

**Code of Conduct for Governors at St. Andrew's CE Primary School,  
Chinnor**

The National Governors' Association's Code of Conduct for School Governors 2010 sets out the expectations of and commitment required from governors in order for the governing body to carry out its work properly within the school and the community.

**The Purpose of the Governing Body**

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending an effective school which provides them with a good education and supports their well-being. Over the past decade the responsibilities of governing bodies have grown, and the 'Every Child Matters' agenda has meant that schools are now accountable for children's health and well-being in the community and for a wide range of extended services provision out of school hours.

**The Governing Body**

- Sets the strategic direction of the school by:
  - \* setting the values, aims and objectives for the school ensuring its distinctive Christian ethos and upholding the school's trust deed if it has one
  - \* agreeing the policy framework for achieving those aims and objectives
  - \* setting statutory targets
  - \* agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
  
- Challenges and supports the school by monitoring, reviewing and evaluating:
  - \* the implementation and effectiveness of the policy framework
  - \* progress towards targets
  - \* the implementation and effectiveness of the school improvement strategy
  - \* the budget and the staffing structure
  
- Ensures accountability by:
  - \* signing off the Self Evaluation Form
  - \* responding to School Improvement Partner, Ofsted and SIAS reports when necessary
  - \* holding the headteacher to account for the performance of the school
  - \* ensuring parents and pupils are involved, consulted and informed as appropriate
  - \* making available information to the community
  - \* ensuring that the SIAS toolkit, or its equivalent, is kept up to date
  
- Appoints and performance manages the headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed

policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must:

- Be prepared and equipped to take their responsibilities seriously;
- Be acknowledged as the accountable body by the lead professionals;
- Be supported by the appropriate authorities in that task;
- Monitor and review their own performance.

### **The Role of a Governor**

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, local authority community, foundation), the overriding concern of all governors has to be the welfare of the school as a whole.
- A foundation governor is committed to ensuring the Christian ethos of the school and to ensure that the distinctive Christian ethos of the school is reflected in the way in which the school is led and managed and meets the needs of all learners.

### **General**

- I understand the purpose of the governing body and the role of the headteacher as set out above.
- I am aware of and accept the Nolan seven principles of public life: see appendix.
- I accept that I have no legal authority to act individually, except when the governing body has given me delegated authority to do so, and therefore I will only speak on behalf of the governing body when I have been specifically authorised to do so.
- I have a duty to act fairly and without prejudice, and in so far as I have responsibility for staff, I will fulfil all that is expected of a good employer.
- I will encourage open government and will act appropriately.
- I accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that I will not speak against majority decisions outside the governing body meeting.
- I will consider carefully how my decisions may affect the community, the church and other schools.
- I will always be mindful of my responsibility to maintain and develop the Christian ethos and reputation of the school. My actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school I will follow the procedures established by the governing body.

### **Commitment**

- I am committed to undertaking my role as a governor in a way which reflects Christian beliefs and values
- I acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- I will involve myself actively in the work of the governing body, and accept my fair share of responsibilities, including service on committees or working groups.
- I will make full efforts to attend all meetings and where I cannot attend explain in advance in full why I am unable to do so.

- I will get to know the school well and respond to opportunities to involve myself in school activities.
- My visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
- I will consider seriously my individual and collective needs for training and development, and will undertake relevant training.
- I will be committed to actively supporting and challenging the headteacher.

### **Relationships**

- I will strive to work as a team in which constructive working relationships are actively promoted.
- I will express views openly, courteously and respectfully; the governor chairing a meeting is responsible for ensuring appropriate conduct at all times, and the other governors are responsible for supporting the chair in that role.
- I am prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and I will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- I will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community. I will seek to ensure good relationships with the local churches in our community especially the Church of England.

### **Confidentiality**

- I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- I will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- I will not reveal the details of any governing body vote.

### **Conflicts of interest**

- I will record any pecuniary interest that I have in connection with the governing body's business in the Register of Business Interests.
- I will declare any personal or pecuniary interest in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### **Undertaking:**

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed .....

Printed name .....

Date: .....

## **Appendix: The Seven Principles of Public Life**

*(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

### **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.

