



## **Code of Conduct for Governors of Down Ampney C of E Primary School**

### **Statement of intent**

At Down Ampney C of E primary School, we recognise and value the effort taken by Governors who contribute towards our school. Without their assistance many school activities and processes would be at risk if it were not for their help. As a result, the time spent by individuals involved in the school's governance should be both productive and enjoyable.

This code of conduct outlines what is expected from all individuals involved in governance. All Governors are expected to comply with these guidelines.

### **1. Role and responsibilities**

- 1.1. This code of conduct will be reviewed by the Governors on an annual basis and will be signed by all individuals at the first meeting of the academic year or on appointment.
- 1.2. Governors are responsible for overseeing the management side of a school: strategy, policy, budgeting and staffing. Governors enable the school to run as effectively as possible, working alongside the Headteacher and supporting teachers to provide excellent education to children. The responsibilities of those involved in school governance are set out in the Department for Education's [Governance Handbook](#).

### **2. Behaviours**

- 2.1. The Governing Body will make decisions collectively and take joint responsibility for their actions.
- 2.2. Governors will hold themselves accountable for the performance of the board and the performance of the school.
- 2.3. Governors accept that they have no legal authority to act individually, except when they have been given delegated authority to do so.
- 2.4. Governors will only speak on behalf of the governing body when they have been specifically authorised to do so.
- 2.5. Governors will recognise the difference between their role and that of staff members, volunteers and other layers of governance.
- 2.6. Governors are responsible for:
  - Attending all meetings and training expected from them and providing apologies for any absences in advance.
  - Preparing and contributing effectively to meetings and discussions.
  - Acting in a fair and open-minded manner during discussions.
  - Considering professional advice on anything which they do not have expertise in themselves.
  - Acting in the best interest of the school.
  - Ensuring that a properly constituted, balanced and competent board is maintained.
  - Conducting themselves in a manner which does not damage or undermine the reputation of the school.

- Honouring the authority of the Chair of the board as appointed leader of the board and supporting them in their role.
- Studying the agenda and associated information prior to the meeting, ensuring that meetings are attended fully prepared.
- Continually seeking ways to improve board governance practice.
- Participating in induction, training and development activities.

2.7. Governors must not engage in any political or campaigning activity that might compromise the position or reputation of the school.

2.8. All those engaged with the governance of the school who intend to stand for political roles; political activities or engage in campaigning activities must discuss the matter with the Chair.

2.10 Prospective Governors must declare any previous and current political office in their initial application/expression of interest.

### 3. **Commitment**

3.1. Governors fully understand their role and are committed to the amount of time and energy the role involves.

3.2. Governors will be actively involved in their role and accept their fair share of responsibilities within the board.

3.3. Governors will actively participate in the school community, and will respond to opportunities to be involved in school activities and events.

3.4. Full commitment will be given to the attendance of meetings.

3.5. Governors will demonstrate a commitment to the development and implementation of good practice, both within the board and across the school.

3.6. All relevant training and inductions will be undertaken in a prompt and efficient manner..

3.7. Governors will develop and maintain up-to-date knowledge of the school and its environment.

3.8. Governors will help to identify good candidates for membership.

3.9. Governors will act within the governing document of the school and abide by the school's policies and procedures.

3.10. The board will ensure that they, and the School as a whole, act in accordance with legislation and statutory guidance.

3.11. In addition to reading this Code of Conduct, all Governors will make themselves familiar with and comply with the school's procedures, including the following:

- Child Protection and Safeguarding Policy
- Equal Opportunities
- Health and Safety Policy
- Behavioural Policy
- Whistleblowing Policy
- Data Protection Policy
- Disciplinary procedures
- Complaints procedures

