



Woodgrange Infant School

Code of conduct for Governing Board

“Governing boards are the vision setters and strategic decision makers for their schools...” Lord Nash - Governance handbook, January 2017

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust

Woodgrange aspires to be an outstanding, nurturing school at the heart of the community.

We will provide child-centred, high quality learning through play and exploration that fosters curiosity, confidence and a love of learning.

- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/headteacher (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the lead executive/headteacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed



As individuals on the board we agree to the following:

Role & Responsibilities

- **We understand that all governors are equal members of the GB.** We accept that we have no authority to act individually, except when the board has given us delegated authority to do so and it is legally permissible, and we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- **We will encourage the open expression of views at meetings, but accept collective responsibility for decisions made by the governing body.** This means that we will not speak against majority decisions outside the governing board meeting.
- **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 governance.
- 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 we will follow the procedures established by the governing board.
- **We will actively support and challenge the executive leaders**
- We recognise that the headteacher is responsible for the implementation of policy and the day-to-day management of the school and avoid any actions that might undermine such arrangements;
- We recognise our responsibility for determining, monitoring and reviewing the policies, plans and procedures within which the school operates.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation
- Staff and parent governors...
 - should try and get a feel for majority opinion (do not have to represent views of all staff/parents)
 - are free to vote in accordance with own views
 - can report outcome of any items except confidential ones (but not individual governor's votes or comments)



- are representative of staff/parent voice NOT representatives of staff/parents

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, working groups and link roles.
- **It is our shared understanding that pre-planned governing board meetings, committee meetings and governor visits are our first priority at the pre-agreed time.** We commit to attending all meetings, except in the case of an emergency, illness or other unavoidable reason. If, exceptionally, we cannot attend we will inform the chair in advance or as soon as possible and explain the reason.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher or designated lead and undertaken within the framework established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- 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.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

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, the clerk to the governing board and school staff both in and outside of meetings.
- 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 board members 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 will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.



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/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- If an item is not confidential, the outcomes may be discussed with others but detail of individual views should not be shared.

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 such 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/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- 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.

Ceasing to be a governor

- **We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.**

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 governing board member, such as the vice chair will investigate.

Adopted by the governing board of Woodgrange Infant School on 11 October 2018



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.