

HPP Code of Conduct for School Governors

This code sets out the expectations on and commitment required from governors in order for the governing body to properly carry out its work within the school and the community.

The purpose of the governing body

The governing body is the accountable body for Hampton Infant School and Nursery and Hampton Junior School. It is responsible for the conduct of the schools and for promoting high standards. The governing body aims to ensure that children are attending successful schools which provide them with a good education and support their well-being.

The governing body:

- Sets the strategic direction of the schools by:
 - Setting the values, aims and objectives for each school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting targets
 - Agreeing the school improvement strategies which include approving the budgets and agreeing the staffing structures
- Challenges and supports the schools by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategies
 - The budgets and the staffing structures
- Ensures accountability by:
 - signing off the schools' own self-evaluation reports
 - responding to Ofsted reports when necessary
 - holding the headteachers to account for the performance of the schools
 - ensuring parents and pupils are involved, consulted and informed as appropriate
 - making available information to the community

- Appoints and performance manages the headteachers who will deliver the aims (through the day to day management of the schools, implementation of the agreed policy framework and school improvement strategies, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a governor

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, Local Authority community, foundation), the overriding concern of all governors has to be the welfare of the schools as a whole.

General

- We understand the purpose of the governing body and the role of the headteachers as set out above
- We are aware of and accept the seven Nolan principles of public life (see appendix)
- 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.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- 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 the governing body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- 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.
- In making or responding to criticism or complaints affecting the schools we will follow the procedures established by the governing body.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to do so.
- We will get to know the schools well and respond to opportunities to involve ourselves in school activities.
- Our visits to both schools will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the relevant headteacher (Governor Visits Policy).
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the headteachers.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors 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.
- We will seek to develop effective working relationships with the headteachers, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- 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
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Publication of Governor's Details and the Register of Interests

As governors, we hold an important public office and our identity should be known to the schools and wider communities. In the interests of transparency, we should publish on our schools' websites up-to-date details of our governance arrangements. This should include:

- the structure and remit of our governing body and any committees, and the full names of the chair of each;
- for each governor who has served at any point over the past 12 months:
- their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
- relevant business and pecuniary interests (as recorded in the register of interests) including:
 - governance roles in other educational institutions;
 - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
 - their attendance record at governing body and committee meetings over the last academic year.

We will also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the Chair and the 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.
- Any governor failing to provide information to enable the governing body to fulfil their responsibilities (as outlined in "Publication of

governor's details and the register of interests" (above) may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body will consider suspending the governor.

- 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, Schedule 6 of the School Governance (Constitution) (England) Regulations 2007 and Schedule 4 of the School Governance (Constitution) (England) Regulations 2012, relating to the disqualifications from the role of school governor.

The Governing Body of Hampton Primary Partnership adopted this code of practice on _____. Governors will sign the Code at the first full governing body meeting of each school year.

Undertaking:

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

	Signed:	Name:	Date:
1.		Lizzie Bagley	
2.		Matt Beadell	
3.		Lynn Bima	
4.		Dave Bolton	
5.		Damian Burke	
6.		Tracy Fraser (A)	
7.		Sharen Goddard	
8.		Lynne Hewitt	
9.		Alison Horn	
10.		Jon James	
11.		Kiran Kaur	
12.		Helen Lockey	
13.		Stacey Mills	
14.		John Morrison (A)	
15.		Kath Munday	
16.		Sam Murphy	
17.		Suzette Nicholson	

18.		Courtenay Norbury	
19.		Gillian de Soyres	
20.		Pandi Stepan (A)	
21.		Sarah Weinberg (A)	

(A) denotes Associate Governors.

(B) Appendix: 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.