

# BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

## CODE OF CONDUCT FOR THE SCHOOL GOVERNING BODY



### 1. Introduction

- 1.1 This code sets out the expectations on and commitment required from School Governors and Members in order for the Governing Body to properly carry out its work within the School and the community.

### 2. Core Strategic Functions

The Governing Body has the following core strategic functions.

- 2.1 Establishing the strategic direction, by:
- setting and ensuring clarity of vision, values, and objectives for the School;
  - agreeing the School Improvement Plan and strategy with priorities and targets;
  - meeting statutory duties.
- 2.2 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.
- 2.3 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.
- 2.4 Ensuring that other key players with a stake in the organisation get their voices heard by:
- gathering the views of pupils, parents and staff and reporting the results;
  - reaching out to the School's wider community and inviting them to play their part;
  - using the views of stakeholders to shape the School's culture and the underpinning strategy, policies and procedures.

### **3. Role & Responsibilities**

As individuals on the Body we agree to the following.

- 3.1 We understand the purpose of the Body and its strategic role.
- 3.2 We understand how the role of the Body differs from and works with others including the Head Teacher.
- 3.3 We accept that we have no legal authority to act individually, except when the 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.
- 3.4 We accept collective responsibility for all decisions made by the Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body meeting and will actively support them.
- 3.5 We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- 3.6 We will encourage open governance and will act appropriately.
- 3.7 We will consider carefully how our decisions may affect the community and other schools.
- 3.8 We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our School. Our actions within the School and the local community will reflect this.
- 3.9 In making or responding to criticism or complaints affecting the School, we will follow the procedures established by the Governing Body.
- 3.10 We will actively support and challenge the Head Teacher.
- 3.11 We will accept and respect the difference in roles between the Body and staff, ensuring that we work collectively for the benefit of the organisation.
- 3.12 We will respect the role of the Head Teacher and Senior Leadership Team and their responsibility for the day-to-day management of the School and avoid any actions that might undermine such arrangements.
- 3.13 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.
- 3.14 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.
- 3.15 When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the School.
- 3.16 We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the Governing Body.

#### **4. Commitment**

- 4.1 We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy and we give careful regard to this when agreeing to serve, or to continue to serve, on the Governing Body.
- 4.2 We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or in working groups.
- 4.3 We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to, and we agree to prepare appropriately for meetings so that we can contribute and complete agreed actions.
- 4.4 We will get to know the School well and respond to opportunities to involve ourselves in school activities.
- 4.5 We will visit the School, with all visits arranged in advance with the Head Teacher, and with staff as required, and undertaken within the framework established by the Governing Body.
- 4.6 We do not undertake to visit the School to judge or assess teacher performance and we ensure that we do not comment on things for which we may not be qualified; we restrict ourselves to observation and factual reporting.
- 4.7 We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training as required.
- 4.8 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.
- 4.9 In the interests of transparency, we accept that information relating to governors and members will be collected and logged on the DfE's national database of governors.

#### **5. Relationships**

- 5.1 We will strive to work as a team in which constructive working relationships are actively promoted.
- 5.2 We will express views openly, courteously and respectfully in all our communications with other governors, members, the Clerk to the Governing Body and school staff, both in and outside of meetings.
- 5.3 We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 5.4 We will confront malpractice by speaking up against, and bringing to the attention of the relevant authorities, any decisions and actions that conflict with the Seven Principles of Public Life (see Appendix A) or which may place pupils at risk.

- 5.5 We are prepared to answer queries from other governors 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.
- 5.6 We will seek to develop effective working relationships with the Head Teacher, the Senior Leadership Team, staff and parents, the Local Authority and other relevant agencies and the community.

## **6. Confidentiality**

- 6.1 We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside School.
- 6.2 We will exercise the greatest prudence at all times when discussions regarding School business arise outside a Governing Body meeting.
- 6.3 We will not reveal the details of any Governing Body vote.
- 6.4 We will ensure that all confidential papers are held and disposed of appropriately.
- 6.5 We understand that the requirements relating to the confidentiality will continue to apply after a governor or member leaves office.

## **7. Conflicts of Interest**

- 7.1 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.
- 7.2 We accept that the Register of Business Interests will be published on the School's website.
- 7.3 We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- 7.4 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.
- 7.5 We may be approached by parents or other interested parties regarding the organisation of the School, School policy or concerns about the education given. In all such cases we will advise the individual to take up the matter with the Class Teacher or the Head Teacher.

## **8. Breach of this Code of Conduct**

- 8.1 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.
- 8.2 Should it be the Chair that we believe has breached this code, another Governing Body member such as the Vice Chair, will investigate.

**As individuals on the Governing Body, we agree to the above.**

**Adopted by the Governing Body of Bourn Primary Academy**

Signed on behalf of the Governing Body: .....

Position: .....

Date: .....

## **APPENDIX A**

In addition to the Code of Conduct duly adopted above, the individuals of the Governing Body acknowledge the following seven principles of public life as endorsed by the National Governors Association:

### **The Seven Principles of Public Life**

(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).

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in 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.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should 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.

#### **Honesty**

Holders of public office should be truthful.

#### **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.