



William Brookes Academy Trust

Governing Body Code of Conduct

December 2016



*Governing Body Code of Conduct
William Brookes Academy Trust*

This document is due for review in 3 years

Statement of Intent

At **William Brookes School**, we recognise and value the effort taken by members of the governing body who contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the governing body is productive and enjoyable.

This policy outlines what is expected from members of the governing body and sets out the Code of Conduct which all members are required to comply with.

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) Regulations 2009
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 1998

This policy also has due regard to DfE guidance, including, but not limited to, the following:

- DfE 'Governance Handbook' 2015
- DfE 'Keeping children safe in education' 2016
- DfE 'Disqualification under the Childcare Act 2006' 2016

1. Role and Responsibilities

The governing body is responsible for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school will operate.

All members of the governing body will be required to make themselves familiar with school procedures, including the following:

- Child Protection and Safeguarding Policy
- Equal Opportunities and Dignity at Work Policy
- Health and Safety Policy
- Behavioural Policy
- Whistleblowing Policy
- Assessment Policy
- Data Protection Policy
- Disciplinary procedures
- Complaints procedures

This Code of Conduct will be reviewed by the governing body on a triannual basis and will be issued to Governors during induction.

The governing body has three core strategic functions; to ensure accountability, establish the strategic direction of the school and to ensure financial probity.

Members of the governing body accept that they have no legal authority to act individually, except when they have been given delegated authority to do so.

Governors will only speak on behalf of the governing body when they have been specifically authorised to do so.

Members of the governing body will:

- Act fairly and without prejudice.
- Encourage open governance.
- Accept collective responsibility for decisions made by the governing body.
- Be mindful to their responsibility to maintain and develop the ethos and reputation of the school.
- Consider how decisions may affect the community.
- Actively support and challenge the leadership of the school.
- Follow the procedures established by the body.

Under no circumstances will governors speak against majority decisions outside of governing body meetings.

The governing body will fulfil its duty as an employer, acting in a manner that is expected of a good proprietor.

2. Confidentiality

When matters discussed between governors are deemed confidential, or where they concern specific members of staff or pupils, complete confidentiality will be observed both inside and outside the school.

Members of the governing body partaking in discussions regarding school business, outside of governing body meetings, will exercise the greatest prudence at all times.

The details of a governing body vote will not be revealed under any circumstance.

Governors accept that in the interests of open government, their names, date of appointment, terms of office, role, attendance record and any business/pecuniary interests they have will be published on the school website.

In the interests of transparency, governors accept that information relating to members of the governing body will be logged on the DfE's national database and registered with Companies House.

In the interests of safeguarding Governors accept that an enhanced DBS and Barring check will be carried out.

3. Commitment

Members of the governing body fully understand their role and are committed to the amount of time and energy the role involves.

Each member of the governing body will be actively involved in the role and accept their fair share of responsibilities within the governing body.

Full effort will be given to attendance of meetings.

Where a governor cannot attend a meeting, they will contact the **Director of School Business** in advance to give their apologies.

All relevant training and inductions will be undertaken in a prompt and efficient manner.

4. Behaviour of Governors

The **chair of the governing body** is responsible for ensuring the appropriate conduct and behaviour of governors at all times.

The governing body will seek to develop open, honest and effective working relationships with the headteacher, staff members and parents/carers at the school, as well as any other relevant body such as the LA.

Members of the governing body will continuously strive to work as a team.

Governors will always express their views openly, but in a courteous and respectful manner.

The governing body will acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the body.

Governors will take into account any concerns expressed about their delegated function, and will be prepared to answer queries from other governors regarding their role.

When making decisions, governors will carefully consider how their decisions and actions might affect those who are part of the school community and wider locality.

5. Conflicts of Interest

Members of the governing body will act in the best interests of the school at all times, and will not act in the interest of, or as a representative of, any group or individual.

Governors will record in the **Register of Pecuniary Interests** any pecuniary interest that they might have in connection with the governing body's business.

Interests of those related or closely connected to a governor will be declared on the **Register of Pecuniary Interests**.

Members of the governing body will declare any interest they may have in an item of business on the agenda and will immediately remove themselves from the meeting while it is under discussion.

Any conflict of loyalty will be declared at the start of any meeting, should the situation arise.

6. Access to the School

All members of the governing body will take an active interest in the school and its community.

Visits to the school will be arranged in advance with the headteacher.

The governing body will establish a framework in which all visits will be undertaken.

Governors will actively participate in the school community, and will respond to opportunities to be involved in school activities and events.

7. Breaching the Code

If a member of the governing body breaches this code of conduct, the issue will be raised with the **chair of the governing body**, who will investigate the concern. In the event that it is believed the chair has breached this code, another member of the governing body will undertake the investigation.

The Members of the Trust will only suspend or remove a governor from their post as a last resort.

The governing body will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered.

In the event that the need arises to suspend a governor, the governing body will do so by following the established procedures as to ensure a fair and objective process.

Code of Conduct Acknowledgement Form

Name of governor:	
Role in the governing body:	Governor, Trustee and Director
Date of appointment:	
Length of appointment:	4 Years

Please tick the appropriate box once you have read and understood the following documents, all documents are available on the school website: - Williambrookes.com > About us > Policies & documents	
Behaviour for Learning Policy	
Safeguarding and Child Protection Policy	
Health and Safety Policy	
Equality Information and Objectives Policy	
Whistleblowing Policy	
Common Assessment Recording and Reporting Policy	
Data Protection Policy	
Complaints procedures and Policy	
Articles of Association	

I hereby acknowledge the terms detailed within the Governing Body Code of Conduct and agree to abide by this code whilst I am an acting member of the governing body.

I understand that the role is of a voluntary nature and will therefore not receive payment for my duties.

Signature: _____

Date: _____