

Hemingford Grey Primary School Governing Body

Code of Conduct for 2024/25

This code of conduct details the behaviour and professional standards required from Hemingford Grey Primary school governors in order for the governing body to properly carry out its work within the school and the community.

It recognises that effective governance is the result of strong professional relationships that are based on mutual understanding of roles and responsibilities. Governing bodies should use their code of conduct alongside individual role descriptions to ensure all governors understand what is expected of them.

The Nolan Principles of Public Life

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 this.

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.

As a governing body we will focus on our core strategic functions, ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

As individuals on the governing body we agree to:

Fulfil our roles & responsibilities

- We accept that our role is strategic and so will focus on the core functions rather than involve ourselves in day-to-day management
- We will develop, share and live the ethos and values of our school.
- We agree to adhere to school policies and procedures.
- We will fully co-operate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring or right to work checks.
- We will work collectively for the benefit of the school and only speak or act on behalf of the governing body if we have the authority to do so.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We accept collective responsibility for all decisions made by the governing body and will stand by the decisions that we make.
- We will consider how our decisions may affect the school and local community.
- Where decisions and actions conflict with the Seven Principles of Public Life or may put pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- We will publish on the school website the structure and remit of the governing body and any committees, and the full names of the chair of each.
- We will strive to uphold the school's reputation in our private communications (including on social media).
- When making or responding to complaints we will follow the established procedures.
- We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
- We will risk assess meetings with guests who do not hold a DBS to clear the meeting content.

Demonstrate our commitment

- We acknowledge that accepting office as a governor involves the commitment of significant time and energy. We aim to give a terms notice if resigning before the end of our term of office.
- We will each involve ourselves in the governing body's work and accept our fair share of responsibilities, including serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, and ready to make a positive contribution and observe protocol.
- 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 arranged in advance with the headteacher/relevant staff member and undertaken within the policy established by the governing body.
- When visiting the school in a personal capacity (i.e. as a parent/carer), we will continue to honour the commitments made in this code.

- We will participate in induction training (including safeguarding training) and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.
- We will confirm our eligibility to be a governor in writing and inform the clerk immediately if there is a change.
- We accept that as governors we need to have an enhanced DBS check and Section 128 check on appointment.

Build and maintain relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express our views openly, courteously and respectfully in all our communications with other governors and staff both inside and outside of meetings.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- We will support the chair in their role of leading the governing body and ensuring appropriate conduct.
- 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 develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
- We will ensure that an appropriate balance is reached between providing challenge and support to the headteacher.
- We will disclose any relationships with other governors or staff at the school and allow this information to be published on the school website.

Respect confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, pupils or parents (both inside and outside school).
- We will not reveal the details of any governing body discussion or how governors vote, unless agreed.
- We will exercise the highest degree of prudence when discussions regarding school business arise outside a governing body meeting.
- We understand that the requirements of confidentiality will continue to apply after we leave office and will ensure that any information relating to the school is returned to the school.
- We will only use secure emails and ensure that confidential and sensitive data is kept securely, both paper and electronic versions.
- We will ensure all confidential papers are held and disposed of appropriately.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the governing body's business and will record these in the Register of Pecuniary Interests and accept that the Register of Pecuniary 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, and if a conflicted matter arises in a meeting, we will offer to leave for the duration of the discussion and any subsequent vote.
- We will act as a governor in the best interests of the school; not as a representative of any group.
- We will not use the governing body to enhance or influence the education of our own children or those personally known to us or pursue personal agendas.
- We accept that a governor paid to work at the school, other than the headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the school.

