



Villa Real School
together we achieve

Code of Conduct for Governors Policy 2023

Reviewed by: Jill Bowe

Reviewed: October 2023

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 06.11.23

Date to be reviewed: October 2024

AIMS

- Establishing the strategic direction, by:
 - Setting and ensuring clarity of 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 the educational performance of the school and progress towards agreed targets
 - Performance managing the Headteacher
 - Engaging with stakeholders
 - Contributing to school self-evaluation
- Overseeing financial performance, by:
 - Setting the budget with available information provided
Evaluating spending against the budget
 - Ensuring money is well spent and value for money is obtained
 - Ensuring risks to the organisation are managed

ROLES AND RESPONSIBILITIES

- Those accepting the office as a Governor or Associate Member will need to be mindful that the role does require a significant level of commitment
- Governors and Associate Members will be expected to regularly attend meetings of the full Governing Body as well as Committees and Working Groups where necessary. Regular non-attendance at full Governing Body meetings can lead to disqualification
- Governors and Associate Members should ensure they attend meetings promptly and for the full duration whenever possible. When this is difficult, Governors should give as much notice as possible to the Headteacher or Chair so that they can ensure that meetings will still be quorate and rearrange agenda items if necessary
- It is expected that Governors and Associate Members give a minimum of 24 hours' notice if unable to attend the Full Governing Body meeting, unless in exceptional circumstances. This information should be relayed to the Chair, Headteacher or Clerk
- Where apologies are given, it is the decision of the Governing Body, whether full or committee, whether these apologies are accepted
- Governors and Associate Members should ensure they are prepared for meetings by reading all papers beforehand
- Governors and Associate Members should attend induction and other relevant training courses in order to aid their development and

- help them discharge their duties responsibly
- Governors and Associate Members should make every effort to know the School and involve themselves in school activities
 - All Governors and Associate Members should involve themselves actively in the work of the Governing Body and will be willing to carry out their fair share of responsibilities including serving on Committees and working parties and taking on links with other areas of special responsibility
 - Governors understand the purpose of the board and the role of the senior leaders
 - Governors accept that they have no legal authority to act individually, except when the board has given them delegated authority to do so, and therefore Governors will only speak on behalf of the governing board when they have been specifically authorised to do so
 - Governors accept collective responsibility for all decisions made by the board or its delegated agents. This means that they will not speak against majority decisions outside the governing board meeting
 - Governors have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, they will fulfil all that is expected of a good employer
 - Governors will encourage open governance and will act appropriately
 - Governors will consider carefully how their decisions may affect the community and other schools
 - Governors will always be mindful of their responsibility to maintain and develop the ethos and reputation of their school. Their actions within the School and the local community will reflect this
 - In making or responding to criticism or complaints they will follow the procedures established by the governing board
 - Governors will actively support and challenge the senior leaders
 - Governors will accept and respect the difference in roles between the board and staff, ensuring that they work collectively for the benefit of the organisation
 - Governors will respect the role of the senior leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangement
 - Governors agree to adhere to the School's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
 - When formally speaking or writing in their governing role they will ensure their comments reflect current organisational policy even if they might be different to their personal view
 - When communicating in their private capacity (including on social media) they will be mindful of and strive to uphold the reputation of the School
 - Governors must not be friends on social media sites with Villa Real staff

RELATIONSHIPS

- Governors and Associate Members should operate as a team and always in the best interests of the School
- Governors and Associate Members should recognise that each member of the Governing body has equal status irrespective of their appointing body (i.e. parents, carers, staff, LA or the Governing body) unless particular responsibilities are conferred on them by the Full Governing Body. This also applies to the Chair and Vice Chair
- Governors and Associate Members should listen to and respect the views of others and be loyal to collective decisions made by the Governing Body
- Governors and Associate Members should develop effective working relationships with the Headteacher, Senior Management Team, teachers, support staff, parents, carers, LA and all relevant agencies
- Governors are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and they will acknowledge the time, effort and skills that have been committed to the delegated function by those involved
- They will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils/ students, both inside or outside school
- They will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting
- They will not reveal the details of any governing board vote
- They will ensure all confidential papers are held and disposed of appropriately

CONFIDENTIALITY

- Decisions reached at Governing Body meetings are normally made public through minutes and reports, however, Governors and Associate Members should ensure confidentiality, when required, in respect of the discussions on which the decisions are based
- Individual Governors and Associate members should observe complete confidentiality in all matters discussed at Governing Body meetings especially in relation to matters concerning staff or pupils/students. Failure to comply will lead to disqualification
- Governors and Associate Members will exercise the highest degree of caution when involved in sensitive issues arising outside the Governing Body which may have an impact on the work of the Governing Body or the operation of the School
- On ceasing to be a Governor or Associate Member, individuals should ensure all information relating to the School is returned to the School for disposal as soon as possible

CONFLICT OF INTEREST

- Governors and Associate Members should not use the Governing Body to enhance or influence the education of their own children or pursue personal agendas. This can cause conflict with the strategic role of the Governing Body. Governors with issues regarding their own children should raise the matter in the normal way for any parent/carer
- They accept that the Register of Business Interests will be published on the School's website
- They will also declare any conflict of loyalty at the start of any meeting should the situation arise
- They 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 board

CONDUCT

- Governors and Associate Members must accept collective responsibility for all decisions taken by the Governing Body that is they do not have the legal authority to act individually except when the Governing Body has delegated authority for them to do so
- Governors and Associate Members should never speak out against decisions in public or in private, outside the Governing Body
- Governors and Associate Members have a duty to act fairly and without prejudice with the overall good of the School overriding any personal feelings or individual concerns they may have
- Governors, and Associate Members, when carrying out their monitoring role, cannot make any judgements about the quality of teaching
- All Governors' visits to the School should be carried out within a framework that has been established by the Governing Body and agreed with the Headteacher
- Clear objectives are set out by the Headteacher of what to look for
- When discharging their duties, Governors and Associate Members will need to be mindful of their responsibility to maintain and develop the ethos and reputation of the School and acting the best interests of the School
- Governors and Associate Members have a specific responsibility to support and promote the development of a strong counter fraud culture in school including mechanisms to monitor and report inconsistencies and risks
- Apart from very specific instances where the Chair has to act or take decisions on behalf of the Governing Body, Governors and Associate Members should recognise that they have no individual powers and should only speak or act on behalf of the Governing Body when specifically authorised to do so by the corporate body
- Governors and Associate Members should be able to express their views openly within meetings but should ensure that they relate to

matters proper for discussion by the Governing Body. Discussion should be conducted in a respectful manner ensuring all Governors feel comfortable

- Governors and Associate Members will be required to declare any personal or financial interest on an annual basis by completing and returning to school, the Governor Declaration of Interest Form. A declaration may also be made arising from a matter before the Governors or from any aspect of Governorship. In such situations the individual Governor or Associate Member should declare the interest and withdraw from the meeting. Governors and Associate Members should not use their position as Governor to benefit them or other individuals or agencies
- When Governors and Associate Members are unable to attend meetings they should ensure that the Clerk to the Governors and the Headteacher are notified in advance of the meeting
- Governors and Associate Members should be aware of the procedures established by the Governing Body for responding to criticism or complaint relating to the School, not allow themselves to be included personally. Instead refer parents/carers to the General School Complaints Procedure

BREACH OF THIS CODE OF CONDUCT

- If any Governor or Associate Member believe this code has been breached, they 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 they believe has breached this code, another governing board member, such as the vice Chair will investigate