

Governing Board Code of Conduct

Horwich Parish CE Primary School



This code, developed through the National Governors' Association, sets out the expectations on and commitment required from school governors in order for the governing board to properly carry out its work within the school and the community.

As individuals on the board we agree to the following:

Role and Responsibilities

1. We understand the purpose of the board and the role of the head teacher.
2. We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
3. We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
4. 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.
5. We will encourage open government and will act appropriately.
6. We will consider carefully how our decisions may affect the community and other schools.
7. 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.
8. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
9. We acknowledge that all individuals have fundamental human rights and welcome the diversity of the community living, working and learning in the Borough. We will be committed to promoting equality and tackling social exclusion and as such will integrate equality into all of our activities.
10. We will actively support and challenge the head teacher.

Commitment

11. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
12. We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
13. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
14. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
15. We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the head teacher.
16. We will seriously consider our individual and collective needs for training and development, and will undertake relevant training in response to identified needs.
17. We accept that in the interests of open government, our names, terms of office, roles on the governing board, category of governor, the body responsible for appointing us and attendance information will be published on the school's website.

18. We will abide by the seven principles of public life recommended in the Nolan Committee's report "Standards in Public Life" as detailed below.

Relationships

19. We will strive to work as a team in which constructive working relationships are actively promoted.
20. We will express views openly, courteously and respectfully in all our communications with other governors.
21. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
22. 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.
23. We will seek to develop effective working relationships with the head teacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

24. 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.
25. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
26. We will not reveal the details of any governing board vote.

Conflicts of interest

27. 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 accept that the Register of Business Interests will be published on the school's website.
28. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
29. 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 board.

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.

As members of the Governing Board we will always have the well-being of the children and the reputation of the school at heart; we will do all we can to be ambassadors for the school, publicly supporting its aims, values and ethos; we will never say or do anything publicly that would bring the School, Governing Board, Head Teacher or staff into disrepute.

All new governors will be asked to adopt the code on appointment or election and sign the acceptance form to confirm that they have read and accepted the code. Completed forms should be returned to the school and stored securely.

The Governing Board of Horwich Parish CE Primary School adopted this code of conduct on 11th September 2018.

Note:

The Seven Principles of Public Life

1. Selflessness

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

2. 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.

3. Objectivity

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

4. 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.

5. 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.

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.