

# Code of Conduct for Friezland School

## Governing Board



School Governors play an important role in the Friezland Community. This code sets out the expectations on and commitment required in order for the Governing Board to effectively carry out its work. Governors make a positive contribution to the School by giving their time, expertise and experience to help shape the leadership and quality learning of the school. The Governing Board is the key strategic decision making Board in the school; setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a Governing Board's strategic role.

### The Governing Board 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
- managing the Headteacher's performance through regular appraisals
- engaging with all key stakeholders
- contributing to school monitoring and self-evaluation

Ensuring **financial probity**, by:

- setting the annual budget
- monitoring spending against the budget
- evaluating the effectiveness of spending
- ensuring 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 the purpose of the board and the role of the Headteacher.

- We accept that we have no legal authority to act individually, except when the 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 accept collective responsibility for all decisions made by the board or its delegated agents. 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; in as 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 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 the Headteacher and the senior leadership team but challenge their expectations and hold them to account for school performance.
- We will promote tolerance of, and respect for, those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.

### **Commitment**

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and efforts.
- We will each involve ourselves actively in the work of the Governing Board, and accept our fair share of responsibilities.
- We will make full efforts to attend all meetings (whether virtual or face-to-face) 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 visit the school ensuring all visits are arranged in advance with the Headteacher and undertaken within the framework established by the Governing Board (see GB visit policy / guidance).
- 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 government, 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 Board 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).
- We will inform the board if we are unable to provide continued commitment to complete our term of office, to allow for a recruitment process to take place in order to fill our role at the earliest opportunity.

### **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 and the clerk to the Governing Board.
- 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 consider 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 Headteacher, staff, parents, the local authority, the wider community and other relevant agencies.

### **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 Board meeting.
- We will not reveal the details of any Governing Board vote.

### **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 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.

### **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.

Governors will sign the Code of Conduct at the first governing Board meeting of each school year or on induction if this occurs at another point in the school year.

**The Governing Board of Friezland Primary School adopted the original Code of Conduct on 5<sup>th</sup> July 2017.**

**Reviewed / Updated:** September 2021 by R Swaby (Headteacher).

**Undertaking:** As a member of the governing Board I will always have the achievement and well-being of the children 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 Board, the Headteacher or staff.

**Signed:**

**Print Name:**

**Date:**

## The Seven Principles of Public Life

(Originally published by the Nolan Committee)

**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.

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.