



# CONWAY PRIMARY SCHOOL

## GOVERNING BODY CODE OF PRACTICE

**Approved by:** Steven Piper (Chair)

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## **Background**

This code of practice sets out the expectations on and commitment required from governors at Conway Primary School. This will ensure that the governing body is able to successfully deliver its statutory responsibilities.

There is no statutory framework for enforcing this code of practice so by adopting it governors at Conway Primary School are setting their own standards in behaviour. It is expected that all members of the governing body will conduct their role with due consideration to the points described in this code of practice.

This code of practice forms a key part of all school based governor induction sessions. It also appears in the GB Induction Policy, which all new governors are given when they take up their post.

## **Responsibility for the Policy**

The governing body owns this document. Unless driven by other factors the governing body will review this document on an annual basis at the first meeting of each academic year. At this point each governor will be invited to reaffirm their commitment to the standards set out in the code of practice and this will be minuted.

## **Strategic Responsibilities**

Conway governors will:

- ❑ put Conway's children at the centre of everything they do including promoting the interests of the school and its children within the wider community
- ❑ support the aims and objectives of school and governing body
- ❑ have regard to their broader responsibilities to promote public accountability for the actions and performance of the governing body in line with the Seven Principles of Public Life (Annex A)
- ❑ make an objective assessment of any information presented to the governing body free from bias or representative views
- ❑ acknowledge that no individual governor (except the chair in exceptional circumstances) has the authority to make statements or express opinions on behalf of the governing body without its agreement
- ❑ resist any pressure to use the position of governor for the benefit of other individuals, organisations or themselves
- ❑ declare any personal conflict of interest arising from a matter before the governing body
- ❑ support the school's commitment to equal opportunities as described in the Equality and Diversity Policy
- ❑ ensure their behaviour when on the school site is of the highest standard even if their presence is not due to governing body business
- ❑ provide information for publication on the school website enabling the governing body to fulfil its responsibilities under the statutory guidance

## **Collaboration**

Conway governors will:

- ❑ work cooperatively with other governors in the best interests of the school by achieving a balance between support and challenge as part of the governors' critical friend role
- ❑ support the decisions made by the governing body or committee even when they are not the individual governor's personal preference
- ❑ ensure that each governor is given equal time and opportunity to express their views during meetings, valuing all contributions
- ❑ initially raise concerns or anxieties about the school or the governing body with the Headteacher and/or the chair of governors

## **Commitment**

Conway governors will:

- ❑ give sufficient time and energy to the role in order to carry out their responsibilities
- ❑ be actively involved in the work of the governing body, and accept their fair share of responsibilities, including service on committees or working groups
- ❑ give priority, whenever possible, to attending the meetings of the governing body and its committees and inform the chair or school if they are unable to attend
- ❑ prepare for each meeting including reading all circulated paperwork
- ❑ familiarise themselves with the school as fully as possible, including making every effort to visit the school during the working day
- ❑ enhance their effectiveness through training and development opportunities and by increasing their knowledge of the school

## **Confidentiality**

Conway governors will:

- ❑ respect those items of business which are defined as confidential
- ❑ initially raise concerns or anxieties about the school or the governing body with the Headteacher and/or the chair of governors
- ❑ exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting
- ❑ not reveal the details of any governing body vote.

## **Conflicts of interests**

Conway governors will:

- ❑ record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests.
- ❑ declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

## **Breach of the Code of Practice**

If there is a possibility that this code of practice has been breached, the matter will, in the first instance, be raised with the chair who will investigate. If the allegation is upheld the matter will be taken forward with the individual concerned who will be reminded of their responsibility in relation to this code of practice. Should it be that the chair believes there have been a breach of the code, another governor, such as the vice chair will investigate.

An allegation of a material breach of this code of practice by any governor will be raised at the next available meeting of the governing body. If a majority of governors

agree that the allegation is substantiated it will be minuted as such and may lead to suspension from the governing body within the provisions of relevant legislation<sup>1</sup>.

The governing body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Annex 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**

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<sup>1</sup> Section 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor, Schedule 6 of the School Governance (Constitution) (England) Regulations 2007 and Schedule 4 of the School Governance (Constitution) (England) Regulations 2012, relating to the disqualifications from the role of school governor (held as a separate document)

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