



## Kiwi Primary School Governing Body

Chair: P Bassindale  
Headteacher: L Eatherington  
Clerk: R Atkins

### GOVERNORS' CODE OF CONDUCT

The ability of a governing body to work together for the good of the school depends essentially on trust and an understanding of common purpose. This code sets out the expectations on and commitment required from our school governors for the governing body to properly fulfil its role within the school and the community.

#### ***The governing body 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 and performance managing the headteacher
- Monitoring progress towards targets
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the school are managed

Ensuring the voices of stakeholders are heard

#### ***As individuals on the governing body we agree to adhere to the following principles and procedures:***

#### **Role and Responsibilities**

- We understand that our role is strategic and that the day-to-day management of the school is the responsibility of the headteacher.
- We will work collectively and openly for the benefit of the school.
- We accept collective responsibility for all decisions. This means that we will not speak against majority decisions outside the governing body meeting.
- Where decisions and actions conflict with the Seven Principles of Public Life (Annexe A) or may place pupils at risk, we will speak up and alert the relevant authorities.
- We will consider carefully how our decisions may affect the community and other schools.
- We will only speak or act on behalf of the governing body if we have been authorised to do so.
- We will actively support and challenge the headteacher.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will fulfil our responsibilities to school staff, ensuring a safe working environment, supporting their wellbeing, and acting fairly and without prejudice.
- In making or responding to criticism or complaints we will follow the established procedures.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school, the local community and on social media will reflect this.

## **Commitment and Conduct**

- 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 body and accept our fair share of responsibilities, including service on committees or working groups.
- We will make every effort to attend all meetings. If absence is unavoidable, we will give our apologies and an acceptable reason in advance.
- We will prepare well for meetings by being proactive in posting, reading and evaluating all relevant documents on the Governors' Portal in a timely manner.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to the school will be undertaken within the framework established by the governing body and agreed with the headteacher. Classroom visits will only be made after liaising with the relevant member of staff.
- When undertaking school visits, we will be fully mindful of the principles and procedures contained in the school's Staff Behaviour policy (for Safer Working Practice) and Code of Conduct.
- When using social media, we will be mindful of the need to maintain appropriate standards of online behaviour and adhere to the Online Safety policy
- We will participate in induction training, prioritise training in required areas (such as safeguarding) and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

## **Relationships**

- We will develop effective working relationships with the headteacher, staff, parents, the local authority, the local community, other schools and relevant agencies.
- We will respect the remit of, and engage constructively with, relevant authorities and other schools.
- We will express views openly, courteously and respectfully in all our dealings with other governors, the clerk and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern individual staff, pupils or families.
- We will not reveal the details of any governing body vote.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting, recognising that many enquiries should be re-routed to the headteacher or the chair of governors.
- We will adhere to the Data Protection Act 1998 and the GDPR Regulations 2018.
- We will maintain the confidentiality of all documents on the Governor Portal.
- We will maintain confidentiality even after we leave office.

## **Conflicts of interest**

- We will record any business, personal or other interest that we have in connection with the governing body's business in the Register of Business Interests.
- 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 need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.

- We will act in the best interests of the school as a whole and not as a representative of any group.
- 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 body responsible for appointing us will be published on the school's website.
- We accept that information relating to governors will be collected and recorded on the DfE's national database of governors (Get Information About Schools), some of which will be publicly available.

***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 body 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 body member, such as the vice chair will investigate.

**Agreed by the Governing Body 23/09/2024**

Signed: *P Bassindale*

**Chair of Governors**

## Appendix 1

### 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.