



# Purbrook Park School

*Enjoy Enrich Excel*

## Code of Conduct For School Governors

Reviewed by: Governing Body  
Headteacher: Paul Foxley

Last Updated: February 2020  
Next Review: February 2021



## **Core Purpose**

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Our Governing Body has **three core strategic functions**:

**1. Establishing strategic direction by:**

- Setting and ensuring clarity of vision, values, and objectives for Purbrook Park School in conjunction with The Purbrook Park Learning Trust.
- Agreeing the School Improvement Plan with priorities and targets.
- Meeting statutory duties.

**2. Ensuring accountability by:**

- Monitoring the educational performance of the school and progress towards agreed targets.
- Performance managing the headteacher.
- Engaging with stakeholders.
- Contributing to school self-evaluation.

**3. Overseeing financial performance by:**

- Setting and monitoring spending against the budget.
- Ensuring that money is well spent and that value for money is obtained.
- Managing and mitigating against potential risks to the organisation.

## **Roles & Responsibilities**

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1. We understand the purpose of the governing body and its strategic role.
2. We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside of the governing body meeting.
3. We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
4. We have a duty to act fairly and without prejudice.
5. We will consider carefully how our decisions may affect the community.
6. 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.
7. In making or responding to criticism or complaints we will follow the procedures established by the governing body.
8. We will actively support and challenge school leaders.

9. We will accept and respect the difference in roles between the governing body and school staff, ensuring that we work collectively for the benefit of the organisation.
10. We will respect the role of school leaders and their responsibility for the day to day management of the organisation and avoid actions that might undermine such arrangements.
11. We agree to adhere to the school's rules and policies and the procedures of the governing body as set out by the relevant governing documents and law.
12. When formally speaking or writing in our governing role we will ensure that our comments reflect current organisational policy even if they might be different to our own personal views.
13. When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
14. We will avoid, as far as possible, becoming involved in any communication which may lead to any conflict of interest with the role of the governing body.

## **Commitment**

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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 body, and accept our fair share of responsibilities, including service on working groups.
3. We will make full efforts to attend all meetings and where we cannot, we will provide reasons in advance.
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 headteacher, and undertaken within the framework established by the governing body.
6. When visiting the school in a personal capacity (e.g. as a parent), 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 body, 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 Department of Education's national database.

## **Relationships**

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1. We will work effectively 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 body and school staff both in and outside meetings.

3. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
4. We will confront potential malpractice by raising any concerns with the chair.
5. We are prepared to answer queries from other body 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.
6. We will develop effective working relationships with school leaders and all stakeholders.

## **Confidentiality**

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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 body meeting.
3. We will not reveal the details of any governing body vote.
4. We will ensure all confidential papers are held and disposed of appropriately.

## **Conflicts of Interest**

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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 body'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 act in the best interests of the school as a whole, and will declare any conflict of loyalty at the start of any meeting should the situation arise.

## **Ceasing to be a governor**

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

## **Breach of this code of conduct**

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1. If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes informally.
2. Should it be the chair who has breached this code, another governing body member, such as the vice-chair, will investigate.

## **Annex: The Seven Principles of Public Life**

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*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 decision 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.