



# Governors Code of Conduct Policy

|                                                                      |                           |
|----------------------------------------------------------------------|---------------------------|
| <b>Reviewed by the Finance, Personnel, Audit and Risk Committee:</b> | <b>22nd November 2022</b> |
| <b>Adopted by the Governing Body:</b>                                | <b>5th December 2022</b>  |
| <b>Signed:</b><br><br>Chair of Governors: Julian Campbell            | <b>Date:</b><br><br>      |
| <b>To be Reviewed:</b>                                               | <b>Autumn 2024</b>        |



## CONTENTS

|                                                                      |          |
|----------------------------------------------------------------------|----------|
| <b>1. THE GOVERNORS HAVE THE FOLLOWING CORE STRATEGIC FUNCTIONS:</b> | <b>2</b> |
| <b>2. ROLE &amp; RESPONSIBILITIES</b>                                | <b>2</b> |
| <b>3. COMMITMENT</b>                                                 | <b>3</b> |
| <b>4. RELATIONSHIPS</b>                                              | <b>3</b> |
| <b>5. CONFIDENTIALITY</b>                                            | <b>4</b> |
| <b>6. CONFLICTS OF INTEREST</b>                                      | <b>4</b> |
| <b>7. BREACH OF THIS CODE OF CONDUCT</b>                             | <b>4</b> |
| <b>8. THE SEVEN PRINCIPLES OF PUBLIC LIFE</b>                        | <b>5</b> |
| <b>9. MONITORING AND REVIEW ARRANGEMENTS</b>                         | <b>5</b> |

**'We promise to shine together'**  
**Let the light of your face shine upon us - Psalm 4:6**

Our ambition is to serve our community by providing an excellent education, which is inclusive and distinctive within the context of Christian belief and practice, upholding our values in the daily life of the Academy and in our relationships with others.

This code sets out the expectations on and commitment required from Members, Governors and Committee members in order for the Governors to properly carry out their work within the Academy and the community. This code should be read in conjunction with The Governance Handbook (March 2019) DfE, to be found on Governor Hub / Documents / Governance Information.

## **1. THE GOVERNORS HAVE THE FOLLOWING CORE STRATEGIC FUNCTIONS:**

- 1.1. Establishing the strategic direction, by:
  - Setting the vision, values, and objectives for the Academy
  - Agreeing the school improvement strategy with priorities and targets - Meeting statutory duties
- 1.2. Ensuring accountability, by:
  - Appointing the Principal
  - Monitoring progress towards targets
  - Performance managing the Principal
  - Engaging with stakeholders
  - Contributing to school self-evaluation
- 1.3. 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

As individual Members, Governors and Committee members agree to the following:

## **2. ROLE & RESPONSIBILITIES**

- 2.1. We understand the purpose of all governance and the role of the Principal.
- 2.2. We accept that we have no legal authority to act individually, except when as Governors we have been given delegated authority to do so, and therefore we will only speak on behalf of the Governors when we have been specifically authorised to do so.
- 2.3. We accept collective responsibility for all decisions made by the Governors or its delegated agents (Committees). This means that we will not speak against majority decisions outside the Governor meetings.



- 2.4. Individual Governors will report to the Full Governing board on their actions and area of responsibility as a link Governor – e.g. Safeguarding, SEND, Pupil Premium.
- 2.5. 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.
- 2.6. We will encourage open government and will act appropriately.
- 2.7. We will consider carefully how our decisions may affect the community and other schools/academies.
- 2.8. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the Academy. Our actions within the Academy and the local community will reflect this.
- 2.9. In making or responding to criticism or complaints affecting the Academy we will follow the procedures established by the Governors.
- 2.10. We will actively support and challenge the Principal.
- 2.11. We will act in the best interests of the Academy.

### **3. COMMITMENT**

- 3.1. We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- 3.2. We will each involve ourselves actively in the work of the Governors, and accept our fair share of responsibilities, including service on committees or working groups.
- 3.3. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- 3.4. We will get to know the Academy well and respond to opportunities to involve ourselves in school activities.
- 3.5. We will visit the Academy, with all visits to Academy arranged in advance with the staff and undertaken within the framework established by the Governors and agreed with the Principal.
- 3.6. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- 3.7. We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of Governor and the body responsible for appointing us will be published on the Academy's website.

### **4. RELATIONSHIPS**

- 4.1. We will strive to work as a team in which constructive working relationships are actively promoted.



- 4.2. We will express views openly, courteously and respectfully in all our communications with other Governors.
- 4.3. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 4.4. 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.
- 4.5. We will seek to develop effective working relationships with the Principal, staff and parents, the local authority and other relevant agencies and the community.

## **5. CONFIDENTIALITY**

- 5.1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside St Mary's Academy.
- 5.2. We will exercise the greatest prudence at all times when discussions regarding Academy business arise outside a Governor meeting.
- 5.3. We will not reveal the details of any Member or Governor votes.

## **6. CONFLICTS OF INTEREST**

- 6.1. 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 Governors business in the Register of Business / Pecuniary Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business / Pecuniary Interests will be published on the Academy's website.
- 6.2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- 6.3. We will act in the best interests of the Academy as a whole and not as a representative of any group, even if elected to the Governors.

## **7. OUT OF COMMITTEE DECISIONS**

- 7.1. Where it is deemed necessary that some decisions must be made before a relevant committee meeting can take place, Governors will use email to communicate and agree on decisions remotely.
- 7.2. Governors will use their Academy issued @smpsac.org account only. No personal emails will be used to conduct Academy business.
- 7.3. Where a signature is required to confirm authorisation on decisions made remotely, Governors will be required to sign an electronic document via the Academy's online Compliance platform (Parago).



## 8. BREACH OF THIS CODE OF CONDUCT

- 8.1. If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Governors will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- 8.2. Should it be the Chair that we believe has breached this code, another Governor, such as the Vice Chair will investigate.

## 9. THE SEVEN PRINCIPLES OF PUBLIC LIFE

- 9.1. 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.
- 9.2. **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.
- 9.3. **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.
- 9.4. **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.
- 9.5. **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.
- 9.6. **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.
- 9.7. **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.
- 9.8. **Leadership** - Holders of public office should promote and support these principles by leadership and example.

## 10. MONITORING AND REVIEW ARRANGEMENTS

- 10.1. The Governing Body will be responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed every two years by the Finance, Personnel, Audit and Risk Committee; or before at any time, if there is new relevant legislation or guidance.