

## William Austin Junior Governing Board

### Code of Conduct 2022-23

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

#### **We agree to abide by the Seven Nolan Principles of Public Life:**

##### Selflessness

We will act solely in terms of the public interest.

##### Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

##### Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

##### Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

##### Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

##### Honesty

We will be truthful.

##### Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

#### **We will focus on our core governance functions:**

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent  
*NGA recognises the following as the fourth core function of governance:*
4. ensuring the voices of stakeholders are heard

#### **As individual board members, we agree to:**

##### Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.

3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will be candid but constructive and respectful when holding senior leaders to account.
5. We will stand by the decisions that we make as a collective.
6. 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.
7. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
8. When making or responding to complaints, we will follow the established procedures.
9. We will strive to uphold the school's reputation in our private communications (including on social media).
10. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.

#### Demonstrate our commitment to the role

1. 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.
2. We will make every effort to attend all meetings and where we cannot attend, explain in advance why we are unable to. We will read all documentation and submit questions prior.

According to schedule 4, section 9 of [The School Governance \(Constitution\) \(England\) Regulations 2012](#), governors who fail to attend meetings **without the consent** of the governing board for a continuous period of **six months** (three FGB meetings) are disqualified.

This applies to all governors "other than governors who are governors by virtue of the office that they hold" (for example, the headteacher).

3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. If we wish to request for an agenda item, we will submit this to the clerk at least two weeks prior to the meeting.
5. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
6. We conduct at least \*\* monitoring visits per year with a report submitted as evidence. Arrangements will be made with relevant staff in advance.
7. 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.
8. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis in accordance with the last section of the [DfE Competency Framework for Governance](#).

#### Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

#### Respect confidentiality

1. 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.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

## Declare conflicts of interest and be transparent

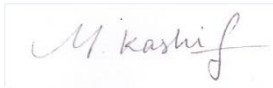
1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the [register of business interests](#).
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted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

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

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**Adopted by:** William Austin Junior Governing Board on 14.9.22

**Signed:**



We agree that this code of conduct will be reviewed annually and it will be endorsed by the full governing board.

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Further reading from the NGA:

- [What governing boards and school leaders should expect from each other](#)
- [Governing board skills audit](#)
- [Model role descriptions for chairs, governors, trustees and governance professionals](#)
- [Effective teamwork](#): a guide for governing boards