

Code of Conduct for Governors 2018/2019

(written in conjunction with the National Governors Association (NGA) guidelines)

The Governing Body has the following core strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties
- Supporting the Trust to achieve its Values and Key Strategic Aims

Ensuring accountability, by:

- Supporting the Appointment of the Head Teacher (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the Head Teacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed
- Monitoring spending against the budget on behalf of the Directors of the PFT

As individuals on the Governing Body, we agree to the following:

A governor should:

- Attend all governor meetings throughout the academic year (1 within each half term – a total of 6 meetings). Lead Clerk will provide a full schedule of meetings at the start of each academic year. Governors should record all meetings in their diaries;
- support the aims and objectives of the Governing Body and the Primary First Trust and promote the interests of the School, the Trust and its pupils in the wider community;
- work co-operatively with other Governors in the best interests of the School;
- acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision of the Governing Body prevails, it should be supported;
- base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views;
- acknowledge that as an individual governor, he or she has no legal authority outside the meetings of the Governing Body and its committees;
- understand that, unless delegated as an individual governor by the Governing Body, an individual governor does not have the right, other than through the chair and with Governing Body's agreement, to make statements or express opinions on behalf of the Governors;

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- resist any pressure to use the position of governor to benefit himself or herself or other individuals or agencies;
- declare openly and immediately any personal conflict of interest arising from a matter before the Governors or from any other aspect of Governorship;
- not make reference to content discussed at governing body meetings outside of the governing body;
- ensure that all school/governor documentation is solely used for governor meetings/discussions. The Clerk will provide access to the Governor Secure Area;
- respect the confidentiality of those items of business which the Governing Body decides from time to time should remain confidential;
- take or seek opportunities to enhance his or her effectiveness as a governor through participation in training and development programmes and by increasing his or her own knowledge of the School;
- give priority, as far as practicable, to attendance at meetings of the Governing Body and its committees (as per the Governor Absence Policy);
- ensure that the appropriate level of pre-reading is completed prior to governor meetings;
- have regard to his or her broader responsibilities as a governor of a public institution including the need to promote public accountability for the actions and performance of the Governing Body;
- visit the School (and enter classrooms) only by prior arrangement and to report such action for the information of the Governing Body, confining comment to Governors' proper interest and taking care not to intrude upon the teaching staff's professionalism;
- exercise great caution with the use of Social networking web-sites, for example, Facebook, Twitter etc and not make any comment regarding the school or governance which could bring it into disrepute. Care should also be exercised in relation to material posted including photographs;
- should not generally make links or 'friends' with staff or students of the school or enter any discussion regarding the school via Social networking web-sites; It is acknowledged that staff governors will have links with other staff members but should not make any comment about the governance of the school or have links with students. It is also acknowledged that parent Governors will have Facebook or similar links with their own children.
- agrees to the website publication, for any local governor who has served at any point over the past 12 months of; their full names, date of appointment, term of office, attendance record at meetings, date they stepped down (where applicable), who appointed them (in accordance with the trust's articles), and relevant business and pecuniary interests including governance roles in other educational institutions.
- will review individual and collective needs for induction, training and development, and will undertake relevant training. The trust has a minimum expectation that all governors attend at least two training sessions during the year. This is a minimum and your own governing body may add additional training requirements as it deems appropriate for your individual circumstances.

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- in the interests of transparency, information relating to governors will be collected and logged on the DfE's national database of governors (Edubase).

Ceasing to be a governor: the requirements relating to confidentiality will continue to apply after a governor leaves office. Notice should be made in writing to the Chair of Governors and the Clerk (giving reasonable notice, where possible).

If we believe this code has been breached, we will raise this issue with the Chair and the Primary First Trust Executive Team. Where a breach has occurred the Directors of the Primary First Trust may address the issue in a manner that will maintain the integrity of Governing Body which may include suspension.

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 the recommendation to the Directors of The Primary First Trust of suspension from the governing body.

Governors will sign the Code of Conduct at the first governing body meeting of each school year.