

# **Charlton Kings Infants' School**

## **Governing Body Code of Conduct**

**Adapted from the NGA 2021 Model Code of Conduct**

**Adopted & reviewed: September 2024**

**This Code should be read in conjunction with the relevant law, articles of association and agreed scheme of delegation and the Academy Trust Handbook 2024.**

### **We will focus on our core governance functions:**

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding leaders to account for the educational performance of the organisation and its children and pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent

### **As individual board members, 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 fulfil our role and responsibilities as set out in our scheme of delegation.
3. We will develop, share and live the ethos and values of our kindergarten and school.
4. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
5. We will work collectively for the benefit of the kindergarten and school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the kindergarten/school and local community.
8. We will stand by the decisions that we make as a collective.
9. We will undertake appropriate safeguarding and child protection training at induction in order to ensure that we have the knowledge to provide strategic challenge to test and assure ourselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding. We will also ensure that this training is updated regularly (at least annually)
10. We will be aware of our obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty) and the local multi-agency safeguarding arrangements.
11. 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.
12. We will only speak or act on behalf of the board if we have the authority to do so.
13. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
14. When making or responding to complaints we will follow the established procedures.
15. We will strive to uphold the kindergarten/school's reputation in our private communications (including on social media).
16. We will not discriminate against anyone and will work to advance equality of opportunity for all.

#### **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 kindergarten and school well and respond to opportunities to involve ourselves in the organisation's activities and events

5. We will visit the kindergarten/school and when doing so will make arrangements with relevant staff in advance and observe the organisation and board's protocols.
6. When visiting the kindergarten/school in a personal capacity (for example, 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 kindergarten/school leaders, staff, parents and other relevant stakeholders from our local community.
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 kindergarten/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 organisation's website.
5. We will act in the best interests of the organisation/trust as 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 organisation's 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.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

#### Ceasing to be a governor

We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

## Breach of this 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 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 governor, such as the vice chair will investigate.

We agree to abide by the Seven Nolan Principles of Public Life:

### *Selflessness*

We will act solely in terms of the public interest.

### *Integrity*

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

### *Objectivity*

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### *Accountability*

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

### *Openness*

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

### *Honesty*

We will be truthful.

### *Leadership*

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Signed by Mr Alan Waller (Chair)	
Signed by Mr Vince Costello (Vice Chair)	
Signed by Mrs Katie James (Headteacher)	
Signed by Mr Neil Owens (Deputy Headteacher)	
Signed by Mrs Jane Roberts	
Signed by Mrs Elyn Wynn	
Signed by Mrs Dallas Davis	
Signed by Mr Charlie Clover	
Signed by Mrs Sarah Wilkinson	
Signed by Ms Dafna Ashworth	
Signed by Mr Robert Austin-Goodall	
Signed by Ms Amy Coole	
Signed by Mrs Dana Dundas	

Signed and witnessed by the Clerk to the Governing Body:

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Date: .....

Adopted by the Members of the Governing Board of Charlton Kings Infants' School on

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Signed by Mr James Atack (Chair)	
Signed by Mr William Partridge	
Signed by Mr Simon Thomas	
Signed by Mrs Louise McRitchie	

Signed and witnessed by the Clerk to the Governing Body:

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Date: .....