



## **Gobowen Primary School**

### **Code of Conduct for Gobowen Primary School Governing Body**

The Governing Body has the following core strategic functions:

Ensuring there is strategic direction, by:

- Working with school staff to set 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 Governing Body we agree to the following:

#### **Role & Responsibilities**

- We understand the purpose of the Governing Body 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 Body when we have been specifically authorised to do so.
- 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.
- 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 government and will act appropriately.

- We will consider carefully how our decisions may affect the community and other schools.
- We will uphold and endorse all school policies, without exception at all times.
- 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 Body.
- We will actively support and challenge the Headteacher.
- We will uphold and support all school policies at all times.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will make full efforts to attend all meetings.
- We will ensure that we are well prepared for meetings.
- 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 full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will ensure that we are fully prepared for all meetings, having read all relevant documentation beforehand.
- 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 staff and undertaken within the framework established by the Governing Body and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development and will undertake relevant training.

### **Relationships**

- We will strive to work as a team in which constructive 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 in 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
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
- We will not reveal the details of any Governing Body vote.

### **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 Body's business in the Register of Business Interests, and if such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of a meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as representative of any group, even if elected to the Governing Body.

### **Publication of Governor's Details**

- We understand that, in the interests of transparency, details of the school's governance arrangements will be published on the school website. This should include:
- The structure and the remit of the Governing Body and any committees, and the full name of the chair of each;
- For each governor who has served at any point over the past 12 months:

Their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government)

Relevant business and pecuniary interests (as recorded in the register of interests) including:

- Governance roles in other educational institutions;
- Any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
- Their attendance record at Governing Body and committee meetings over the last academic year.

- We will provide the relevant information to enable the *Governing Body* to fulfil these responsibilities.

### **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 governor, such as the vice chair will investigate.

### **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.

### The role of the Link Governor.

- The role of the link governor is to provide a link between the Governing Body and the school.
- It is important to remember that staff do not have a statutory requirement to meet with a Link Governor and that the role is based on goodwill.
- Link Governors support the curriculum subject leader or coordinator (for example SEND) and relay details of the meetings to the full governing body.

When link governors visit the school and report back to the full Governing body, it helps to deepen all governors' understanding of how the school operates, how strategic objectives are being pursued, how financial resources are being used and what extra support the school may need to meet its objectives.

- Link Governors provide an additional source of evidence upon which decisions can be made and support the school to meet its strategic objectives.
- Link Governors constitute part of a strategy to monitor and regularly evaluate the progress of the School Improvement Plan.
- The Link Governor should not pass judgement or comment on classroom practice or a specific incident.

### Meeting Preparation

- Link Governors will contact their linked staff member to arrange the meeting.
- The meeting should take place in the first half of each term (3 meetings per academic year)
- Link Governors should access the planning documents and action plan online before their visit.

Consider:

- o What is the purpose of this visit?
- o What has prompted my decision to visit - a specific or general issue?
- o What are my expectations?
- o How to conduct the visit so as not to get in the way or create a distraction. Consider staff are working to a timetable and may not have time to discuss fully issues with a governor during the normal school day. Consider an after-school meeting, online or

telephone call.

Link Governors should have a timetable for their visit.

Learning walks should be part of the Link Governors' role. This may be used as an opportunity to talk with pupils, if the staff members is comfortable with this.

Some suggested questions to stimulate discussions between the Link Governor and staff member.

- How is the curriculum area taught in different age groups?
- How does the curriculum offer challenge to the more able pupils?
- How are children with SEND taught?
- How is Pupil Premium money being used to support pupils and is this having an impact?

How do you know?

- How is children's work assessed, evaluated, and monitored?
- How are children performing? How do you know? Are there any broad trends compared to similar schools, national rate, or national picture?
- What future developments, including outside visits, visitors, are planned in school?
- How is ICT being used in this subject area? How is the E-safety policy implemented?
- How are parents/carers involved in their children's learning?
- How are parents provided with advice and guidance to support and /or extend learning at home?
- How are the resources used? Are they effective and adequate? How do you know?
- Tell me about your aspirations for this subject area.

After the meeting

- Link governors will use the relevant action plan, if appropriate, as the basis of their report.
- The action plan can be annotated so it can be scanned.
- At the end of the meeting the link governor should send their report to [admin@gobowen.shropshire.sch.uk](mailto:admin@gobowen.shropshire.sch.uk). The report will be forwarded to the chair of governors and the headteacher.
- Link governors should be prepared to provide brief feedback to all governors at the next full governors meeting and answer questions.

Any observed concerns should be reported to the Headteacher and the Chair of Governors as soon as possible after the meeting.

Date Code of conduct adopted: March 2024

Signed (Chair) ..... Date .....