ST MARY'S RC PRIMARY SCHOOL

GOVERNING BOARD

CODE OF CONDUCT

Author:	**Governor Support Team**
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Code of Conduct for the Governing Board of St Mary's RC Primary School.

The Governing Board has adopted the following principles and procedures:

Purpose of the Governing Board

The Governing Board is the key strategic decision making body in the school, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a Governing Board's strategic role; every child has the right to attend a good school.

This code sets out the expectations on and commitment required from school Governors, Associate Members, Trustees and Academy Committee Members in order for the Governing Board to properly carry out its work within the school/s and the community. It can be amended to include specific reference to the ethos of the particular school.

This code should be tailored to reflect your specific Governing Board and school structure, whether that is as a maintained school or academy, either as a single school or group of schools.

Once approved by the Governing Board/Trust, the Code will apply to all Governors/Associate Members/Trustees/Academy Committee Members**.**

This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation. It should be adapted as appropriate depending on the governance setting and level of delegation.

As Governors / Trustees, we will focus on our Strategic 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
4. ensuring the voices of stakeholders are heard

As Individuals on the board 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 [include 'maintain and uphold our school's religious ethos' where applicable].
3. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
4. We will fully cooperate with requests that are necessary to ensure organisational compliance, including disclosure and barring checks.
5. We agree to abide by the School's Guidance for Safer Working Practices – Code of Conduct
6. We will work collectively for the benefit of the school/s.

7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the school/s and local community.
9. We will stand by the decisions that we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life (Appendix A) or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and we will only speak or act on behalf of the board if we have the authority to do so.
12. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
13. When making or responding to complaints we will follow the established procedures.
14. We will strive to uphold the school's / trust's reputation in our private communications. We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings. We will ensure that our actions do not breach any school policies or procedures.
15. We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
16. We agree to advise the Chair of Governors and Clerk to Governors of any change in our personal circumstances that might call into question our suitability to continue as Governors.
17. 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/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff / the Headteacher in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis. We agree that new Governors will attend induction training within the first 6 month of the commencement of their term of office.

Build and Maintain Relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.

3. 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 board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will practice good ICT security, keep personal data safe and support GDPR compliance.

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/trust's website.
5. We will act in the best interests of the school/trust as a whole and 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 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.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including suspension or removal from the governing board as a last resort.

Breach of this Code of Conduct

If we believe this code has been breached, we will raise this issue with the Chair of Governors 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 of Governors that we believe has breached this code, advice from the Clerk to Governors will be sought and alternative arrangements for investigation made e.g. another Governing Board member, such as the Vice Chair or a Governor from another school will investigate.

Adapted from the NGA Code of Conduct for School Governing Bodies 2025

Adopted by the Governing Board of St Mary's RC Primary School on 22nd October 2026.

Signed: *Mrs Margaret Hyde*

Chair of Governors on behalf of the Governing Board

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).

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.