



**Ellen Wilkinson Primary School Governing Body**  
**Code of Conduct**

**Code Creation & Review**

<b>Author(s)</b>	LBN with amendments by EWPS Governing Body & incorporating guidance from NGA
<b>Ratified by Governing Body</b>	September 2019
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<b>Next Review Date</b>	September 2020

# Ellen Wilkinson Primary School Governing Body

## Code of Conduct

### Purpose

All governors (whether full or associate) are responsible for carrying out their duties with the utmost integrity. The purpose of this code of conduct is to provide governors with clear guidelines as to their standard of behaviour, responsibilities, and best practice in fulfilling their obligations to the governing body.

### Our obligations

As governors of the school we aim to provide outstanding governance that drives improvement and holds senior leaders to account for the quality of teaching and learning, levels of achievement, the safety and well-being of pupils and staff and the effective management of the school's financial resources.

Our overarching aim is to ensure that our pupils receive the best possible education to enhance their life choices.

### Our Roles & Responsibilities

To achieve our aims, we recognise that we must be fully committed to the work of the governing body and carry out our duties with the utmost integrity. We will:

- involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups
- regularly attend and actively contribute to meetings of the governing body and its committees and where we cannot attend explain in advance why we are unable 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
- take responsibility for developing our knowledge and understanding of our roles and the skills we need to be effective governors through training and learning
- visit the school regularly to learn more about how it operates
- be well prepared for meetings so that well considered decisions can be taken
- be bound by decisions of the governing body or its committees regardless of our personal views
- set the strategic direction of the school, monitor and evaluate our decisions and hold senior leaders to account for performance
- recognise that the headteacher is responsible for the day to day management of the school and complying with his/her statutory responsibilities and support them in this accordingly

### In carrying out our duties we will have regard to:

- the likely long term consequences of our decisions
- the interests of our pupils and employees
- the need to foster positive relations with the wider school community, our partners, our suppliers and the wider community
- how our decisions may affect the community and other schools
- the need to act transparently and fairly, putting the interests of the school and the governing body beyond our personal interests
- maintaining the reputation of the school and the governing body
- the need to make the best use of resources

### Relationships

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

- We will express views openly, courteously and respectfully in all our communications with other governors, committee members, the clerk to the governing board and school staff both in and outside of meetings.
- We will carry out our duties collectively, other than when responsibilities have been delegated by the governing body to committees or individuals
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 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.
- We will seek to develop effective working relationships with leaders, staff and parents, the local authority and other relevant agencies and the community.

### **Confidentiality**

- Any information about named individuals, safeguarding issues or sensitive commercial information should always to be treated as confidential.
- Where the governing body has determined information to be confidential, we ensure that this information is not shared outside of the governing body.
- The way that we each vote, and the opinions expressed by individual governors should always be regarded as confidential.
- We will ensure all confidential papers are held and disposed of appropriately.

### **GDPR & Open Governance**

- 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's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools).
- We will update our personal information in the governing body's register of interests when this changes or at least annually.
- When communicating in our private capacity (including on social media) be mindful of and strive to uphold the reputation of the organisation.

### **Conflicts of interest**

- 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 governing board's business in the Register of Business 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 Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We 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.

### **Ceasing to be a governor/trustee/academy committee member**

We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office



## Seven Principles of Public Life

As a public body we are committed to the Seven Principles of Public Life

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that may influence them in the performance of their official duties. They must declare and resolve any interests and relationships.

### **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. 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 for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all their decisions and the actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office should be truthful. They 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.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### **Breach of this code of conduct**

Governors who fail to comply with the code of conduct could be deemed to have brought their office as a governor or the reputation of the governing body into disrepute.

If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; this could result in suspension from the governing body for a period of up to six months. The governing board will only use suspension 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.

**As a sign of commitment to these principles all Governors at Ellen Wilkinson are asked to sign a copy of this code when taking office.**