



St. Giles Junior School
School Governor Code of Conduct

Adopted by the Governing Body:

Signed: _____ Chair of Governors

_____ Head Teacher

Date: July 2016

Date of Next Review: July 2017

Contents

CODE OF CONDUCT FOR GOVERNORS.....	3
ROLES AND RESPONSIBILITIES.....	3
COMMITMENT.....	4
RELATIONSHIPS.....	4
CONFIDENTIALITY.....	4
CONDUCT.....	5
SUSPENSION AND REMOVAL.....	5
TRAINING AND DEVELOPMENT.....	5
STRUCTURES.....	6
MEETINGS.....	6
MEETINGS CHARTER.....	7
CONFLICTS OF INTEREST.....	7
BREACH OF THIS CODE OF CONDUCT.....	8
Appendix A: PRINCIPLES OF PUBLIC LIFE.....	9
COMMITMENT to the St. Giles Junior School Code of Conduct.....	10

CODE OF CONDUCT FOR GOVERNORS

This Code of Conduct sets out the expectations on, and the commitment required from school Governors, by which the Governing Board and individual Governors will operate. The Governing Board agrees to accept the following principles of good practice and procedure:-

The Head Teacher is responsible for the day to day management of the school, the implementation of policies and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

ROLES AND RESPONSIBILITIES

Our principal concern as a Governing Board and as individual Governors is the strategic leadership of the school and the welfare of the school community

Governance is primarily concerned with three strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction
- b) Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff, and
- c) Overseeing the financial performance of the school and making sure its money is well spent

We recognise that the Head Teacher is responsible for the implementation of policies and the day-to-day management of the school

We recognise our responsibility for determining, monitoring and reviewing the policies, plans and procedures within which the school operates, including monitoring and evaluating the work of the school, offering support, constructive advice and help where needed

We accept that all Governors are equal members of the Governing Board

We accept that we have no authority to act individually unless the Governing Board has given us delegated authority to do so and it is legally permissible, and will only speak on behalf of the Governing Board when specifically authorised to do so

We accept collective responsibility for all decisions made by the Governing Board and will not speak against decisions made outside a Governing Board meeting

We have a duty to act fairly and without prejudice in all matters, including our responsibilities as a good employer

We will encourage open governance and should be seen to be doing so

We will give careful consideration to the impact of our decisions on people, organisations and the school community.

We will ensure that there is diversity and equal opportunity across the school community and that all members of the school and Governing Board are treated with respect and sensitivity, with alternative views listened and responded to

COMMITMENT

We acknowledge that accepting office as a Governor will require the commitment of significant time and energy to be an effective Governor

We will involve ourselves actively in the work of the Governing Board by attending meetings regularly, and accept our fair share of responsibilities, including membership of committees or working groups

We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to

We will get to know the school well, and respond to opportunities to involve ourselves in school activities

We will consider seriously our individual and collective needs for training and development and will undertake relevant training

We will undertake personal development as a Governor to keep knowledge and understanding at a level which best serves the interests of the school

We accept that in the interest of open government, our names, terms of office, roles on the Governing Board, category of Governor and the body responsible for appointing us will be published on the school's website

RELATIONSHIPS

Governors will work as members of a team in which constructive working relationships are actively promoted, forming the Governing Board which functions with corporate responsibility and accountability

We will seek to develop an open and honest relationship with the Head Teacher and all school staff, acting as a "critical friend" to the school, ensuring a balance is struck between offering challenge and support

We will acknowledge the time, effort and skills that are committed to the work of the Governing Board by Governors

CONFIDENTIALITY

Governors will always observe the confidential nature of the proceedings of the Governing Board in meetings and visits to the school as Governors

Governors will observe complete confidentiality when required or asked to do so by the Governing Board, especially regarding matters concerning individual staff or pupils

Governors will keep discussion about decisions confidential even when decisions themselves are made public through the minutes of meetings

Governors will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Board

CONDUCT

Governors acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy

We will encourage the open expression of views at meetings, but accept collective responsibility for decisions made by the Governing Board

We will not speak out against decisions, in public or private, outside the Governing Board

Governors will prepare for meetings by reading the paperwork provided, encourage open expression of views / questions and accept collective responsibility for all decisions made by the Governing Board.

We will speak or act on behalf of the Governing Board only when authorised to do so

In making or responding to criticism or complaints affecting the school, we will follow procedures established by the Governing Board

Governors will get to know the school well, respond to opportunities to get involved and be faithful in attending all commitments / meetings

Any visits to school whether informal; formal (e.g. monitoring) will be undertaken within the framework established by the Governing Board, in agreement with the Head Teacher and staff member. (See Governor Visits to School Policy)

We will always be mindful of our responsibility to maintain and develop the ethos of the school

We will declare any personal interest or potential personal gain from service as a Governor, will withdraw from any discussion or decision making which may directly or indirectly benefit self, family or business associates

SUSPENSION AND REMOVAL

If the need arises to use the sanction of suspending a Governor, we will do so by following the procedures / regulations to ensure a fair and objective process

We recognise that removing a Governor from office is a last resort, and that it is the appointing bodies who have the power to remove those they appoint

TRAINING AND DEVELOPMENT

Induction training is considered essential for all Governors joining the Governing Board
We consider that on-going training and development is essential for Governors to develop and be effective in their role. It benefits the school and individual Governors, and can help to develop effective teamwork

Governors are encouraged to undertake training to further their individual interests within the Governing Board and the work of the Governing Board as a whole

STRUCTURES

The Governing Board will employ a Clerk with a view to their efficient functioning and must have regard to advice from the Clerk (who will undertake regular training / updating) as to the nature of the Governing Board's functions

The Governing Board will work efficiently and effectively in the best interests of the school by

- utilising the skills and strengths of the Governors
- appointing individuals to appropriate roles and responsibilities
- forming committees and working parties when desirable
- fulfilling its statutory responsibilities, including ensuring the statutory right of appeal, through appropriate full delegation of powers and statutory functions to either:
 - a. a Committee
 - b. a Governor, or
 - c. the Head Teacher

Parent Governors - believe that the role of the Governor is for the good of all children and will not take advantage of the role for personal reasons

Governors will declare any pecuniary or business interest to be recorded in the Register of Business Interests - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time

MEETINGS

- Individual Governors do not have any authority in school
- It is the collective decisions of all the Governors together that carry authority
- The activities that Governors undertake outside meetings can be seen as preparation for the times when the Governing Board 'goes live' - in a meeting

To enable our Governing Board to carry out its functions well, its meetings are crucial.

If the Chair, the Head, the Clerk and all the Governors subscribe to, and implement this charter, the Governing Board will be giving itself the best chance of coming to informed, collective decisions

MEETINGS CHARTER

As a Governor I expect:

- people to attend regularly and be punctual;
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- my contribution to be heard and others to contribute to the discussion;
- the decision making process to be quite clear;
- Governors to work together and not to be stubbornly partisan;
- Governors to take collective responsibility for decisions;
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting;
- make relevant and positive contributions;
- listen to and consider what other people want to say;
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

CONFLICTS OF INTEREST

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 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

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.

This Code of Conduct is to be used as a basis for clarifying the behaviour and conduct expected of all school Governors. Whilst recognising that every Governing Board works and operates differently according to the type of school, there is nevertheless a general expectation of the standard of behaviour that is acceptable.

This Code of Conduct seeks to articulate that expectation in a framework that can be easily understood by all Governors and is recommended for adoption by our Governing Board.

Appendix A: 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).

Governors hold a public office and are expected to abide at all times by the principles governing those in public life. These principles apply at all times and should also guide the work and operation of the Governing Board. These principles are:

Selflessness

Holders of public office should take all decisions 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 friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making 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 the public office should be as open as possible about 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 this.

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 public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example

Once you have read our Code of Conduct, please complete and sign the commitment sheet and forward it to the Clerk of the Governing Body

COMMITMENT to the St. Giles Junior School Code of Conduct

As a member of the Governing Body at St. Giles Junior School I will do my utmost to always work to the terms of this Code of Conduct for the good of the whole school community.

Signed:

Printed name:

Date: