

Code of Conduct for School Governing Board

This code sets out the expectations and commitment required from school governors in order for the governing board to properly carry out its work within Sale High School and the community. The School's Code is to be used in conjunction with the Governance Handbook which is issued by the Department for Education and sets out the government's vision and priorities for effective school governance, and:

- outlines the core role and functions of the board of governors in maintained schools and academies (“the board”);
- summarises and provides a first point of reference on all the legal duties on boards, signposting to more detailed information, guidance and resources; and
- provides information on the support available to boards to be effective.

The Code was last approved in September 2015 and all Governors signed it for this academic year. It should be noted that the FGB has already confirmed that all governors should sign this Code annually.

The Code has been updated to reflect:

- Governance Handbook (DfE November 2015)
- changes required by Trafford Council Governor Services (changes are highlighted in yellow).

ALISON GOULD

Clerk to the Governors



Code of Conduct for School Governing Board

This code sets out the expectations and commitment required from school governors in order for the governing board to properly carry out its work within Sale High School and the community. The Code of Conduct applies to all level of school governance.

The School's Board of Governors (also known as the Governing Body) has the following core strategic functions:

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

The Seven Principles of Public Life

As Governors we will strive to abide by the Seven Principles of Public Life, which was originally published by the Nolan Committee. The principles are:

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.

As individuals on the board we agree that:

Role & Responsibilities

- We understand the purpose of the board, its core strategic functions and the role of the headteacher.
- We will actively support and challenge 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 board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board 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 always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- We understand that our actions within the school **and** the local community will reflect this. We will, therefore, consider carefully how our decisions may affect the community and other schools.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.

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 board, and accept our fair share of responsibilities.
- We understand that we are expected to attend all Full Governing Body meetings. We understand that we will also be nominated to be a member of at least one of the sub-committees (Standards and Achievements; Business; and Pay Review).
- We understand that we are also expected to make ourselves available to attend staff and pupil disciplinary meetings and ad hoc working groups and these meetings may need to be convened at short notice.
- We acknowledge that a programme of governor meetings is agreed before the start of each academic year and we will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to. We acknowledge that regular non attendance may result in disciplinary action.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities. We will aim to attend at least one school events per academic year (such as presentations, parents evenings, sports and arts events).
- 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 board and agreed with the headteacher. In addition to regular visits to meet with the "Link" member of staff, we understand that we should participate in at least two other events each year to enable us to understand the nature and culture of the school and its pupils (such as Super Learning Days, Book Reviews etc).
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We acknowledge that a Disclosure check will be undertaken by the Disclosure and Barring Service (formerly the CRB) on appointment and re-appointment and may be requested by the School if required.

Relationships

- We will encourage open governance and will act appropriately.
- 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 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.

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 board meeting.
- We will not reveal the details of any governing board vote.
- We understand that we should treat eGov packs (circulated by Trafford Council/Governor Services) as private and confidential documents.

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 board's business in the Register of Business Interests. We understand that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of interest at the start of any meeting should the situation arise. If any such conflicted matter arises in a meeting, the Chair may ask the governor to withdraw from the meeting for the appropriate length of time
- We will act in the best interests of the school as a whole and not as a representative of any group, even if the governor has been elected to represent a particular group.

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 board 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.

Author: Clerk to the Governors

Review Date: June 2017

I agree to act in accordance with this Code of Conduct and with the DfE's Governor's Handbook, which can be viewed at:

<https://www.gov.uk/government/publications/governors-handbook--3>

Name	Signed	Date
Mrs Jill Barratt		
Cllr Chris Boyes		
Ms Vicki Duncan		
Mrs Jo George		
Cllr David Hopps		
Mr Mark Davies		
Mr Robert Lowe		
Mr Graham Luccock		
Mrs Lynn Nicholls (HT)		
Mr Antony Williams		
Ms Melanie Vance		
Vacancy		