



# Partnership of Bentley and Copdock Primary Schools



## Governing Board Code of Conduct

### Our Vision

The Governing Board of Bentley CEVC and Copdock Primary Schools share a vision for the children in our schools to become:

*'Confident individuals, successful learners and responsible citizens  
who are well equipped for future life, whatever that may hold.'*

#### As governors, we will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

#### As individuals on the board we agree to:

##### Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our schools.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the schools.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the schools and local communities.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the schools' reputation in our private communications (including on social media).
13. We will not discriminate against anyone and will work to advance equality of opportunity for all.

*"Know that I am with you always", Matthew 28:20*

### **Demonstrate our commitment to the role**

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the schools well and respond to opportunities to involve ourselves in school activities.
5. We will visit the schools and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the schools in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

1. We will develop effective working relationships with the Headteacher, staff, children, parents, the local authority, the diocese, other relevant stakeholders from our local communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

### **Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school website.
5. We will act in the best interests of the schools a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the schools' website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

## Breach of this Code of Conduct

1. If we believe this code has been breached, we will raise this issue with the Chair of Governors and the Chair will investigate; the governing board 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 governing board member, such as the Vice Chair will investigate.
3. Any breaches shall be discussed at a Full Governing Board meeting and, if agreed, minuted accordingly.

**Adopted by** Bentley CEVC and Copdock Primary School Partnership on 18<sup>th</sup> October 2023

Signed ..... *Mr Simon Hurst*..... (Chair of board)

The governing board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.

## Undertaking

As a member of the Governing Board, 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 Board, the Headteacher or the staff.

Signed:.....

Name:..... Date:.....

## Appendix A

### ***The Seven Nolan 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*** - School leaders should act solely in the interest of children and young people. They should not act in order to gain financial or other material benefits for themselves, their family, or their friends.

***Integrity*** - School leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.

***Objectivity*** - In carrying out public business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, school leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.

***Accountability*** - School leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

***Openness*** - School leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.

***Honesty*** - School leaders should be truthful and have a duty to declare any private interests relating to their public duties taking steps to resolve any conflicts arising in a way that protects the public interest.

***Leadership*** - School leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.