

# Bishop Perrin Church of England Primary School

## Governor Conduct Policy

Governance Policy



*Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.*

<b>Author</b>	Alwyn Williams
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## **1 INTRODUCTION**

Bishop Perrin School is a Church of England voluntary aided school which aims to serve our community by providing the best possible education within the context of Christian belief and practice and in partnership with the Church at parish and diocesan level.

## **2 GENERAL**

1. The key purpose of the FGB is to ensure that the school provides the best possible education for all children in a Christian context. The central and common concern for all governors should be the well-being of pupils.
2. The FGB has the following three core functions which are:
  - i. ensuring clarity of vision, ethos and strategic direction;
  - ii. holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff;
  - iii. the sound, proper and effective use of the school's financial resources.

## **3 ROLES AND RESPONSIBILITIES**

1. The FGB has responsibility for the strategic direction and statutory policies of the school and for ensuring that these are regularly reviewed.
2. We recognise that the headteacher has responsibility for the internal organisation and day-to-day management of the school and the staff. We will avoid any actions that might undermine these arrangements and we commit to working in partnership to develop and improve the school.
3. We understand that although appointed through different routes (eg parent, staff, Local Authority, co-opted, foundation), governors are not delegates and should make decisions according to their conscience and in the best interests of the school.
4. We acknowledge the particular additional role of foundation governors in ensuring that the school's Christian ethos is reflected in all aspects of school life and that the school is conducted in accordance with any trust deed.

5. We accept collective responsibility for all decisions made by the FGB or its delegated agents. This means that we will not speak against majority decisions outside the FGB meeting. When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if that might be different to our personal views.
6. We accept that we have no legal authority to act individually, except when the FGB has given us delegated authority, and therefore we will only speak on behalf of the FGB when we have been specifically authorised to do so.
7. We have a duty to act fairly and without prejudice, and as we have responsibility for staff, we will fulfil all that is expected of a good employer. This includes seeking advice where necessary before taking action.
8. We will consider carefully how our decisions may affect our community and other schools.
9. When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
10. If we have concerns about the activities of any individual or the FGB, we will follow established procedures (eg Code of Conduct, complaints, safeguarding, whistleblowing) in bringing them to the attention of appropriate persons or bodies.

#### **4 COMMITMENT**

1. We understand that being a governor requires a commitment of significant amounts of time and energy and will have regard to this when agreeing to serve.
2. We will involve ourselves actively in the work of the FGB and accept a fair share of responsibilities including service on panels and working groups.
3. We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
4. We accept that regular attendance at meetings of the FGB is essential. Where we cannot attend we will explain in advance why we are unable to do so.

5. We will take opportunities to know the school well including visits arranged in advance and undertaken within the framework established by the FGB.

## **5 RELATIONSHIPS**

1. We will strive to work 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, school staff and the clerk.
3. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
4. We are prepared to answer queries from other FGB members in relation to delegated functions and take into account any concerns expressed. We will acknowledge the time, effort and skills that have been committed by other governors.
5. We will seek to develop effective working relationships with the headteacher, staff and parents, LDBS, the local authority and other relevant agencies and the community.

## **6 CONFIDENTIALITY**

1. Although decisions reached at FGB meetings are normally made public through minutes or otherwise, we will not reveal details of any FGB vote and will exercise discretion or confidentiality in respect of the discussions on which the decisions were based.
2. We will observe complete confidentiality in all matters which have been designated confidential or which concern named or identifiable individuals – staff, parents or pupils. This covers all forms of verbal and written communication, including the various forms of social media such as Facebook and Twitter. Failure to comply with this confidentiality expectation can lead to disciplinary action such as suspension of a governor.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

## **7 CONFLICTS OF INTEREST**

1. We will publish governor details and interests on the school's website in line with current legislation. Failure to reveal required information may be in breach of this code and statutory requirements.
2. We will declare any pecuniary interest or personal interest which could be perceived as a conflict of interest - in a matter under discussion and offer to leave the meeting for the appropriate length of time.

## **8 CONDUCT**

1. We will express our views openly within meetings but in doing so will ensure that they relate to matters proper for discussion by the FGB.
2. We will prepare for meetings by reading all papers carefully in advance
3. If we wish to discuss an issue we will make a request through the clerk for the item to be included on the next meeting's agenda.
4. All governors' visits will be within the framework that has been established by the FGB and agreed with the headteacher.
5. We will act at all times in accordance with the Nolan principles (see below) – i.e., with selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **9 BREACH OF THE CODE OF CONDUCT**

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

## **10 MONITORING**

This policy is reviewed on a regular basis by the Strategic Group of the Full Governing Body. It will also be updated and revised sooner in light of any change in guidance or legislation



## APPENDIX 1 – THE (NOLAN COMMITTEE) SEVEN PRINCIPALS OF PUBLIC LIFE

**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.