WEAVERS' FEDERATION

Code of Conduct for Governors

Reviewed by: Samantha Cullen and Salma Siddiqa, Clerk to Governors Jan 25
Approved by: FGB 27/2/25
Due for review: Jan 2027

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Jan2025-Jan2027

This code sets out the expectations on and commitment required from our school governors in order for the Governing Board (GB) to effectively and efficiently carry out its work within the school and the community.

The GB has the following core strategic functions:

Establishing the strategic direction, by:

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

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- 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 GB

We agree to the following:

Role and Responsibilities

- We understand the purpose of the GB and the role of the headteacher.
- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
- 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 GB 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 GB 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 government 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; this includes our interactions on social media.

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- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
- 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 organisational policy even if they might be different from our personal views.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the GB.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- To that end we understand that the expectation of time commitment is approximately 16 to 20 hours per term to allow for meetings, monitoring, training and administration.
- We will each involve ourselves actively in the work of the GB, and accept our fair share of responsibilities, including service on committees or working groups.
  We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol. Where we cannot attend explain in advance why we are unable to.
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- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the GB and agreed with the headteacher.
- When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the GB, 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.
- We will comply with statutory requests from the Department for Education and OFSTED in relation to our role.
- We consent to taking part in appraisals of our performance on the GB.
- We will respond to requests from the chair, headteacher, clerk or other stakeholders in a timely manner.
- We aim to be as flexible as possible to meet the needs of the role and the school.

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.

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- 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 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 the headteacher, staff, parents/carers, local authority and other relevant stakeholders of the school.
- We will work to create an inclusive environment where each board member's contributions are valued equally. We will not discriminate against anyone and will work to advance equality of opportunity for all.
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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 school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a GB meeting.
- We will not reveal the details of any GB vote.
- We will maintain confidentiality even after we leave office.

Conflicts of interest

- We will declare any business, personal or other interest that we have (including those related to people we are connected with) in connection with the board's business, and these will be recorded in the register of business interests. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise and if any conflicted matter should arise in a meeting we will offer to leave the meeting for the appropriate time.
- 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 GB.
- We will act as a governor; not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.

Meetings

- Meetings may include any form of virtual meeting using any platform deemed necessary.

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Breach of this code of conduct

- If we believe this code has been breached, in any part, we will raise this issue with the chair and the chair will investigate.
- The GB will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Further the GB acknowledges its right, as a maintained school, to remove an elected Governor (parent or staff) in exceptional circumstances. Any such decision will be taken by vote by the GB after discussion of the suspected breach (excluding the Governor in question) at a Full GB or an Extraordinary Full GB dependent on circumstances and timing*.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

*The GB will only remove an elected governor in exceptional circumstances, where the actions or behaviour of the elected governor warrants removal rather than suspension; the following gives examples of the types of issues which may lead to the GB removing a governor:

(a) there have been repeated grounds for suspension;
(b) there has been serious misconduct. The GB will decide what constitutes serious misconduct based on the facts of the case. However, any actions that compromise 'The Seven Principles of Public Life' (Nolan principles), if sufficiently serious, would be considered in scope of this reason for removal;
(c) a governor displays repeated and serious incompetence; for example, where an elected governor is unwilling or unable, despite all appropriate support, to develop the skills to contribute to effective governance; or where attendance is so irregular that the governor is unable to make any meaningful contribution to the work of the board;
(d) the governor has engaged in conduct aimed at undermining fundamental British values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs; and/or;
(e) the actions of the governor are significantly detrimental to the effective operation of the governing body, distracting it from its core strategic functions; and/or the actions of a governor interferes with the operational efficiency.

The Seven Principles of Public Life

We agree to abide by the following principles:

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.

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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.

Declaration

I agree to uphold this code to the best of my ability Name:

Signature:

Date:

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