



Code of Conduct for Our School Governors

This code sets out the expectations on and commitment required from our 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, 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
- Performance managing the headteacher
- Engaging with stakeholders
- 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 organisation are managed

As individuals on the board, we agree to the following:

Role and 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, 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 will consider the advice of the Clerk and seek guidance regarding the extent and limit of our roles and responsibilities as Governors as necessary.

Commitment

- 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.

- 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 names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.
- Each governor will provide a secure, private email address to the school in order to receive agendas, documents, reports, training details and notifications etc. from the Clerk.

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 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 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.
- Each governor will ensure that emails and attachments received from the school and/or the Clerk are treated as private and confidential.
- 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.

Publishing information

To ensure our board is transparent and open to the community we serve, we will make certain information publicly available.

We accept that the following [information will be published on the school's website](#) to ensure transparency:

- The structure and remit of the members, board of trustees, committees and local governing bodies (where applicable), and the full name of the chair of each one (where applicable)
- For each member, trustee and local governor (where applicable) who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - Their term of office (trustees and local governors only)
 - The date they stepped down (where applicable)
 - The body that appointed them (trustees and local governors only)
 - Their relevant business and pecuniary interests
 - Their attendance record over the last academic year (only for trustees at board and committee meetings and local governors at local governing body meetings)

We accept that the information about members, trustees and local governors will be published on [Get information about schools](#)

We accept that the information about trustees will be published on [Companies House](#)

We accept that the approved board and committee minutes and any agenda and papers considered at a meeting will be [made available to any interested person](#)

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.

Communication

- When using email we will be cautious and professional.
- We are aware that emails are subject to the Freedom of Information Act 2000 and we will not discuss individual parents, pupils and staff.
- We will use secure email accounts.
- We will copy in all governors and the clerk where appropriate in order to maintain transparency within the governing board.
- We will check our emails regularly and respond in a timely fashion when requested to do so.

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.

The Governing Board of St Peter's Catholic School adopted this Code of Conduct on 13 September 2017 with an update approved on 16 September 2020

Governors sign the Code at the first Board meeting of each school year.

Undertaking:

As a member of the Board of Governors I will always have the 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 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.