### 4. **Conflicts of interest**

4.1. Governors 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.

- 4.2. Governors will record in their Declaration of Interests any conflicts of interest that they might have in connection to the board's business. Governors will declare any conflict of interest that they or any family members and friends might have in connection with the School's business and keep this record up-to-date at all times.
- 4.3. Governors will declare any conflict of interest they may have in an item of business on the agenda, will immediately remove themselves from the meeting while it is under discussion, and will not be involved in any votes taken on the matter.
- 4.4. Any conflict of loyalty will be declared at the start of any meeting, should the situation arise.
- 4.5. Governors will aim to foresee and avoid any conflicts of interest.
- 4.6. Governors will not benefit, financially or in other terms, for themselves, their families or their friends from their role on the board.
- 4.7. Any transaction, under which a Governor will benefit either directly or indirectly, will have proper legal authority.
- 4.8. Governors will not place themselves under any financial or other obligation to external individuals or organisations which might influence the performance of their duties for the school.
- 4.9. Governors must not use, or attempt to use, their position to promote their personal interests or those of a connected person, business or other organisation.

## 5. **Confidentiality**

- 5.1. When matters discussed between Governors are deemed confidential, or where they concern specific Governors, staff or pupils, complete confidentiality will be observed – both inside and outside of the school.
- 5.2. Governors partaking in discussions regarding school business outside of board meetings will exercise the greatest discretion at all times.
- 5.3. Although decisions reached at Governors' meetings may be made public through the minutes, the discussions on which decisions are based should be regarded as confidential.
- 5.4. Information or materials relating to the school must not, without permission from the Chair, be passed or distributed to the press or media or any other external recipients.
- 5.5. Governors accept and consent that, in the interests of open and transparent governance, their name, date of appointment, term of office, role, attendance record and any business/pecuniary interests they have will be published on the school's website.

## 6. **Conduct of board members**

- 6.1. The 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 bodies.
- 6.2. Governors will continuously strive to work as a team.
- 6.3. Governors will always express their views openly, but in a courteous and respectful manner.
- 6.4. The board will acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other Governors.
- 6.5. Governors will seek to support and encourage all those they come into contact with through the role.
- 6.6. 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.
- 6.7. When making decisions, Governors will carefully consider how their decisions and actions might affect those who are part of the school community, the School as a whole and the wider locality.
- 6.8. Governors will not break the law, go against charity regulations or act in disregard of

the school's policies in any aspect of their role on the board.

- 6.9. Governors will use the school's resources responsibly, ensuring that any expenses or reimbursement are documented.
- 6.10. Governors will not accept gifts or hospitality without the prior consent of the board.
- 6.11. Governors must at all times follow the safeguarding policy and procedures of the school they are visiting.
- 6.12. Schools will have their own protocols for Governors to visit the school but in general:
  - Visits should be agreed in advance and have a clear focus
  - If Governors are spending time with pupils or in a classroom this should be arranged in advance with the appropriate staff
  - Governors should not make judgements about the quality of teaching they see
  - Any concerns arising from a visit should be shared with the Headteacher in the first instance

## **7. Removal of a board member**

- 7.1. The board will only suspend or remove a member from their post as a last resort.
- 7.2. The board will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered.
- 7.3. In the event that the need arises to suspend or remove a member, the board will do so by following the established procedures outlined in the School's Arrangements for Governance, to ensure a fair and objective process.
- 7.4. In the event that a member wishes to leave their role, the Chair of the board will be informed in advance in writing, stating the reason for their resignation.
- 7.5. Where the leaving member has special responsibilities, a handover will be arranged to ensure that the duties are appropriately fulfilled.

## **8. Breaching the code**

- 8.1. If a Governor breaches this code of conduct, the issue will be raised with the Chair of the board, who will investigate the concern.
- 8.2. In the event that it is believed the Chair of the board has breached this code of conduct, another member will undertake the investigation.
- 8.3. Governors are aware that a substantial breach of this code may result in their removal from the board.
- 8.4. In the event that the code has been breached, Governors will be given the opportunity to defend their actions before a decision regarding removal or suspension is made.
- 8.5. In the event that a member is asked to resign from the board, they will accept the majority decision of the board and resign at the earliest opportunity.