

Governors' Code of Conduct

2018/2019

At Holy Trinity C.E. Primary Academy we believe in lifelong learning. As a Christian school this forms the foundation upon which we build respect and commitment to our school family and the wider community. Our philosophy revolves around motivating and inspiring our school community through instilling values and facilitating progress and achievement. This is accomplished through the co-operation and teamwork of staff children, parents, Governors and other co-educators.

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. This code should be read in conjunction with the academy's Memorandum and Articles of Association which defines the legal framework within which we work.

The purpose of the governing board

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

The governing board:

- Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting 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
 - Conducts self-evaluation

- Ensures accountability by:
 - Responding to Ofsted 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

- 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 board.

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

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a governor

The governing board is a corporate board, which means:

- No governor can act on her/his own without proper authority from the full governing board.
- All governors carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, co-opted, member appointed), the overriding concern of all governors has to be the welfare of the school as a whole.

General

We understand the purpose of the governing board and the role of the Headteacher as set out above.

- We are aware of and accept the Nolan seven principles of public life: see Appendix A.
- We accept that we have no legal authority to act individually, except when the governing board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised 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 encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the governing board or its delegated agents. This means that we will not speak against majority decisions outside the governing board 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 we will follow the procedures established by the governing board.

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 board, and accept our fair share of responsibilities, including service on committees or working groups.
- If acting as directors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and/or third parties.
- If acting as members of the trust board, we accept that we may be held responsible up to the limit in the articles of association, were the school/trust to go bankrupt.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full 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 staff and undertaken within the framework established by the governing board and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the Headteacher.

Attend meetings and take a full part in the Governing Board

- Accepting the office of governor at Holy Trinity CE Primary Academy involves the commitment of significant amounts of time and energy. We will make full efforts to attend all meetings, get to know the school/academy well and respond to opportunities to involve ourselves in school activities.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- 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 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.
- We recognise that the roles of governor, staff member and volunteers in school are different. Where I am also a staff member and/or volunteer in school I will maintain the separation of my roles.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

Undertake induction training as a minimum and any other training that is required to be effective in the role

- We will request, and attend, induction training as soon as is reasonably practicable following appointment as new governors. We will continually evaluate our performance as a Governing Board and as individual governors, and undertake any training that is required to be effective in our role.

Confidentiality

- 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.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing board vote.
- We will additionally ensure that the Governing Board complies with the General Data Protection Regulation and the Data Protection Act 2018.

Declare Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the governing boards' business in the Register of Business Interests.
- 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 board.
- We will withdraw, for an appropriate length of time, from any meeting or discussion of the Governing Board when our governor colleagues agree that there is a conflict of interest.

Be transparent

As the Governing Board our first line of accountability is to parents, the wider school/academy and local community. We will demonstrate transparency by publishing on the school website up-to-date details of the structure of the Governing Board and any committees, together with the names of the school/academy's governors and their particular roles and responsibilities within that structure. We will also publish on the school/academy website the register containing the relevant business interests of governors and details of any other educational establishments they govern.

- We will comply with the requirement to provide details about people involved in governance at our school/academy, via the Department for Education's website "*Get information about schools*" and keep the information up to date.


- We are committed to publishing an Annual Statement setting out the key issues that have been faced and addressed by the Governing Board over the last year, including an assessment of the impact of the Governing Board on the academy.

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 should seek to resolve any difficulties or disputes constructively;
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate;
- We understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the governing board, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the governing board.
- In taking the decision to suspend we will follow a process as set out in Appendix B.

Undertaking:

The Governing Board of Holy Trinity CE Primary Academy (Handsworth) adopted this code of practice on 1st October 2018.

Signed:  Printed name: DAVID WILLEY

Position Chair

Date: 1/10/18

Appendix A: 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

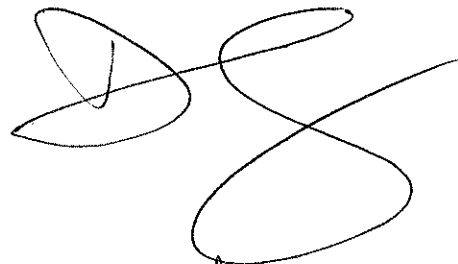
Holders of public office should promote and support these principles by leadership and example.

Appendix B: Process for governor suspension

Subject to the following paragraphs a governor may be suspended for all or any meetings of the governing board, or of a committee, for a reasonable period of time on one or more of the following grounds:

- a) that the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his employment;
- b) that the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he is disqualified from continuing to hold office as a governor under the articles of association;
- c) that the governor is in breach of any of the provisions of this code of practice which the governing body believes has, or could, bring the office of school governor into disrepute;
- d) that the governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the governing board or his office into disrepute; or
- e) that the governor is in breach of his duty of confidentiality to the school or to any member of staff or to any pupil at the school.

Nothing in this regulation shall be read as affecting the right of a governor who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the governing board during the period of his suspension.



Chair of Governors

1/10/18.

