

COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS



Code of Conduct for Academy School Governors

The governing body has adopted the following principles and procedures:

Purpose of the governing body

The governing body is the accountable body for Colchester County High School for Girls. 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:

Sets the strategic direction of the school by:

- setting the values, aims and objectives of the school;
- agreeing the policy framework for achieving those aims and objectives;
- setting statutory targets;
- agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure.

Challenges and supports the school by monitoring, reviewing and evaluating:

- the implementation and effectiveness of the policy framework;
- progress towards targets;
- the implementation and effectiveness of the school improvement strategy;
- the budget and the staffing structure.

Ensures accountability by:

- signing off the Self Evaluation Form or equivalent
- responding to Ofsted reports when necessary;
- holding the Headteacher to account for the performance of the school;
- ensuring parents and students are involved, consulted and informed as appropriate;
- making available information to the community.

Appoints and performance manages the Headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

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.

General

1. We understand the purpose of the governing body and the role of the Headteacher, as set out above.
2. We are aware of and accept the Seven Nolan Principles of Public Life (see Appendix I).
3. 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.
4. 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.
5. We will encourage open government and will act appropriately.
6. We understand that we are public servants and as such must not use public monies or official business for personal benefit.
7. 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.
8. We will consider carefully how our decisions may affect the community and other schools.
9. 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.
10. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
11. We will use social networking sites responsibly and ensure that neither our personal/professional reputation or the school's reputation is compromised by inappropriate postings.

Commitment

12. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
13. 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.
14. If acting as directors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and /or third parties.
15. If acting as trustees on the Trust Body, we accept that we may be held responsible up to the limit in the Articles of Association, were the school to become bankrupt.
16. We will make full efforts to attend all meetings and where we cannot attend, explain in advance why we are unable to do so.
17. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
18. Our visits to school will be arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the Headteacher.
19. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
20. We are committed to actively supporting and challenging the Headteacher.

Relationships

21. We will strive to work as a team in which constructive working relationships are actively promoted.
22. We will express views openly, courteously and respectfully in our communications with other governors.
23. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
24. 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.
25. We will seek to develop effective working relationships with the Head teacher, staff and parents, the local authority, and other relevant agencies and the community.

Confidentiality

26. We will observe confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside and outside the school.
27. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
28. We will not reveal the details of any governing body vote.

Conflicts of Interest

29. We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests, and ensure that this information is kept up to date.
30. We will record any hospitality or gifts received in the hospitality and gifts register.
31. We will declare any pecuniary interest, or a personal interest which could be perceived as a conflict of interest, in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Breach of this Code of Conduct

32. If we believe this Code has been breached, we will raise this issue with the Chair of Governors and the Chair will investigate; the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
33. We understand that any allegation of a material breach of this Code of Conduct by any governor shall be raised at a meeting of the governing body and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension by the governing body.

Adapted from the NGA Code of Practice for Academy SchoolGovernors, 2012:

Governors will sign the Code at the first governing body meeting of each school year (or as soon as thereafter) or at the first full governing body meeting attended in the case of newly appointed governors.

**The Governing Body of Colchester County High School adopted this code of practice:
March 2013,**

Reviewed May 2014

Date to be reviewed May 2015

Appendix I

The Seven Principles of Public Life

(originally published by the Nolan Committee)

Selflessness

Holders of the 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 of Standards in Public Life was established by the then Prime Minister in 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

**Governors should also be familiar with the HM Treasury Publication
‘Guidance on Codes of Practice for Board Members of Public Bodies’**

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Undertaking:

Name of Governor

As a member of the Governing Body of Colchester County high School for Girls, I will always have the 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: