Federation of Springwood Infant School and   
Springwood Junior School

**Governor Code of Conduct**

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| Date drawn up by Governing Body: | December 2024 |
| Date approved by Governing Body: | December 2024 |
| Date of next review: | December 2026 |
| Committee responsible for review: | Full Governing Body |

The *NGA Code of Conduct Model Procedure (August 2024 version)* has been used to form this code of conduct for Springwood Federation. The NGA version has been appropriately tailored to reflect our specific governing board and school structure.

This code sets out the expectations on, and commitment required from, school governors in order for the governing body to properly carry out its duties within our schools and our community. It applies to all levels of school governance.

This Code of Conduct should be read in conjunction with the relevant law.

# Core Strategic Functions

The Governing Board has the following three strategic functions:

* Establishing the strategic direction, by:
  + Ensuring there is clarity of vision, ethos and strategic direction for the schools.
  + Agreeing the school improvement strategy with priorities and targets.
  + Meeting statutory duties.
* Ensuring accountability, by:
  + Appointing the Executive Headteacher and Deputy Headteachers.
  + Holding executive leaders to account for the educational performance of the schools and its pupils and the performance management of staff.
  + Performance managing the Executive Headteacher.
  + Engaging with stakeholders.
  + Contributing to school self-evaluation.
* Overseeing financial performance, by:
  + Setting the budget.
  + Monitoring spending against the budget.
  + Ensuring money is well spent and value for money is obtained.
  + Ensuring risks to the organisation are managed.

As governors for Springwood Federation, we also recognise the following as the fourth core function of governance:

* Ensure that the voices of stakeholders are heard, by:
  + Gathering the views of pupils, parents and staff and reporting on the results.
  + Reaching out to the school’s wider community and inviting them to play their part.
  + Using the views of stakeholders to shape the school’s culture and the underpinning strategy, policies and procedures.

# Our Role & Responsibilities

As individuals on the board, we agree to the following:

* We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
* We will develop, share and live the ethos and values of our schools.
* We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
* We will work collectively for the benefit of the schools.
* We will be candid but constructive and respectful when holding senior leaders to account.
* We will consider carefully how our decisions may affect our schools and the community.
* 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.
* Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
* 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 will fulfil our responsibilities to school staff, ensuring a safe working environment, support for their wellbeing, and acting fairly and without bias.
* When making or responding to complaints, we will follow the established procedures.
* We will strive to uphold the school’s reputation in our private communications (including on social media).
* We will have regard to our responsibilities under [The Equality Act](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) and will work to advance equality of opportunity for all.

# Our Commitment

* We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
* We will each involve ourselves actively in the work on the governing board and accept our fair share of responsibilities, including service on committees or working groups.
* We will make every effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
* We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
* We will get to know the schools well and respond to opportunities to involve ourselves in school activities.
* We will visit the schools, with all visits arranged in advance with the Senior Leadership Team and undertaken within the framework established by the governing board.
* When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
* We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

# Our Relationships

* We will seek to develop effective working relationships with the Senior Leadership Team, staff and parents, the local authority and other relevant agencies and the community.
* We will respect the remit of, and engage constructively with, relevant authorities and other schools.
* We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
* We will work to create an inclusive environment where each board member’s contributions are valued equally.
* We will support the chair in their role of leading the board and ensuring appropriate conduct.
* We are prepared to answer queries from other board members 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 both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
* 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 will ensure all confidential papers are held and disposed of appropriately.
* We will maintain confidentiality even after we leave office.

# Conflicts of Interest

* We will declare any business, personal or other interest that we have in connection with the board’s business and these will be recorded in the Register of Business Interests.
* We will also declare any conflicts of loyalty at the start of any meeting should the need arise.
* If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
* We accept that the Register of Business Interests will be published on the school’s website.
* We will act as a governor in the best interests of the schools as a whole and not as a representative of any group.
* We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
* We accept that information relating to board members will be collected and recorded on the DfE’s national database of governors (Get information about schools), some of which will be publicly available.

# Breach of this Code of Conduct

* We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.
* 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 governing board member, such as the vice chair will investigate.

# Annex – 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.

**Integrity –** Holders of public office must avoid planning themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

**Objectivity –** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability –** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness –** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty –** Holders of public office should be truthful.

**Leadership –** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour where it occurs.