



**HIGHLEY COMMUNITY PRIMARY SCHOOL**

# Governing Board

# Code of Conduct

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## Statement of intent

At Highley Community Primary, we recognise and value the effort taken by members of the governing board who contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the governing board is productive and enjoyable.

This policy outlines what is expected from members of the governing board, including associate governors, and sets out the code of conduct which all members are required to comply with.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) Regulations 2009
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 1998
- The School Governance (Constitution) (England) Regulations 2012

1.2. This policy also has due regard to DfE guidance, including, but not limited to, the following:

- 'Governance handbook' 2017
- 'Keeping children safe in education' 2016
- 'Disqualification under the Childcare Act 2006' 2016
- 'The constitution of governing bodies of maintained schools' 2017

## 2. Role and responsibilities

2.1. The governing board is responsible for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school will operate.

2.2. All members of the governing board will be required to make themselves familiar with school policies and procedures, including the following:

- **Child Protection Policy**
- **Safeguarding Policy**
- **Equal Opportunities Policy**
- **Health and Safety Policy**
- **Behaviour and Anti-Bullying Policy**
- **Whistleblowing Policy**
- **Assessment Policy**
- **Data Protection Policy**
- **Disciplinary procedures**
- **Complaints procedures**

2.3. This code of conduct will be reviewed by the governing board on an annual basis and will be signed by governors at the first meeting of the Autumn term.

- 2.4. The governing board has three core strategic functions: to ensure accountability, establish the strategic direction of the school and to ensure financial probity.
- 2.5. Members of the governing board accept that they have no legal authority to act individually, except when they have been given delegated authority to do so.
- 2.6. Governors will only speak on behalf of the governing board when they have been specifically authorised to do so.
- 2.7. Members of the governing board will:
  - Act fairly and without prejudice.
  - Encourage open governance.
  - Accept collective responsibility for decisions made by the governing board.
  - Be mindful of their responsibility to maintain and develop the ethos and reputation of the school.
  - Consider how decisions may affect the community.
  - Actively support and challenge the leadership of the school.
  - Follow the procedures established by the governing board.
- 2.8. Under no circumstances will governors speak against discussions or decisions outside of governing board meetings.
- 2.9. The governing board will fulfil its duty as an employer, acting in a manner that is expected of a good proprietor.

### **3. Confidentiality**

- 3.1. When matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils, complete confidentiality will be observed both inside and outside of the school.
- 3.2. Members of the governing board partaking in discussions regarding school business outside of governing board meetings will exercise the greatest prudence at all times.
- 3.3. The details of a governing board vote will not be revealed under any circumstances.
- 3.4. Governors accept and consent that in the interests of open and transparent governance, their names, dates of appointment, terms of office, roles, attendance records and any business/pecuniary interests they have, will be published on the school website.
- 3.5. In the interests of transparency, governors accept and consent to information relating to them, as members of the governing board, being logged on Edubase; the DfE's national database. This information is given by governors

on a voluntary basis but in doing so governors should understand that any information provided to the governing board must be shared with the Secretary of State via Edubase.

#### **4. Commitment**

- 4.1. Members of the governing board fully understand their role and are committed to the amount of time and energy the role involves.
- 4.2. Each member of the governing board will be actively involved in the role and accept their fair share of responsibilities within the governing board.
- 4.3. Full effort will be given to the attendance of meetings.
- 4.4. Where a governor cannot attend a meeting, they will contact the Headteacher/chair of governors in advance to give their apologies.
- 4.5. All relevant training and inductions will be undertaken in a prompt and efficient manner.

#### **5. Behaviour of governors**

- 5.1. The chair of the governing board is responsible for ensuring the appropriate conduct and behaviour of governors at all times.
- 5.2. The governing board will seek to develop open, honest and effective working relationships with the headteacher, staff members and parents at the school, as well as any other relevant body, such as the LA.
- 5.3. Members of the governing board will continuously strive to work as a team.
- 5.4. Governors will always express their views openly, in a courteous and respectful manner.
- 5.5. The governing board will acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the board.
- 5.6. Governors will take into account any concerns expressed about their delegated function, and will be prepared to answer queries from other governors regarding their role.
- 5.7. When making decisions, governors will carefully consider how their decisions and actions might affect those who are part of the school community and wider locality.

#### **6. Conflicts of interest**

- 6.1. Members of the governing board will act in the best interests of the school at all times and will not act in the interest of, or as a representative of, any group or individual.

- 6.2. Governors will record in the minutes of FGB/committee meetings any pecuniary interests that they might have in connection to the governing board's business.
- 6.3. Members of the governing board will declare any interest they may have in an item of business on the agenda, and will immediately remove themselves from the meeting while it is under discussion.
- 6.4. Any conflict of loyalty will be declared at the start of any meeting, should the situation arise.

## **7. Access to the school**

- 7.1. All members of the governing board will take an active interest in the school and its community.
- 7.2. All governor visits to the school will be undertaken in line with the Governor Visits Policy.
- 7.3. Governors will actively participate in the school community, and will respond to opportunities to be involved in school activities and events.

## **8. Breaching the code**

- 8.1. If a member of the governing board breaches this code of conduct, the issue will be raised with the chair of the governing board, who will investigate the concern. In the event that it is believed the chair has breached this code of conduct, another member of the governing board will undertake the investigation.
- 8.2. The governing board will only suspend or remove a governor from their post as a last resort.
- 8.3. The governing board will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered.
- 8.4. In the event that the need arises to suspend a governor, the governing board will do so by following the established procedures as to ensure a fair and objective process.
- 8.5. In the event of a resolution being made to remove a governor from office, the following procedure will be implemented:
  - A resolution to remove a governor from office will be included on an agenda and circulated to all members of the governing board.
  - A meeting will be held and the resolution to remove the governor from office will be fully explained.
  - Governors will give due and careful consideration to the reasons given to remove the governor from office.

- The governor, whom it has been proposed to remove from the governing board, will be given the opportunity to make a statement in response to the resolution to remove them from office.
- Within 14 days of the first meeting, a second meeting must be held and an item, specifying that the governing board will confirm their decision, included on the agenda.
- Any elected staff or parent governor who has been disqualified from their role and removed from office will be disqualified from serving as a governor and holding office for a period of five years. This period is taken from the date immediately after the day they were disqualified from their elected role. Given the consequence of the five-year disqualification period, the governing board's power to remove an elected parent or staff governor will only be used in exceptional and serious circumstances which may include the following;
  - Serious misconduct
  - Repeated serious incompetence
  - Engagement in conduct which aims to undermine fundamental British values
  - Actions that are significantly detrimental to the effective operation of the governing board
  - Actions that are significantly detrimental to the effective operation of the school

8.6. A governor who has been removed from the governing board has the right of appeal. The governor should exercise their right of appeal by writing to the clerk to governors within ten working days of their removal from the governing board; making clear the reasons for their appeal.

8.7. On receipt of an appeal, the governing board will establish an independent appeal panel. The appeal panel will comprise of a panel of three governors and membership may include a governor from another school or an appropriate representative from the LA.



## Code of Conduct Acknowledgement Form

<b>Name of governor:</b>	
<b>Role in the governing board:</b>	
<b>Year of appointment:</b>	
<b>Length of appointment:</b>	

<b>Please tick the appropriate box once you have read and understood the following documents:</b>	
<b>Anti-Bullying and Behaviour Policy</b>	
<b>Child Protection Policy</b>	
<b>Safeguarding Policy</b>	
<b>Health and Safety Policy</b>	
<b>Equal Opportunities Policy</b>	
<b>Whistleblowing Policy</b>	
<b>Assessment Policy</b>	
<b>Data Protection Policy</b>	
<b>Disciplinary procedures</b>	
<b>Complaints procedures</b>	
<b>Keeping Children Safe in Education (2016) Part one</b>	

I hereby acknowledge the terms detailed within the Governing Board Code of Conduct and agree to abide by this code whilst I am an acting member of the governing board. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. Any expenses which I claim will be in line with the [Governors' Allowance Policy](#).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_