



# **Arnside National C of E School**

## **Governing Board Code of Conduct**

**Adopted by Arnside National Church of England School**

**Signed: *Steven Kershaw***  
**Chair of governing board**

**Date: 12 November 2020**

The governing board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.

## Statement of intent

At **Arnside National C of E school**, 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.

### Governing boards must ensure that they meet the following core strategic functions:

- Certifying the strategic direction of the school by:
  - Setting and ensuring there is clarity of vision, ethos, and strategic direction, determining priorities and setting targets.
  - Complying with all statutory duties.
- Ensuring accountability by:
  - Appointing a headteacher who is fit for purpose and holding the executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
  - Ensuring the voice of stakeholders are heard.
- Managing financial performance by:
  - Overseeing the financial performance of the organisation and making sure that its money is well spent.
  - Managing risks to the school.

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.

### Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- The School Governance (Constitution) (England) Regulations 2012

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

- DfE (2017) 'Governance handbook'
- DfE (2018) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2017) 'The constitution of governing bodies of maintained schools'

This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Equal Opportunities**
- **Health and Safety Policy**
- **Behaviour Policy**
- **Whistleblowing Policy**
- **Assessment Policy**
- **Data Protection Policy**
- **Disciplinary Policy and Procedures**
- **Complaints and Grievances Procedure and Policy**
- **Governor Visit Policy**
- **Register of Pecuniary Interests Policy**

### **As individuals on the governing board we agree to fulfil our roles and responsibilities**

- 1) We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- 2) We will develop, share, and live the ethos and values of our school.
- 3) We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- 4) We will work collectively for the benefit of the school.
- 5) We will be candid but constructive and respectful when holding senior leaders to account.
- 6) We will consider how our decisions may affect the school and local community.
- 7) We will stand by the decisions that we make as a collective.
- 8) Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- 9) We will only speak or act on behalf of the board if we have the authority to do so.
- 10) We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- 11) When making or responding to complaints we will follow the established procedures.
- 12) We will strive to uphold the school's reputation in our private communications (including on social media).

### **Demonstrate our commitment to the role**

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

- We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

### **Respect confidentiality**

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

- We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school website.

- We will act in the best interests of the school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions

### Breaching the code

- If a member of the governing board breaches the code of conduct, the **chair of the GB**, will investigate the concern. If it is the chair in breach of the code of conduct, another governor will carry out the investigation.
- The GB will only suspend or remove a governor from their post as a last resort, having first tried to resolve any difficulties or disputes in a constructive manner.
- If a governor is to be suspended, the GB will follow the established procedures to ensure a fair & objective process.
- In the event of a resolution to remove a governor from office, the following procedure will be implemented:
  - A resolution to remove a governor from office will be an agenda item & sent to all members of the GB
  - A meeting will be held & the resolution to remove the governor from office will be fully explained.
  - Governors will carefully consider the reasons given to remove the governor from office.
  - The governor in question, will be offered to make a statement in response to the resolution to remove them from office.
  - Within 14 days of the first meeting, another meeting must be held for the GB to confirm their decision.
  - Any elected staff or parent governor who has been disqualified from their role & removed from office will be disqualified from serving as a governor & holding office for a period of five years.  
This period is taken from the date immediately after the day they were disqualified.  
Given the consequence of the five-year disqualification period, the GB's power to remove an elected parent or staff governor will only be used in exceptional & serious circumstances which may include:
    - ❖ 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 GB
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- A governor who has been removed from the GB has the right of appeal & should write to the clerk to governors within **10 working days** of their removal from the GB: making clear the reasons for their appeal.
- On receipt of an appeal, the GB 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

Name of Governor	Behavioural Policy	Child Protection & Safeguarding Policy	Health & Safety Policy	Complaints procedures	Keeping Children Safe in Education 2020	Governor signature	Date
David Adair							
Clare Addison							
Judith Bratt							
Helen Chaffey							
Stephanie Griffith							
Steven Henneberry							
Iori Hicks							
Steven Kershaw							
Reverend Andrew Norman							
Jacki Piper							
Ian Service							
Nick Sharp							
Rachel Smith							
Ben Waterhouse							