



KINGS' SCHOOL

GOVERNING BODY CODE OF CONDUCT

Policy Reviewed by:	Chair of Governors	Feb 2019
Approved by:	Governance Committee	Feb 2019
Endorsed by:	FGB	Feb 2019
To be Reviewed	3 Yearly	Feb 2022

Code of Conduct for the School Governing Body

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

The governing body has the following core strategic functions:

Establishing the strategic direction, in conjunction and following consultation with the Headteacher and Senior Leadership Team, 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 governing body we agree to the following:

Role & Responsibilities

1. We understand the purpose of the governing body and the role of the Headteacher.
2. We accept that we have no legal authority to act individually, except when the governing 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. We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body 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 body.
9. We will actively support and challenge the Headteacher.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
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 working groups.
3. We will make every effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. 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 body and agreed with the Headteacher.
6. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training as detailed below.
7. We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website together with any pecuniary interest we might have.

Relationships

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

Confidentiality

1. 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
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing body vote.

Conflicts of interest

1. We will record any pecuniary or other business interest 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.
2. Similarly, we will declare any personal interest, such as friend and family connections, and offer to leave the room.
3. 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.

Governor Training

Principle

We recognise that in order to ensure that the governing body can fulfil its core functions properly governors must be aware of their collective and individual responsibilities and be competent to carry them out. We believe that in order to ensure this happens it is essential governors attend appropriate training. The purpose of this policy is to provide a structured approach to this training.

Aim

To provide governors with the skills, knowledge and understanding required to support and challenge the Headteacher and staff to ensure that the school is run efficiently and achieves its aims and meet its statutory obligations. Our governing body believes it is crucial that all governors have access to an experienced governor (the Development and Training Governor) who can help them develop their knowledge and skills.

Procedures

The governing body will:

- appoint a Development and Training Governor (DTG);
- have training as an agenda item on the agenda of all its meetings;
- ensure that funding is set aside in the budget to meet the training needs of all its governors;
- have at least one whole governing body training session every year; and,
- be represented, where appropriate, in school-based training (INSET days).

Individual governors will:

- complete a skills audit on joining the governing body and update it annually;
- attend the 'Induction for New Governors' course (run by Hampshire Governor Services) within six months of commencing their term of office;
- participate in the governing body's in-house induction programme;
- attend courses relevant to committees they are on within one year of joining;
- attend courses relevant to specific roles they may hold within one year of taking them on;
- attend at least one training or briefing session per academic year;
- provide feedback to the governing body on training they have attended, highlighting any actions required by the governing body or school: and,
- attend whole governing body training sessions.

Breach of this code of conduct

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.
2. 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

In agreeing to the terms of this Code of Conduct the governing body takes account of and seeks to uphold the Seven Principles of Public Life (originally published by the Nolan Committee in October 1994).

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.