



CHATHAM & CLARENDON GRAMMAR SCHOOL

Code of Conduct for Governors

Agreed by Governors: November 2024

This code sets out the expectations on and commitment required from school governors in order for the governing board to properly carry out its work within the school and the community

This Code should be read in conjunction with the relevant law and articles of association for Chatham & Clarendon Grammar School and the agreed scheme of delegation.

Governors must also read and abide by the DfE's annual Academy Trust Handbook which sets out guidance on how Governors (Trustees) must behave during their terms of office.

The governing board has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/headteacher (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the lead executive/headteacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing 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 organisation are managed

As a member of the governing board I agree to the following:

Role and Responsibilities

- I understand the purpose of the board and the role of the executive leaders.
- I accept that I have no legal authority to act individually, except when the board has given me delegated authority to do so, and therefore I will only speak on behalf of the governing board when I have been specifically authorised to do so.
- I accept collective responsibility for all decisions made by the board or its delegated agents. This means that I will not speak against majority decisions outside the governing board meeting.
- I have a duty to act fairly and without prejudice, and in so far as I have shared responsibility for staff, I will fulfil all that is expected of a good employer.
- I will encourage open governance and will act appropriately.
- I will consider carefully how my decisions may affect the community and other schools.
- I will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. My actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints I will follow the procedures established by the governing board.
- I will actively support and challenge the executive leaders
- I will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organization.
- I will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- I 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 I will ensure my comments reflect current organisational policy even if they might be different to my personal views;
- When communicating in my private capacity (including on social media) I will be mindful of and strive to uphold the reputation of the organization.

Commitment

- I acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- I will involve myself actively in the work of the governing board, and accept my fair share of responsibilities, including service on committees or working groups.
- I will make full efforts to attend all meetings and where I cannot attend explain in advance why I am unable to.
- I will get to know the school well and respond to opportunities to involve myself in school activities.
- I will visit the school, with all visits arranged in advance and undertaken within the framework established by the governing board.

- When visiting the school in a personal capacity (i.e. as a parent or carer), I will maintain my underlying responsibility as a governor/trustee/committee member.
- I will consider seriously both individual and collective needs for induction, training and development, and will undertake relevant training.
- I accept that in the interests of open governance, my 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 me will be published on the school's website.
- In the interests of transparency, I accept that information relating to governors will be collected and logged, until 12 months after my service has ended, on the DfE's national database of governors (Get Information About Schools) and any changes will be collected and logged within 14 days of said change or appointment.

Relationships

- I will strive to work as a team in which constructive working relationships are actively promoted.
- I will express views openly, courteously and respectfully in all my communications with other governors/trustees/academy committee members, the clerk to the governing board and school staff both in and outside of meetings.
- I will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- I am prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and I will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- I will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- I will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- I will not reveal the details of any governing board vote.
- I will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- I will record any pecuniary or other business interest (including those related to people I am connected with) that I 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 I will offer to leave the meeting for the appropriate length of time.
- I accept that the Register of Business Interests will be published on the school/trust's website.
- I will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- I 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

- I understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

Breach of this code of conduct

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

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.

Undertaking:

I have read and will abide by the Code of Conduct for Governors 2024/2025

As a member of the Governing Body I will always have the well-being of the students and reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say anything publicly that would embarrass the school, the Governing Body, the Headteacher, or staff.

Signed

Print name

Date: