



**BUNGAY HIGH SCHOOL**  
**Code of Conduct for Governors**

<b>Adopted:</b>	May 2016
<b>Review Date:</b>	Spring 2018
<b>Responsible for Review:</b>	Chair of Governors
<b>Committee for Review:</b>	Steering
<b>Frequency of Review:</b>	2 Years
<b>Statutory:</b>	No



## Code of Conduct for Bungay High School Governing Body

This code sets out the expectations on and commitment required from school our governors in order for the governing body to properly carry out its work within the school and the community.

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

*The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body 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 has the following core strategic functions:**

(in line with the 2014 DfE Governors Handbook)

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 and associates 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 governing body 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 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.

### **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 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 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 body and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training. New governors agree to attend appropriate induction course(s) and all governors participate in the programme of training and development planned or made available each year by the governing body.
- We accept that in the interests of open government, 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.

## **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.
- We acknowledge that Governors hold an important public office and their identity should be known to their school and wider communities. We accept information will be published on the school's website to include for each governor/associate governor:
  1. their name
  2. their category of governor
  3. which body appoints them
  4. their term of office
  5. the names of any committees the governor serves on and
  6. details of any positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body

## **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 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.

### **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.

## **Meetings Charter**

### **As a Bungay High School governor I expect:**

- people to attend regularly and be punctual
- an agenda and relevant documents to be published or sent at least seven days before any meeting
- an agenda that makes clear the purpose of each item
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on members for contributions and keeps discussions to the point
- my contribution to be heard and others to contribute to the discussion
- the decision-making process to be clear
- governors to work together and not to be stubbornly partisan
- governors to take collective responsibility for decisions
- minutes that summarise discussion succinctly, record decisions accurately and are made available, in draft form, after each meeting.

### **Others can expect me to:**

- attend regularly and be punctual
- read the agenda, minutes and other papers before the meeting and note items I want to say something about
- bring my papers to the meeting
- make relevant and positive contributions
- listen carefully to what others say
- accept my share of collective responsibility, even for those decisions I do not personally agree with.