be published showing the attendance record at governing board and committee meetings over the last academic year.

Boards should also publish this information for **associate members**, making clear whether they have voting rights on any of the committees to which they have been appointed.

Regulations:

School boards are required to have a code of conduct. This is explained in **statutory guidance** and the **Governance Handbook**.

Managing a breach of confidentiality

1. Hold an investigation

The Chair of Governors should:

- Hold a fair and impartial investigation if there's an allegation that a governor has breached confidentiality
- Remain open-minded and aim to understand the context of the breach in order to assess the impact it may have
- **You must inform your data protection officer immediately if you've found out (or suspected) that a breach in confidentiality has led to personal data breach.**

2. Inform the governor and hold a meeting with them

The governor can bring a friend to accompany them at the meeting. Another governor should also join the chair to corroborate any decisions.

3. Possible outcomes

If the breach was unintentional, further training on upholding confidentiality could be considered.

- However, if it appears that the governor acted without integrity, suspension/removal from office (or resignation invited) may be considered.

Read more about the procedure for suspending /removing a Governor, (including if a Governor has acted in a way that is contrary to the school ethos and has brought or is likely to bring the organisation, the board or their role into disrepute), in the **Governance Handbook** (section 4.1.2 Conduct),