



East Sheen Primary School

Governing Body Code of conduct

The governing board has the following core strategic functions

Establishing the strategic direction, by:

- setting and ensuring clarity of the vision, values, and objectives for the school/trust
- 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 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:

Roles and responsibilities

- We understand the purpose of the board and the role of the headteacher/executive leaders.
- 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, 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 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 affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher/executive leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- 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 formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

Commitment

- We commit to work collectively to embed a culture of effective succession planning. This will be achieved by identifying successors, nurturing and mentoring talent to ensure smooth transition of leadership roles i.e. chair, vice chair, chairs of committees and link governor positions. As individuals we will complete an annual evaluation audit to identify strengths or areas for leadership development within the board.
- We acknowledge that accepting office as a governor/trustee/academy committee member 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.
- We commit to attend all meetings and where we cannot attend, explain in advance to the clerk/or chair 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, and commit to arrange all visits to school in advance with applicable staff, undertaken within the framework established by the governing board and agreed with the executive leader/headteacher.
- When visiting the school in a personal capacity (ie as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.



- We will actively audit our individual and collective needs for induction, training and development, and will all undertake to attend the 'Getting to Grips with Governance' (or equivalent) CPD session within the first three to six months of appointment.
- To ensure our safeguarding responsibilities are adhered to we commit to read the 'Keeping Children Safe in Education' guidance. We collectively acknowledge the requirement for two designated safeguarding link governors to be in place at all times. The expectation placed on the safeguarding link governors is to familiarise themselves with the whole guidance document and commit to Level 1 safeguarding training – (pre-course e learning safeguarding awareness programme, followed by face to face AfC Role of the Safeguarding Governor'). We acknowledge that best practice would be for all governors to commit to address this training.
- We acknowledge that if, as individuals we do not comply with training expectations this could lead to possible suspension from the board.
- We commit to refresh relevant training every three years to keep abreast of current changes in governance legislation.
- We accept that in the best interests of open governance, our full names, date of appointment, term of office, roles on the board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us, and date of resignation will be published on the school's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors – Get Information about Schools (formally Edubase).
- We acknowledge that in accordance with government legislation we will comply with the school to instigate the application of an enhanced criminal records certificate within 21 days of appointment to the Board.
- We acknowledge and agree to note our application form number and register immediately with the Disclosure and Barring Service (DBS) Update Service (free to volunteers) at www.gov.uk/dbs-update-service
- We acknowledge that by registering to the Update Service an annual DBS check will be electronically renewed, free of charge, in my capacity as a governor on this Board.

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/trustees/academy committee members, the clerk to the governing board and school staff both inside 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 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 will seek to develop effective working relationships with the headteacher, staff and parents, the trust, the local authority and other relevant stakeholders within our community.
- We will acknowledge that as governors we are representatives of our category of governorship, opposed to representatives for parents or staff and are primarily appointed due to the skills that we bring to the board.

Proceedings of the governing board

- As a corporate body, we agree to make quorate decisions by email, if deemed necessary/urgent and such decisions will subsequently be ratified and minuted at the next scheduled meeting.
- As a corporate body, we will agree alternative arrangements for governors to participate or vote at meetings including, but not limited to, telephone or video conference.

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.
- We will ensure all confidential papers are held and disposed of appropriately (as applicable).

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 and governor's details (including associate members) will be published on the school/trust's website. Any governor failing to provide information to enable the governing board to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing board into disrepute.
- 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/trustee/academy committee member

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member 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 or removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that is believed to have breached this code, another governor, such as the vice chair will investigate.

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.



By signing this code of conduct we declare we are not disqualified* from holding a governorship position.

*Current disqualification criteria is listed within The School Governance (Constitution) (England) Regulations 2012, Regulation 17, Schedule 4.

As governors we consent to our data being used and shared for the purpose of and in conjunction with, our role as governors at this school.

This Code of Conduct was formally adopted by the governing board of East Sheen Primary School on 22nd October 2019 and signed by all current members.

NAME OF GOVERNOR	SIGNATURE
NAME OF CLERK	SIGNATURE

Source:

NGA - National Governors' Association/ DfE – Department for Education /AfC - Achieving for Children

Last reviewed: August 2019

