**Code of Conduct for the Governing Body**

**SHENFIELD HIGH SCHOOL**

The governing body has adopted the following principles and procedures:

**Purpose of the governing body**

The governing body is the key strategic decision making body in the school, setting

the strategic framework and ensuring it meets all its statutory duties. Raising

achievement is at the heart of a governing body’s strategic role; every child has the

right to attend a good school.

**The governing body has the following core strategic functions:**

Establishes 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

Ensures accountability by:

appointing the headteacher

monitoring progress towards targets

performance managing the headteacher

engaging with stakeholders (parents & pupils)

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

For governing bodies to carry out their roles effectively, governors must be:

prepared and equipped to take their responsibilities seriously

acknowledged as the accountable body by the lead professionals

supported by the appropriate authorities in that task

willing and able to monitor and review their own performance

**The role of a governor:**

In law, the governing body is a corporate body which means:

No governor can act on his/her own without proper authority from the full

governing body.

All governors carry equal responsibility for decisions made.

Although appointed through different routes, the overriding concern of all

governors has to be the welfare of the school as a whole. Governing bodies

should be alert to the risk of becoming dominated by one particular mind-set

or strand of opinion.

**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 are aware of and accept the Seven Nolan Principles of Public Life (see

Appendix).

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 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.

We will always use social networking sites responsibly and ensure that

neither our personal/professional reputation, nor the school’s reputation is

compromised by inappropriate postings.

We will promote tolerance of and respect for those of different faiths and

beliefs, races, genders, ages, disability and sexual orientation.

In making or responding to criticism or complaints affecting the school we will

follow the procedures established by the governing body.

We will support the headteacher and senior leadership team but challenge

their expectations and hold them to account for school performance.

**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 do so.

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 staff

and undertaken within the framework established by the governing body and

agreed with the headteacher.

We will demonstrate commitment to our individual and collective needs for training and development, and will undertake relevant training to develop knowledge and skills and keep them up to date

We accept that in the interests of openness and transparency, our names,

terms of office, details of positions of responsibility 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 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 our 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 and outside the 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 body.

**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 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.

Governors will sign the Code of Conduct at the first governing body

meeting of each school year.

**Gifts, Legacies, Bequests and Hospitality**

Trustees may not accept any gift or legacy from a person intended to benefit from their services within the context of the business of the academy, or from any relative of theirs, without the prior agreement from the Chair of Governors. If the Chair of Governors is the one requiring agreement, then this will be received from the Vice Chair plus one other governor, (or Headteacher). Trustees may not give any gift to someone from whom they expect to receive any favour in their official capacity as a trustee of the academy.

Hospitality offered to a trustee in their official capacity should only be accepted if that is part of a genuine business activity. Any such hospitality above a value of £30 should be properly notified and recorded by the Chair of Governors, Headteacher or Business Manager.

Trustees should always consider any particular sensitivities around accepting hospitality from an organisation that may be affected by decisions being taken by the Governing Body

Whilst trustees may accept gifts of token value, any item with a value above £30 needs to be notified to and recorded by the Chair of Governors, Headteacher or Business Manager.

**The Governing Body of Shenfield High School adopted this Code of**

**Conduct on 7th September 2017.**

**Undertaking:**

As a member of the governing body I will always have the achievement

and 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 body, the headteacher or staff.

**Signed:**

**Printed Name:**

**Date:**

**The Seven Principles of Public Life**

(Originally published by the Nolan Committee)

**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 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.