



St Joseph's Catholic Primary School & Nursery

Governors Code of Conduct Policy

Our family at St Joseph's Learns, Loves and grows with God at the centre

Ratified by Governing body	December 2 nd 2021
Next Revision	Annually
To be reviewed	Autumn Term 2022

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.

All governors have equal status, and although appointed in different ways, our joint concern is to ensure the welfare of the school as a Catholic school, conducted in accordance with the Trust Deed of the Congregation of the Passion and the Instrument of Government.

The governing board has the following strategic functions:

Maintaining the Catholic ethos of the school as set out in the Trust Deed and the Instrument of Government

Establishing the strategic direction, by:

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

Ensuring accountability, by:

- Appointing the Executive Head teacher and Head of School
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the Executive Head Teacher
- 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 individuals on the board we agree to the following:

Role & Responsibilities

1. We will not engage in conduct within the school and the local community that is likely to bring the school or the Church into disrepute.
2. We understand the purpose of the board and the role of the executive leaders.
3. 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.

4. 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.
5. 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.
6. We will encourage open governance and will act appropriately.
7. We will consider carefully how our decisions may affect the community and other schools.
8. 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.
9. In making or responding to criticism or complaints we will follow the procedures established by the governing board.
10. We will actively support and challenge the executive leaders
11. 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;
12. We will respect the role of the executive leaders and their responsibility for the day to day management of the school and avoid any actions that might undermine such arrangements;
13. 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
14. 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;
15. 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

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. 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.
3. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school, with all visits arranged in advance with the Executive Head teacher and Head of School and undertaken within the framework established by the governing board.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
7. We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
8. 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.

9. 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

Relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. 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.
3. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
4. 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.
5. We will seek to develop effective working relationships with the executive leaders, staff and parents, the Diocese of Westminster, the local authority and other relevant agencies and the community.
6. People who work together often form personal friendships and, in some cases, romantic relationships. While personal friendships at work are generally to be encouraged, a romantic relationship between colleagues who work together can sometimes result in actual or potential difficulties. Such relationships may arise as between governors or as between a governor and a member of staff. As the governing body is the employer of the school's staff, a relationship between a governor and a member of staff is particularly sensitive.
7. Where there is the possibility that such a relationship could interfere with an individual's objectivity when making decisions or behaviour at work, the matter becomes the rightful concern of the organisation and the steps outlined below should be followed.
8. Similar problems can arise if two governors or a governor and member of staff who are related to one another work together, either in the same department or in positions requiring that they liaise and cooperate over work matters and the points below also apply to that situation.
9. Where relationships occur between a governor and a member of staff, the governor involved must bring it to the attention of the Executive Headteacher /Head of School /Chair of Governors personally and in confidence so that the implications for the Council/school can be discussed and action taken to avoid any difficulties it may present.
10. Governors recognise that employees must not contact school governors over the Head of School about personal employment issues. If that occurs, governors should inform the employee that they should speak to the Head of School and go through established procedures (such as appraisal, grievance and appeal procedures) or seek advice from their trade union.
11. A governor who has a relationship with a member of staff should not take up any personal employment issues that that member of staff may have and should not be involved in any procedures (such as appraisal, grievance and appeal procedures) in which that member of staff may be engaged.

Confidentiality

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing board vote.
4. We will ensure all confidential papers are held and disposed of appropriately.
5. We will follow the School's social media policy at all times

Conflicts of interest

1. 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.
2. We accept that the Register of Business Interests will be published on the school website.
3. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
4. 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

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

Breach of this code of conduct:

1. 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.
2. Should it be the chair that we 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.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - 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 to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Adopted by the Governing Body of St. Joseph's Catholic Primary School & Nursery
December 2021