



Upper Beeding Primary School Governing Board

Code of Conduct for Governors

May 2025

About this Code

The Governing Board is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The Governing Board aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

For Governing Boards to carry out their role effectively, Governors must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the Head Teacher and senior leaders
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

This code sets out the expectations on, and commitment required, from the Governors in order for the Governing Board to properly carry out its work within the school and the community.

Once this code has been adopted, all Governors agree to faithfully abide by it, and will sign annually to confirm this.

We will abide by the Seven Nolan Principles of Public Life

Selflessness We will act solely in terms of the public interest.

Integrity We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty We will be truthful.

Leadership We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will Focus on our Core Governance Functions

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
NGA recognises the following as the fourth core function of governance:
4. ensuring the voices of stakeholders are heard

As Individual Board Members, we agree to

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the Governing Board if we have the authority to do so.
11. We will fulfil our responsibilities to school staff, ensuring a safe working environment, support for their wellbeing, and acting fairly and without bias.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
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 and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.

6. 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.
7. 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.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing body vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act as a governor; not as a representative of any group.
6. 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.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get Information about Schools), some of which will be publicly available.

Ceasing to be a Governor

We understand that the requirements relating to confidentiality will continue to apply after a Governor 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 Governing Board 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 Governing Board member, such as the Vice Chair will investigate.

Review

The Governing Board Code of Conduct will be reviewed annually, upon significant changes to the law and policy, or as needed and it will be endorsed by the full Governing Board.

Adopted by the FGB on 18th October 2017

Amended to include acceptance form 10/12/18

Reviewed, amended and agreed by FGB 22nd October 2020

Interim review FGB 26th May 2021 – policy meets all suggested guidelines - agreed to move to annual review at May FGB as per NGA best practise guidance so policy is ready for annual signature by Governors in September.

Agreed FGB 18th May 2022

08/03/23 Updated to be in line with latest NGA model policy, with reference to Equality Act added.

Agreed at FGB 29th March 2023

Agreed at FGB 27th March 2024

Interim review December 2024 – updated to be in line with latest NGA model policy – agreed not to review May 2025 as long as no new changes required – next review May 2026

Code of Conduct for Governing Boards**Acceptance**

I have read and understand the Code of Conduct for Governing Boards and agree to abide by the principals and practice within the Code of Conduct.

I understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Name of Governor _____

Signature of Governor _____

Date _____