CODE OF CONDUCT FOR THE GOVERNING BODY OF ST. PIUS X CATHOLIC PRIMARY SCHOOL, CHELMSFORD

As adopted by the Governing body on 21st September 2016.

To be reviewed annually.

The Governing Body accepts the following principles and procedures:-

St Pius X Catholic Primary School is a voluntary aided school in the trusteeship of the Diocese of Brentwood. As a foundation school governors have considerable responsibility for admissions, as the employer of staff and the school buildings.

Purpose of the governing body

The governing body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being. The responsibilities of governing bodies has grown and schools are now accountable for children's health and well-being in the community and for a wide range of extended services provision out of school hours.

The governing body

Establishes the strategic direction of the school, by:

- Setting the vision, values and objectives of the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the head teacher
- Monitoring progress towards targets
- Responding to Ofsted reports when necessary
- Performance managing the head teacher
- Holding the head teacher to account for the performance of the school
- Engaging with parents and pupils where appropriate
- Contributing to the school's self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The role of a governor

- In law, the governing body is a corporate body which means:
- no governor can act on his/her own without proper authority from the full governing body
- all governors carry equal responsibility for decisions made
- although appointed through different routes, the overriding concern of all governors has to be the welfare of the school as a whole.

Role & Responsibilities

- We recognise that our head teacher is responsible for the implementation of policy,
- Management of the school and the implementation and operation of the curriculum.
- We understand the purpose of the governing body and the role of the head teacher.
- 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 will encourage open and transparent governance and shall be seen to be doing so.
- We will consider carefully, how our **collective** decisions may affect other stakeholders, the school and other schools and the community.

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 and positively** in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups, making the best use of our capabilities and experience.

We will get to know the school well **by taking part in the school's programme of activities and other planned opportunities for participation.**

We will fulfil our individual and collective needs for training and development, and will undertake relevant training.

We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.

We will visit the school, with all visits to school arranged in **advance and always by agreement** with the headteacher, staff or subject leader and undertaken within the framework established by the governing body.

We accept that in the interest of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.

Relationships

- We will strive to work **at all times** as a team in which constructive working relationships are actively promoted.

- We will express views openly, courteously and respectfully in 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 our head teacher, staff, parents, the local authority, the parish and the diocese, other relevant agencies and the wider community.**
- **We will deal with differences of opinion with colleague governors and staff in an amicable, professional and courteous way, at all times, avoiding aggressive or offensive behaviour.**

Confidentiality

- We will observe **confidentiality** regarding proceedings of the governing body in meetings and from our visits to school as governors.
- We will observe **complete confidentiality** when matters are deemed confidential or where they concern individual members of staff, pupils or governors, both inside and outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governor body meeting.
- **We will not reveal the details of any governing body vote.**

Conduct

- **We accept the authority of the Chair during all meetings of the governing body and its committees.**
- 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 against decisions outside the governing body in public or private.
- We accept that we have no legal authority to act or speak individually on behalf of the governing body, except when given delegated authority to do so, and therefore we will only act or speak 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.
- In discharging our duties 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.

- The Catholic ethos is a key part of our school and we should ensure that the teachings of Christ inform our behaviour and are borne in mind in discharging our duties as governors and in setting the schools strategy and direction. The school is to be conducted in accordance with the Trust Deed of the Diocese of Brentwood.
- We will use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
- We are aware of and accept the Seven Nolan Principles of Public Life (see Appendix A).

Conflicts of Interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.

- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this Code of Conduct

- If we believe this Code of Conduct has been breached, we will raise this issue with the chair and the chair will investigate; the governing body should only use suspension or removal 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 Conduct 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 or removal by the governing body.

- We are aware of the provisions of regulations 17 (1) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, 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.

Appendix A

The Seven Principles of Public Life
(originally published by the Nolan Committee)

Selflessness
Holders of the 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.

The Committee of Standards in Public Life was established by the then Prime Minister in 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

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

The Governing Body of St Pius X Catholic Primary School adopted this code of practice on 21st September 2016 **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 head teacher or staff.
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