

Governing Body: Code of conduct

Date: July 2022

The Governing Body accepts the following principles and procedures:

General

1. I will have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the schools operate.
2. I recognise that the Head of Federation is responsible for the implementation of policy and internal organisation and management of the schools, and the implementation and operation of the curriculum.
3. I accept that all governors have equal status, and although appointed by different groups (ie parents, staff, Diocese), that every governor's role is to govern the schools in the best interest of pupils, and not to represent the interests of the constituency from which they were elected or appointed.
4. I have no legal authority to act individually, except when the Governing Body has given me delegated authority to do so.
5. I have a duty to act fairly and without prejudice, and in so far as I have responsibility for staff, I will fulfil all the legal expectations as, or on behalf of, the employer.
6. I will encourage open government and shall be seen to be doing so.
7. I will consider carefully how our decisions may affect other schools.
8. The following details for each governor and associate member will be published on the school websites:
 - name
 - category of governor
 - which body appointed them
 - date of appointment
 - term of office
 - date when stepped down (where applicable)
 - names of committees the governor serves on
 - details of any responsibility eg chair or vice chair
 - summary of relevant business and pecuniary interests (as recorded in the register of interests)
 - attendance record at Governing Body and committee meetings over the last academic year

Commitment

All governors are expected to:

- Attend all six of the Governing Body meetings per academic year, subject to extenuating circumstances. Where governors are unable to attend, they must provide notice in advance to the Chair and Governance Professional and reasons for non-attendance.
- Undertake at least three monitoring visits per academic year (with at least two in person visits per academic year). Governors must liaise with both the Chair and the Head of Federation/Head of School (as relevant) before arranging. Governors must ensure that they plan and prepare for visits so that leadership time is used effectively. Monitoring forms must be completed within two weeks of each visit each visit.
- Undertake at least three hours of governor training per academic year, with support from the Chair, Head of Federation, and Governance Professional.
- Register for articles with The Key and keep updated with developments in education, with support from the Chair, Head of Federation and Governance Professional.

1. I acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. I will involve myself actively in the work of the Governing Body, attend Governing Body meetings as frequently as possible; I accept that failure to attend at least one meeting every six months may, at the discretion of the Chair and Head of Federation, lead to the termination of my position as governor.
3. I accept my fair share of responsibilities, including membership of committees or working groups.
4. I will get to know the school well and respond to opportunities to involve myself in school activities.
5. Every member of the Governing Body will actively contribute relevant skills and experience
6. I uphold an ethos of professionalism and have high expectations of the governors' role, including an expectation that I undertake whatever training or development activity is need to fill any gaps in the skills I have to contribute

to effective governance. If I fail persistently to do this I will be in breach of the code of conduct and may bring the Governing Body or the office of a governor into disrepute – and as such provide grounds for the Governing Body to consider suspension.

Relationships

1. I will strive to work as a team.
2. I will seek to develop effective working relationships with our Head of Federation, staff, parents, the Local Authority, and other relevant agencies (including the Diocesan Authorities where appropriate), and the community.
3. I acknowledge the Governing Body structures and relationships, and will respect the schemes of delegation.

Confidentiality

1. I will observe confidentiality regarding proceedings of the Governing Body in meetings and from my visits to school as governors.
2. I will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
3. I will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

Conduct

1. I will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents.
2. I will only speak or act on behalf of the Governing Body when I have been specifically authorised to do so.
3. In making or responding to criticism or complaints affecting the school I will follow the procedures established by the Governing Body.
4. My visits to school will be undertaken within the framework established by the Governing Body, in agreement with school leaders and staff.
5. In discharging my duties, I will always be mindful of my responsibility to maintain and develop the ethos and reputation of my school; this includes interaction on social media which should be sensitive and respectful, and in line with the schools' ethos, principles and policies.

Suspension

1. If the need arises to use the sanction of suspending a governor, I will do so by following legal requirements so as to ensure a fair and objective process.

Removal

1. I recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
2. If the need arises to use the sanction of removing a governor or removing the Chair, I will do so by following legal requirements so as to ensure a fair and objective process.

Name of governor:	
Signature:	Date: