Littledean C of E Primary School
Code of Conduct for Governing Bodies

General

The head teacher is responsible for the day-to-day management of the school, the implementation of policy and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

- The main aim of the school is to raise the educational achievement of all its pupils.

- The governing body will contribute most effectively to this aim by focusing on its three roles:
  - To provide a strategic view of where the school is heading.
  - To act as a critical friend by providing support and advice to the school.
  - To hold the school to account for the educational standards it achieves and the quality of the education it provides.

- All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.

- Governors have a general duty to act fairly and without prejudice at all times.

- In so far as they have, or share responsibility for the employment of staff, governors should fulfil all reasonable expectations of a good employer.

- Governors should consider carefully how their own decision might affect other schools.

- Governors should encourage open government and should be seen to do so.

- Governors do not act alone but as members of a corporate team. Individual governors have power only when it is delegated specifically to them by the whole governing body.

Commitment

- Being a governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the governing body of a school.

- All governors should involve themselves actively in the work of the governing body and accept a fair share of the responsibilities, including service on committees.

- Regular attendance at meetings of both the full governing body and committees is essential, with an expectation of attendance at a minimum of 5 out of 6 G full governors meetings.

- Governors should know the school well and take opportunities to visit it and become involved in school activities.

- Governors should regularly check their governor email address, and report any problems to the clerk or SBM as soon as possible.

Relationships

- Governors should strive to operate as a team in which constructive working relationships are actively promoted.

- Governors should develop effective working relationships with the head teacher, staff, parents, the Local Authority, the Diocese, and other relevant agencies and the local community.

Confidentiality

- Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.

- Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential.

- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Conduct

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.

- Governors should only speak or act on behalf of the governing body when they have been specifically asked to do so.

- All visits to school should be undertaken within a framework which has been established by the governing body and agreed with the head teacher.

- In responding to criticism or complaints relating to the school, governors should refer to the school's 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.

- Governors have a responsibility to maintain and develop the ethos and reputation of the school. Their actions within the school community should reflect this.

- Any pecuniary interest that a governor may have in connection with the governing body's business must be recorded in the register of pecuniary interests.

- Where an interest is declared, the governor must leave the meeting while the item is under discussion.

Training and Development

Governor training and development is important. It benefits the school and individual governors, and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the governing body and the work of the governing body as a whole.

Mentoring

An experienced governor who acts as a mentor to new governors can provide support and a listening ear for all aspects of the work of the governing body. Governors should be prepared to act as mentors, as required.

Meetings

Individual governors do not have any authority in school. It is the collective decisions of all the governors together that carry authority. The activities that governors undertake outside meetings can be seen as preparation for the times when the governing body 'goes live' - in a meeting.

Meetings Charter

As a governor I expect:

- the meeting dates/times for the year arranged at the start of each academic year
- people to attend regularly and be punctual;
- the chair, head and clerk to communicate, either in person or by email, two weeks prior to each meeting to agree and set the agenda
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- my contributions to be heard and others to contribute to the discussion;
- the decision making process to be quite clear;
- governors to work together and not to be stubbornly partisan;
- governors to take collective responsibility for decisions;
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, within 7 days of each meeting.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting;
- make relevant and positive contributions;
- listen to and consider what other people want to say;
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

Visiting the School

- Governors do not have an automatic right to enter the school. However, they do need to have the opportunity to arrange visits to the school in order to see governors' policies in action and to understand how the school works.
- Please refer to the Governors Visits Policy

I have read and understood the Governors Code of Conduct:

Signed: …….

Print Name: …….

Date: ……

Reviewed: October 2026
Agreed by Full Governing Board: 14th October 2026
Next review due – September 2027

Appendix 1
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).

Selfnessness
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 of 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.