

Ogston Federation
incorporating Morton &
Stretton Handley CE VC
Primary Schools.

Governing Body Code of
Conduct

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Aim of this code of conduct

At **Ogston Federation**, we recognise and value the effort taken by members of the governing body who contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the governing body is productive and enjoyable.

This code of conduct outlines what is expected from members of the governing body, including associate governors, and sets out the code of conduct which all members are required to comply with.

Core functions of governance

Members of the governing body will focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

The governing body will ensure it understands and meets the following key features of effective governance:

1. Strategic leadership that sets and champions vision, ethos and strategy
2. Accountability that drives up educational standards and financial performance
3. People with the right skills, experience, qualities and capacity
4. Structures that reinforce clearly defined roles and responsibilities
5. Compliance with statutory and contractual requirements
6. Evaluation to monitor and improve the quality and impact of governance
7. All governors are required to fulfil their duties in line with the law, the 'Governance handbook' and 'The 7 principles of public life'. In addition, all governors will be expected to be:
 - Committed
 - Confident
 - Curious
 - Challenging
 - Collaborative
 - Critical
 - Creative

Standards for conduct, behaviour and practice

All governors will agree to meeting the standards outlined in this section.

1. Undertake the roles and responsibilities of a governor

All governors will:

- Accept that their role is strategic and, therefore, focus on the core functions of the governing body rather than the day-to-day management of the school.
- Respect the role of the headteacher and senior leaders and their responsibility for the day-to-day management of the school, never acting in a way that could undermine such arrangements.
- Accept that they have no legal authority to act individually, except when they have been given delegated authority to do so.
- Act fairly and without prejudice.
- Encourage open governance.
- Accept collective responsibility for decisions made by the governing board.

- Be mindful of their responsibility to maintain and develop the ethos and reputation of the school.
 - Consider how decisions may affect the community.
 - Stand by decisions that the governing body makes as a collective.
 - Where decisions and actions conflict with 'The 7 principles of public life' or may place pupils at risk, bring this to the attention of the relevant authorities.
 - Actively support and challenge the leadership of the school.
 - Follow the procedures established by the governing body.
 - Only speak on behalf of the governing body when they have been specifically authorised to do so.
 - When formally speaking or writing in a governing role, ensure their comments reflect current school policy even if that may differ from their personal views.
 - Fulfil their duties as an employer, acting in a manner that is expected of a good proprietor.
- Adhere to the school's rules and policies, and the procedures of the governing body in accordance with the relevant governing documents and law.

2. Demonstrate commitment to the role

All governors will:

- Access training and support available to fully understand their role.
- Be committed to the amount of time and energy the role involves.
- Be actively involved in the role and accept their fair share of responsibilities within the governing body.
- Give full effort to the attendance of meetings. Where a governor cannot attend a meeting, they will contact the clerk in advance to give their apologies and the reason for their non-attendance.
- Come to all meetings prepared.
- Visit the school to undertake agreed monitoring or participate in school events, with visits being arranged beforehand with the headteacher and undertaken within the framework established by the governing body.

3. Behave appropriately

All governors will:

- Pay due regard to their position of public office and adhere to 'The 7 principles of public life':
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the governing body.

- Take into account any concerns expressed about their delegated function and be prepared to answer queries from other governors regarding their role.
- Act in the best interests of the school and its pupils; governors will not act in a manner that will bring the school into disrepute.

4. Build relationships

All governors will:

- Seek to develop open, honest and effective working relationships with the headteacher, staff members and parents at the school, as well as any other relevant body, such as the LA.
- Continuously strive to work as a team.
- Express their views openly, in a courteous and respectful manner.

5. Maintain confidentiality

All governors will:

- Maintain complete confidentiality both inside and outside the school when matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils.
- Not reveal details of a governing body vote.
- Operate in line with the Data Protection Act 2018 and UK GDPR. Maintain confidentiality even after they leave the governing body.

6. Be transparent

All governors will:

- Accept and consent that in the interests of open and transparent governance, their names, dates of appointment, terms of office, roles, attendance records and any conflicts of interest will be published on the school's website.
- Accept and consent to information relating to them, as members of the governing board, being logged on Get Information about Schools (GIAS). This information will be given by governors on a voluntary basis, but in doing so governors should understand that any information provided to the governing board must be shared with the Secretary of State via GIAS.

7. Declare conflicts of interest

All governors will:

- Act in the best interests of the school at all times, and not act in the interest of, or as a representative of, any group or individual.
- Declare any business, personal or other interests they have in connection to the governing board's interests and record these in the Conflicts of Interest Register.
- Declare any interest they may have in an item of business on the agenda and immediately remove themselves from the meeting while it is under discussion. Any conflict of interest will be declared at the start of any meeting, should the situation arise.

Breaching the code

If a member of the governing body breaches this code of conduct, the issue will be raised with the chair of governors, who will investigate the concern. In the event that it is believed the chair of governors has breached this code of conduct, another member of the governing body will undertake the investigation.

The governing body will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered. The governing body will only suspend or remove a governor from their post as a last resort. If the need arises to suspend a governor, the governing body will ensure a fair and objective process by implementing the following procedure:

- A resolution to remove a governor from office will be included on an agenda and circulated to all members of the governing body.
- A meeting will be held and the resolution to remove the governor from office will be fully explained.
- Governors will give due and careful consideration to the reasons given to remove the governor from office.
- The governor whom it has been proposed to remove from the governing body will be given the opportunity to make a statement in response to the resolution to remove them from office.
- Within 14 days of the first meeting, a second meeting must be held and an item specifying that the governing body will confirm their decision included on the agenda.
- Any elected staff or parent governor who has been disqualified from their role and removed from office will be disqualified from serving as a governor and holding office for a period of five years. This period is taken from the date immediately after the day they were disqualified from their elected role. Given the consequence of the five-year disqualification period, the governing body's power to remove an elected parent or staff governor will only be used in exceptional and serious circumstances which may include the following:
 - Serious misconduct
 - Repeated serious incompetence
 - Engagement in conduct which aims to undermine fundamental British values
 - Actions that are significantly detrimental to the effective operation of the governing body.
 - Actions that are significantly detrimental to the effective operation of the school

A governor who has been removed from the governing body has the right of appeal. The governor should exercise their right of appeal by writing to the clerk to governors within 10 working days of their removal from the governing body, making clear the reasons for their appeal.

On receipt of an appeal, the governing body will establish an independent appeal panel. The appeal panel will comprise a panel of three governors and membership may include a governor from another school or an appropriate representative from the LA.

Monitoring and review

This code of conduct will be reviewed on an annual basis by the governing body and any changes made will be communicated to all governors.

All governors are required to familiarise themselves with this code of conduct as part of their induction programme.

Date code of conduct last reviewed September 2021

Signed by Margaret Gilll

Date 29/09/21

Chair of Governors

The next scheduled review date for this code of conduct is September 2022.

