

Mason Moor Primary School

Governors' Code of Conduct 2018\2019

This code sets out the expectations on and commitment required from school governors, in order for the governing board to properly carry out its work within the school and the community. The governing board has the following core strategic functions:

Establishing the strategic direction

- Setting the vision, values and objectives for the school.
- Agreeing the school improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensuring accountability

- Appointing and performance managing the Headteacher.
- Monitoring progress towards targets.
- Engaging with stakeholders.
- Contributing to school self-evaluation.

Ensuring financial probity

- Setting the budget and monitoring spend, ensuring value for money is obtained.
- Ensuring risks to the organisation are managed.

Individual roles & responsibilities

We understand the purpose of the governing 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 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.

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.

- We will make full efforts to attend all meetings 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, with all visits to school 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 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.

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 will be 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, parents, 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 business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

DBS checks

- All governors must have an Enhanced DBS certificate.
- Governors in a regulated activity must also have a children barred list check.
- DBS checks do not have official expiry dates and any information included will only be accurate at the time the check was carried out.
- Governors are therefore under an obligation to report anything that a DBS check, or other safeguarding check, would pick up at a later date whilst still in office.
- At Mason Moor we will align renewal of DBS checks with governor terms of office.

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'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.

- We will ensure that governance and any other relationships within the school community are kept separate, except when on official governing board business.
- Staff governors operate as part of the governing board to provide strategic direction and to hold the Headteacher to account, holding equal status with all governors. They are well-placed to contribute to discussions on school matters and their input will be taken as a governor and not a member of staff.

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 governor, such as the Vice Chair will investigate.

Removal of Governors

From 1 May 2017 elected parent or staff governors removed from the WGB during their term of office will be disqualified from serving or continuing to serve as a school governor for 5 years from their date of removal.

From 1 September 2017 maintained school governors bodies were given the power to remove elected parent and staff governors in the same way as co-opted governors can be removed i.e. by majority decision of the governing board. The conditions under which such action would be considered are as follows:

1. That the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his or her employment.
2. That the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he or she is disqualified from continuing to hold office as a governor in accordance with The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017.
3. 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 or her office into disrepute
4. That the governor is in breach of his or her duty of confidentiality to the school or to any member of staff or to any pupil at the school.
5. That the governor is not compliant with this code of conduct.
6. Non-attendance, in line with the Governance Handbook.

Adopted by the governing board of Mason Moor Primary School on Tuesday 18 September 2018.

Signed: _____ Print name: _____