



# Code of Conduct for the Governing Body of Ravenswood

## Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual Governors will operate.

The Governing Body accepts the following principles and procedures:-

## General

- Read and understanding of the induction pack material, taking guidance from the personal mentor assigned.
- We have responsibility for determining, monitoring and keeping under review the strategic policies, vision, aims, values and plans within which the school operates.
- We recognise that our Headteacher is responsible for the implementation of day to day running of the school, policy, management and the implementation and operation of the curriculum.
- We accept that all Governors have equal status, and although appointed by different groups (ie parents, staff, Local Authority (LA)) our overriding concern will be the welfare of the school as a whole. We will contribute by making constructive comments to the discussions, being concise, making pertinent points and avoiding soliloquies, tangents or rambles.
- We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer. If being asked personally to deal with staffs' complaints, the Governor needs to remind the staff member that they should first approach the Headteacher and follow the correct procedure.
- We will fulfil any responsibilities assigned to us at the meeting, and be prepared to report back on our progress at the next meeting. (Actions will indicate this)
- We will encourage open governance and shall be seen to be doing so.
- We will consider carefully, how our decisions may affect other schools.
- We are aware of and accept the Nolan seven principles of public life: see appendix 1

## Confidentiality

- We will observe confidentiality regarding sensitive proceedings of the governing body in meetings and from our visits to school as Governors.
- We speak with one voice, and leave the meeting united and not report any differences to people outside the group. This means that we will not speak against majority decisions outside the governing body meeting. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises, outside the governing body.
- All information supplied to Governors' on red paper, thereby signifying the nature of the material, should be returned to the Chair at the end of the meeting. Information from committees' that is deemed confidential, is confidential from public viewing, and not from Governors'
- We will observe complete confidentiality regarding matters concerning individual staff or students.

- Confidential minutes will be minuted separately and be distributed, or available for viewing only by those who are present for the discussion.
- Staff governors must not be present where other staff are discussed, either by name or by implication. A general discussion about staff is acceptable ie an overview of absences etc, as agreed at the meeting
- Any breaches of confidentiality will be reported to the Chair of Governors.

### **Commitment**

- We agree to follow all policies especially those that pertain to Confidentiality, Safeguarding E-safety, Data Protection and Information sharing.
- We agree to destroy any information not for public viewing, or return it to school for destruction. Particularly on resignation of the post of Governor to Ravenswood School.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will consider seriously our individual and collective needs for training and development.

### **Conduct**

- Attending **ALL** possible meetings, sending apologies in plenty of time for necessary absences, or lateness of arrival. Raise any matters of concern with the clerk before the meeting if there is a need to clarify anything, preferably 3 days before the meeting date. We agree to draw attention to any potential conflicts of interest that may arise in the meeting with the Chair beforehand.
- We will arrive and be ready to start on time for scheduled meetings. Stay to the end. If there is a need to leave the meeting table, for any reason ie personal emergencies, refreshments, then that Governor, will step away from the meeting table, until they are able to return and re-commit to the meeting.
- We aim to participate fully in the meeting, having prepared by reading the agenda, papers and any other emails relevant before the meeting. It is our aim to support the Chair to manage the meeting, if others do not follow the code.
- We agree to stick to the agenda, and apply a 3 knock rule ~ when a disruption is taking place, then any Governor has the right to knock on the table to bring the focus back to the agenda. After 3 knocks, the Chair or person responsible for knocking has the right to identify what the distraction is.
- We will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
- Mobile phones, pagers or any other communicational device will be switched to silent before the start of the meeting.
- We encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the governing body. We will listen to what others have to say, respecting alternative views and keep an open mind. Only one person to speak at a time. Help others concentrate on the meeting, and discourage parallel conversations.
- We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.

- Our visits to school will be undertaken within the framework established by the governing body, in agreement with the Headteacher and staff.
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

### **Relationships**

- We will strive to work as a team. The Chair of full governing body, and Chairs' of all committees have ultimate responsibility for the management of the meetings and ensuring decisions are agreed and recorded
- We will seek to develop effective working relationships with our Headteacher, staff, parents, the LA, other relevant agencies and the community.

### **Suspension**

- If we believe this code has been breached, we will raise this issue with the FGB Chair and the FGB Chair will investigate, the governing body should only use suspension 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 Governor such as the vice Chair will investigate;
- We understand that any allegation of a material breach of this code of practice by any Governor shall be raised at a meeting of the Governing body, and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension from the Governing body;
- We are aware of the provisions of regulation 15 (1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school Governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school Governor (held as a separate document)

If the need arises to use the sanction of suspending a Governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

### **Removal**

We recognise that removing a Governor from office is a last resort, and that it is the appointing bodies, which have the power to remove those they appoint.

If the need arises to use the sanction of removing a Governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

### **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. They should not do so in order to gain financial or other material benefits for themselves, their family, or 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.

**History of document**

History of previous versions removed at point policy had significant review by FGB

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1	FGB	September 12		Major changes
2	FGB	September 13	4/9/13	
3	FGB	September 14	3/9/14	
4	FGB	September 15	21/10/15	
5	FGB	September 16	07/09/16	
6	FGB	September 17	5/9/17	
7	FGB	September 18	05/9/18	
8	FGB	September 19	11/09/2019	
9	FGB	September 2020	02/09/2020	
10	FGB	September 21	08/09/2021	
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**The Governing Body of Ravenswood School adopted this code of practice at the beginning of school year 2012.** Governors will sign the Code at the first governing body meeting of each school year.

I understand that it is a requirement for the governing body to publish a register of governors' business interests on the school website. Any governor failing to reveal information to enable the governing body to fulfil their responsibilities may therefore be in breach of this code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor as per regulation 17 of the School Governance Roles, Procedures and Allowances Regulations.

**Undertaking:**

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed .....

Printed name .....

Date: .....