



**St Mary's Hampton**  
Church of England Primary School

## **GOVERNORS' CODE OF CONDUCT**

**The Governing Board has the following core strategic functions:**

**To establish, together with the leadership, the strategic direction for St Mary's Hampton School by:**

- Setting and ensuring clarity of the mission, ethos, values, aims and objectives for the school
- Agreeing the school improvement strategy based on priorities and targets
- Meeting statutory duties.

**To ensure accountability by:**

- Appointing and performance managing the Headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing board.
- Monitoring the educational performance of the school and progress towards targets, and holding the Headteacher to account
- Ensuring all stakeholders, including parents, pupils and staff, are involved, consulted and informed as appropriate
- Contributing to the school self-evaluation.

**To oversee financial performance, by:**

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the school are managed.

In addition to these core strategic functions (outlined in the Governance Handbook), the governing board of St Mary's Hampton recognises the following fourth core function of governance:

**To ensure all stakeholders have their voices heard by:**

- Gathering the views of pupils, parents and staff and reporting on the results
- Reaching out to the school's wider community and inviting them to play their part
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

## **As individuals on the board, we agree to the following:**

### **Roles and responsibilities**

We understand the purpose of the board and the role of the headteacher.

We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.

We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.

We have a duty to act fairly and without prejudice, and insofar as we have responsibility for staff, we will fulfill all that is expected of a good employer.

We will encourage open governance and will act appropriately.

We will consider carefully how our decisions may affect the community and other schools.

We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.

In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.

We will actively support and challenge the headteacher and senior leadership team.

We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the school.

We will respect the role of the senior leadership team, in terms of their responsibility for the day-to-day management of the school and avoid any actions that might undermine such arrangements.

We 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 our governing role we will ensure our comments reflect current school policy even if they might be different to our personal views.

When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the school.

## **Commitment**

We commit to work collectively to embed a culture of effective succession planning. This will be achieved by identifying successors, nurturing and mentoring talent to ensure smooth transition of leadership roles i.e. chair, vice chair, chairs of committees and link governor positions. As individuals we will complete an annual evaluation audit to identify strengths or areas for leadership development within the board.

We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.

We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.

We commit to attend all meetings and where we cannot attend, explain in advance to the clerk and chair why we are unable to.

We will get to know the school well and respond to opportunities to involve ourselves in school activities.

We will visit the school, and commit to arrange all visits to school in advance with applicable staff, undertaken within the framework established by the governing board and agreed with the headteacher.

When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.

We will actively audit our individual and collective needs for induction, training and development, and will all undertake to attend the 'Getting to Grips with Governance' (or equivalent) CPD session within the first three to six months of appointment.

To ensure our safeguarding responsibilities are adhered to, we commit to read the 'Keeping Children Safe in Education' guidance. We collectively acknowledge the requirement for two designated safeguarding link governors to be in place at all times. The expectation placed on the safeguarding link governors is to familiarise themselves with the whole guidance document and commit to Level 1 safeguarding training – (pre-course e-learning safeguarding awareness programme, followed by face-to-face AfC 'Role of the Safeguarding Governor'). We acknowledge that best practice would be for all governors to commit to address this training.

We commit to refresh relevant training every three years to keep abreast of current changes in governance legislation.

We accept that in the best interests of open governance, our full names, date of appointment, term of office, roles on the board, attendance records, relevant business and pecuniary interests, category of governor, the body responsible for appointing us, and date of resignation will be published on the

school's website.

In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors – Get Information about Schools (GIAS).

We acknowledge that in accordance with government legislation we will comply with the school to instigate the application of an enhanced criminal records certificate within 21 days of appointment to the Board.

We acknowledge and agree to note our application form number and register immediately with the Disclosure and Barring Service (DBS) Update Service (free to volunteers) at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

We acknowledge that by registering with the Update Service an annual DBS check will be electronically renewed, free of charge, in my capacity as a governor on St Mary's Hampton Board.

## **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, the clerk to the governing board and school staff both in and outside of meetings.

We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see Appendix A) or which may place pupils at risk.

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 all staff at the school, parents, the London Diocesan Board for Schools (LDBS), the local authority, other relevant agencies and, the community.

## **Proceedings of the Governing Board**

As a corporate body, we agree to make quorate decisions by email, if deemed necessary/urgent and such decisions will subsequently be ratified and minuted at the next scheduled meeting.

As a corporate body, we will agree alternative arrangements for governors to participate or vote at meetings including, but not limited to, telephone or videoconference.

## **Confidentiality**

We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.

We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.

We will not reveal the details of any governing board vote.

We will ensure all confidential papers are held and disposed of appropriately.

We understand that when a governor ceases to be a member of the governing board, these requirements relating to confidentiality continue to apply.

## **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 website.

We will also declare any conflict of loyalty at the start of any meeting should the situation arise.


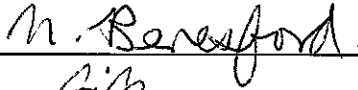
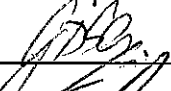
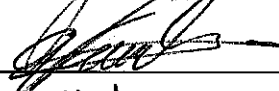
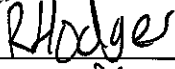
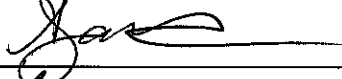


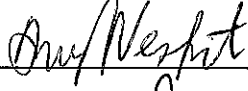

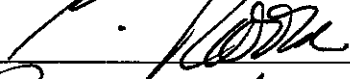
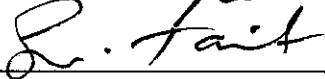

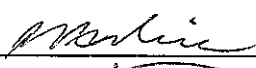
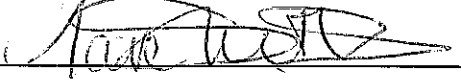
We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

## **Breach of this Code of Conduct**

If we believe this code has been breached, we 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 we believe has breached this code, another governing board member, such as the vice chair will investigate.

The Code of Conduct was formally adopted by the governing board of St Mary's Hampton CofE Primary School on 3<sup>rd</sup> October 2019 and signed by all current members:

Paul Adams	
Norma Beresford	
Glen D'Sa	
Gordon Fowles	
Robert Hodges	
Alan Jackson	
Ben Lovell	
Vera Macrae	
Amy Nesbit	
Andrew Parish	
Kel Razza	
Sophie Tait	
Jennifer Walker	
Matt White	
Clare Struthers (Clerk)	

## **Appendix A: The Seven Principles of Public Life**

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. ☐

**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.

**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. ☐

**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. ☐

**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 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.

**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.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

