



# Castle Newnham

## Code of Conduct for Castle Newnham Federation Governors

Governors' Committee:	Full Governing Body
Adopted by the Governing Body on:	26 <sup>th</sup> January, 2016
Reviewed and agreed:	15 September 2016

### **A. GOVERNING BODY: PURPOSE AND PRINCIPLES**

The governing body is the federation's accountable body. It is responsible for the conduct of the federation 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 wellbeing.

In order to achieve the best possible outcomes for all the children and to fulfil its statutory responsibilities, the governing body will operate according to the following principles:



- Set the strategic direction of the federation by determining the character, aims, objectives, ethos and values of the federation
- Alongside the head teacher, develop the policy framework to achieve the aims and objectives
- Set statutory targets and help the federation to provide the best education for each of its pupils and enable them to achieve the highest standards of achievement
- Through relevant policies and procedures ensure that the federation sites are a safe environment for all pupils and staff
- Agree strategies for federation improvement, including approving the budget and agreeing the staffing structure
- Acknowledge that the day to day running of the federation and the implementation of plans and policies of the governing body, is the responsibility of the head teacher and senior leadership team
- Act as a critical friend to the head teacher and school. This means supporting and challenging. It means monitoring, reviewing, evaluating and offering support, constructive advice and a sounding board
- Ensure accountability to all stakeholders including pupils, parents, community and local authority. This accountability relates to safeguarding, standards, federation improvement, the budget and making appropriate information available to the stakeholders
- Regularly monitor and review the performance and activities of the governing body

## **B. THE ROLE OF THE GOVERNOR**

The office of governor involves a commitment of time and energy to the role. The individual governor acknowledges that:

- The governing body is a corporate body, therefore no governor can act on his/her own without proper authority from the full governing body
- As part of that corporate body, the responsibility for all decision making is carried equally amongst all governors
- Governors accept collective responsibility for all decisions made by the governing body and therefore do not speak against majority decisions outside the governing body meeting
- He/she has an awareness of and accepts the Nolan principles of public life
- Governors are appointed by different bodies (parents, staff, local authority) but the ultimate aim and concern of all governors has to be the welfare of the federation as a whole
- All governors must declare openly and immediately, any conflict of interest arising from a matter before the governing body or from any aspect of governorship

## **C. GOVERNORS' COMMITMENT**

Acknowledging the significant time and energy commitment involved all governors will:

- Make every effort to attend meetings and where this is not possible explain in full and in advance
- Accept a fair share of the responsibility of the workings of the governing body and its committees
- Take or seek opportunities to enhance his/her effectiveness as a governor through participation in training, development programmes and increasing his/her knowledge of the school
- As a result of self-review and areas for development identified, identify and attend appropriate training



- Ensure that any visits to school sites will be arranged in advance with staff and conducted according to the Governor School Visits Policy

### **D. RELATIONSHIPS**

Governing bodies can succeed or fail on the strength of relationships. The principal working relationships are with each other and the head teacher, but accountability to stakeholders ensures that there are other relationships which need to be cared for.

Essentially the governing body:

- Must strive to work as a team, promoting constructive working relationships
- Will encourage the expression of views openly and an environment where every governor feels confident to participate in discussions and feels listened to
- Ensure that the chair of governors facilitates good discussions and challenges any governor who becomes aggressive or tries to dominate
- Discuss and review succession planning within the governing body to promote and preserve good relationships within the framework of the governing body
- Will support and challenge in equal proportions, the head teacher and senior leadership team in a courteous manner
- Will respect and acknowledge time, effort and skills from all members of the governing body and staff at the school
- Will accept that differences of opinion may arise in discussions, but when a majority decision is made this should then be accepted by all governors
- Follow good practice and procedures in communications, to actively develop effective relationships with the staff, the parents, the community, the local authority and other relevant agencies

### **E. TRAINING AND DEVELOPMENT**

Governor training and development is important. It benefits the federation and individual governors and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the governing body and the work of the governing body as a whole.

### **F. BEHAVIOUR**

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Governors should only speak or act on behalf of the governing body when they have been specifically asked to do so
- All visits to the school sites should be undertaken within a framework which has been established by governing body and agreed with the head teacher
- In responding to criticism or complaints relating to the school, governors should refer to the school's 'complaints procedure' for the correct procedure to be followed and advise the complainant accordingly.
- Governors have a responsibility to maintain and develop the ethos and reputation of the federation. Their actions within the federation community should reflect this.
- Any pecuniary interest that a governor may have in connection with the governing body's business must be recorded in the register of pecuniary interests.



- Where an interest is declared, the governor must leave the meeting while the item is under discussion.

**G. CONFIDENTIALITY**

There are times during governing body meetings where discussions or information given is confidential. These instances may or may not happen frequently and while the chair of governors or head teacher will usually remind governors of the need for confidentiality that should be the starting assumption. This is an important area of governance where governors need to:

- Observe confidentiality when matters are deemed so or when matters concern specific members of staff or pupils
- Exercise the greatest prudence at all times when discussions regarding federation business arise outside a governing body meeting – **and in particular when using social networking sites (see below)**
- Regard all discussions made when reaching decisions, as confidential
- Never reveal the details of any governing body vote
- Store documents provided safely and confidentially, whether in paper or electronic form.

**Social Networking Sites**

We will use social networking sites responsibly and ensure that neither our personal or professional reputation, nor the federation’s reputation is compromised by inappropriate postings.

**H. IMPLEMENTATION OF THE CODE OF CONDUCT**

- It is essential that all governors within this governing body are aware of and understand each section of the Code of Conduct.
- It is essential that the governing body accept and agree to abide by the Code of Conduct. This agreement must be recorded, signed by the chair of governors and dated.
- If any governor breaches the Code then the governing body will discuss the breach and take action if necessary. (Action might be a warning, or possibly a suspension)

**UNDERTAKING**

As a member of the Castle Newnham Federation Governing Body I will always have the well-being of the children and the reputation of the federation at heart; I will honour the terms of this Code of Conduct; I will endeavour to be an ambassador for the federation, publicly supporting its aims, values and ethos and I will never do anything publicly that would embarrass the federation, the Governing Body, the head teacher or staff.

Signed ..... Printed Name .....

Date .....