



Code of Conduct for Full Governing Body

Our vision is that children are nurtured to love learning, love one another and love God.

This code sets out the expectations and commitment required from school governors in order for the governing body properly to carry out its work within the school and the community.

The full governing body (FGB) has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the FGB we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the FGB has given us delegated authority to do so, and therefore we will only speak on behalf of the governors when we have been specifically authorised to do so.
- We understand that the Chair has powers to act in cases of emergency when in his/her opinion a delay in exercising the function would be likely to be seriously detrimental to the interests of the school/pupil/their parent or member of staff [Regulation 8 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013]
- We accept collective responsibility for all decisions made by the FGB or its delegated agents. This means that we will not speak against majority decisions outside the FGB 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 government 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. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the head teacher.
- We will establish robust and continuous self-evaluation of the Christian Vision to ensure its effectiveness.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the FGB, and accept our fair share of responsibilities, including service on committees or 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 to school arranged in advance with the staff and undertaken within the framework established by the FGB and agreed with the head teacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- To ensure our safeguarding responsibilities are adhered to, we commit to read the “Keeping Children Safe in Education” guidance. We collectively acknowledge the requirement for two designated Safeguarding Link Governors to be in place at all times. The expectation placed on the Safeguarding Link Governors is to familiarise themselves with the whole guidance document and commit to Level 1 safeguarding training (the pre-course e-learning safeguarding awareness programme, followed by face-to-face AfC “Role of the Safeguarding Governor”.) We acknowledge that best practice would be for all governors to commit to this training too.
- We will comply with the school to instigate the application of an enhanced Disclosure & Barring Service (DBS) check within 21 days of appointment to the Board.

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.
- 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 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.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.
- We will acknowledge that as governors we are representatives of our category of governorship, as opposed to representatives for parents or staff stakeholder groups, and are primarily appointed based on the skills and experiences that we bring to the Board.

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 board meeting.
- We will not reveal the details of any FGB vote.

Communication

- We accept that normally outside of meetings e-mail will be used as the principal means of communication to keep governors informed both at committee and full governing body level.
- We understand the Safeguarding and Data Protection requirements to use school email accounts only for governance business.
- We will make every effort to reply swiftly to e-mails where a response is required.
- We understand that, in some circumstances, e-mail may be used to seek quorate approval for a decision or to amend a policy and that responses will be counted and the consensus will carry. If deemed necessary/urgent, such decisions will subsequently be ratified and minuted at the next appropriate scheduled meeting.
- We acknowledge that decisions and amendments agreed by e-mail will stand in the usual way and governors will be informed of the outcome. These decisions will be ratified, if applicable, at the next full governing body meeting.
- As a corporate body, we agree to the principles and protocol of adapting to virtual meetings where deemed necessary (as demonstrated during Covid-19). We will ensure that our technology works correctly, and that we have a quiet and private location for virtual communication.

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 board'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 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 full governing body.
- As governors, we consent to our data being used and shared for the purpose of, and in conjunction with, our role as governors at this school – as per the relevant Privacy Notice.

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 board 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 governor, such as the vice chair will investigate.

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. 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.

We agree to act in accordance with the above principles for standard in public life. By signing this Code of Conduct (via the Governorhub Declarations page) I declare that I am not disqualified* from holding a governorship position and I agree to abide by all the expectations outlined above. I understand that any potential or perceived breach of this Code will be taken seriously, and that a breach could lead to formal sanctions.

* Current disqualification criteria are listed within The School Governance (Constitution) (England) Regulations 2012, Regulation 17, Schedule 4.)

Originally adopted by the Governing Body of Holy Trinity CE Primary School on October 2019.

Reviewed October 2023

Next review: October 2024