

Produced By:	Vice-Chair
Last amended	October 2017
Adopted by Management Com.	November 2017
Date for Review:	October 2019



## CODE OF CONDUCT FOR GOVERNORS

Taken from the NGA guidance 2017

This code sets out the expectations on and commitment required from Management Committee members in order for the Management Committee to properly carry out its work within the centre and the community. The guidance has been amended to include specific reference to the ethos of The Key Education Centre.

It has been tailored to reflect the Management Committee and Centre structure.

This code will apply to all Management Committee members.

### **The Management Committee has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values and objectives for the centre.
- Agreeing the centre's improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensuring accountability, by:

- Appointing the headteacher.
- Monitoring the educational performance of the centre and progress towards agreed targets.
- Performance managing the headteacher.
- Engaging with stakeholders.
- Contributing to centre's 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 individuals on the Management Committee 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 Management Committee has given us delegated authority to do so and therefore we will only speak on behalf of the Management Committee when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Management Committee. This means that we will not speak against majority decisions outside the Management Committee meeting.
- We have a duty to act fairly and without prejudice and, in so far as we have responsibility for staff, we will fulfil 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 centre. Our actions within the centre and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the Management Committee.
- We will actively support and challenge the Senior Leadership Team (SLT).
- We will accept and respect the difference in roles between the Management Committee and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of SLT and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the centre rules and policies and the procedures of the Management Committee 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 organisational 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 organisation.

### **Commitment**

- We acknowledge that accepting office as a Management Committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves in the work of the Management Committee and accept our fair share of responsibility, including service on committees or working groups.
- We will make full effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
- We will get to know the centre well and respond to opportunities to involve ourselves in centre activities.
- We will visit the centre, with all visits arranged in advance with the Headteacher and undertaken within the framework established by the Management Committee.
- When visiting the centre in a personal capacity (ie as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.

- We accept that in the interests of open governance, our full names, date of appointment, pecuniary interests, category of governor and the body responsible for appointing us will be published on the centre's website.
- In the interests of transparency we accept that information relating to the Management Committee will be collected and logged on the DfE's national database of governors (Edubase).

### **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 Management Committee members, the clerk to the Management Committee and centre 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 are prepared to answer queries from other governors in relation to the 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 SLT, staff and parents, the local authority and other relevant agencies and the community.

### **Confidentiality**

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

### **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 Management Committee'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 centre's website.

### **Ceasing to be a Management Committee member**

- We understand that the requirements relating to confidentiality will continue to apply after a committee member leaves office.

### **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 management committee 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 management committee member, such as the vice-chair, will investigate.

**The Seven Principles of Public Life**

*(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.*