

# Aragon Primary School



## CODE OF CONDUCT FOR GOVERNORS

# **Aragon Primary School Code of Conduct**

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

## **The purpose of the governing body**

The governing body is the school's accountable board. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

## **The governing body has the following core strategic functions:**

### **Establishing the strategic direction, 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

## **For governing body's to carry out their role effectively governors must be:**

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable board by the lead professionals;
- Supported by the appropriate authorities in that task;

- Be willing and able to monitor and review their own performance.

### **The Seven Principles of this Governing Body are:**

#### **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 of 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.

### **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;
- Although appointed through different routes (i.e. parents, staff, co-opted, community), the overriding concern of all Governors has to be the welfare and interest of the school as a whole.

## **General**

- We understand the purpose of the Governing Body and the role of the Head teacher.
- We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
- 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.
- We will practise open and transparent governance
- We will encourage challenge at meetings and dissenting views will be recorded.
- We will, when a decision is agreed, accept collective responsibility for all decisions made by the Governing Body and will not speak against decisions outside the Governing Body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- 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.
- In making or responding to criticism or complaints affecting the school individual Governors will follow the procedures established by the Governing Body as set out in the Complaints Procedure.

## **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- 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.
- 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.
- Our visits to school will be arranged in advance with the Senior Management Team and undertaken within the framework established by the Governing Body's Visiting Policy.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We are committed to being a critical friend to the Headteacher and Senior Management Team by actively supporting and challenging them in a respectful manner.

## **Relationships**

- We will work as a team in which constructive working relationships are actively promoted.
- We will maintain a professional role at all times when exercising our Governor Duty and put personal relationships to one side.
- We will express views openly, courteously and respectfully in all our communications with other Governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will be prepared to answer queries from other Governors in relation to delegated functions and take into account any concerns expressed.
- We will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will develop effective working relationships with the Headteacher, staff and parents, The Willow Learning Trust, other relevant agencies and the community.
- We will not communicate with pupils (except a family member) by phone, email or on any social networking site.
- We will not comment on school matters on social networking sites.

## **Confidentiality**

- We will observe complete confidentiality in any matters where the Governing Body decides that it is necessary and specifically in respect of complaints and similar processes in order not to taint any investigation.
- In accordance with good governance principles we will not inappropriately disclose information about individual staff, pupils, parents or Governors.
- We will exercise caution if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.
- We will not reveal the details of any Governing Body vote.

## **Conflicts of interest**

- 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.
- We will publish any pecuniary or other business interest that we have in connection with the Governing Body's business on the school website.
- We will declare any pecuniary interest - 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.

- 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.

### **Breach of this code of practice**

- If a Governor believes this code has been breached, they will raise this issue with the Chair and the Chair will investigate, unless this involves the Chair in which case the Vice Chair should be informed.
- The Governing Body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- If the Chair believes, following investigation, that there has been a material breach of this code of practice by any Governor they will raise this at a meeting of the Governing Body. If the majority of Governors agree, it shall be minuted and may lead to suspension from the Governing Body.
- We will take into account the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of School Governor.

### **The Governing Body of Aragon Primary School adopted this code of practice on the 2<sup>nd</sup> November 2017**

Governors will also sign the Code at the first governing body meeting of each school year.

### **Undertaking:**

As a member of the Governing Body I will always have the well-being of the children and staff 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.