



## **The Rowan Learning Trust**

# **Code of Conduct for Local Governing Body Members of Kirkby High School (2018-19)**

### **The Purpose of the Local Governing Body**

The Governing Body:

- Is responsible for the conduct of the school and for promoting high standards
- Aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being

### **The Governing Body**

- In conjunction with the Board of Directors of the Trust sets the strategic direction of the school by:
  - Setting the values, aims and objectives for the school
  - Agreeing the policy framework for achieving those aims and objectives
  - Setting statutory targets
  - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- Challenges and supports the school by monitoring, reviewing and evaluating:
  - The implementation and effectiveness of the policy framework
  - Progress towards targets
  - The implementation and effectiveness of the school improvement strategy
  - The budget and the staffing structure
- Ensures accountability by:
  - reviewing the Self Evaluation Form
  - responding to Ofsted reports when necessary
  - holding the Headteacher to account for the performance of the school
  - ensuring parents and students are involved, consulted and informed as appropriate
  - making available information to the community

For the Governing Body to carry out the role effectively, Members must be:

- Prepared and equipped to take their responsibilities seriously
- Supported by the Board of Directors in that task
- Willing and able to monitor and review their own performance

## **The Role of a Governor**

In law the Governing Body takes its authority from the Board of Directors, which means:

- no Member can act on her/his own without proper authority from the full Governing Body
- all Members carry equal responsibility for decisions made
- although appointed through different routes (i.e. parents, staff, Trust), the overriding concern of all Governors has to be the welfare of the school as a whole
- the Governing Body cannot act beyond the authority delegated by the Board of Directors

**The Governing Body accepts the following principles and procedures:**

### **General**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
3. We accept that all Governors have equal status, and although appointed by different groups (i.e. parents, staff, Trust) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the Trust.
6. We will encourage open governance and shall be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools and the community.
8. We are aware of and accept the Nolan seven principles of public life (see appendix).
9. We accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body meeting.
10. 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.
11. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.

### **Commitment**

12. We will each involve ourselves actively in the work of the Governor, attend regularly and accept our fair share of responsibilities. When we cannot attend we will explain in advance when and why we cannot attend.
13. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
14. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

### **Relationships**

15. We will strive to work as a team in which constructive working relationships are actively promoted.
16. We will seek to develop effective working relationships with our Headteacher, staff, parents, other relevant agencies and the community.
17. We will express views openly, courteously and respectfully in all our communications with other Members.

## **Confidentiality**

22. We will observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as Governors.
23. We will observe complete confidentiality when required or asked to do so by Governing Body, especially regarding matters concerning individual staff or students.
24. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.
25. We will not reveal the details of any Governing Body vote.

## **Conflicts of Interest**

26. We will record any pecuniary or other business interest that we have in connection with the Governing Body's business in the Register of Business Interests.
27. We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

## **Breach of this Code of Practice, Suspension and Removal**

28. If we believe this Code has been breached, we will raise this issue with the Chair and the Chair will investigate (if the Chair has breached the Code of Conduct for Governors then either the Headteacher (if he/she is a governor) or the Vice Chair (if the Headteacher does not have governor responsibility) will investigate); the Governing Body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
29. We understand that any allegation of a material breach of this Code of Conduct for Governors by any Governor shall be raised at a meeting of the Governing Body, and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension from the Governing Body.
30. We are aware that the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school governor (held as a separate document) and accept that the Trust will apply equivalent grounds and disqualification criteria.
31. All Members will sign the Code of Conduct for Members at the first Governing Body meeting of each school year.

I agree to the terms of the Code of Conduct for Governing Body Members.

**Signed** \_\_\_\_\_ **Printed name** \_\_\_\_\_

**Date** \_\_\_\_\_

### **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.