



Coulsdon Church of England Primary School School Governor Code of Conduct 2022-23

PRINCIPLES OF PUBLIC LIFE

As a public role, we commit to abiding 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.

CORE GOVERNANCE FUNCTIONS

We acknowledge that our focus as a Governing Body will be on our core governance functions, namely:

1. Ensuring that there is clarity of vision, ethos and strategic direction;
2. Holding the executive leaders to account for:
 - a. The educational performance of the school and its pupils;
 - b. The social, emotional and spiritual development of the school and its pupils;
 - c. The performance of its staff;
 - d. The role that the school plays in the wider community of Old Coulsdon
3. Oversee the financial performance of the school and making sure that its money is well spent;
4. Ensuring that the voices of all its stakeholders are heard.



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INDIVIDUAL BOARD MEMBER ROLES AND RESPONSIBILITIES

We each individually commit to fulfilling our roles and responsibilities:

1. We will accept our role is strategic and so we will focus on our core functions and not involve ourselves in day-to-day management unnecessarily;
2. We will develop, share and live the ethos and values of the school;
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 school.
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 school and local community.
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 school's reputation in our private communications (including on social media).
13. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.

We will demonstrate our commitment to the role by:

1. Involving ourselves actively in the work of the Governing Body and accept our fair share of responsibilities, serving on committees or working groups as required
2. Making every effort to attend all meetings and where we cannot attend, explain in advance the reasons;
3. Sharing any necessary papers with other members in advance of any meeting to allow for adequate review;
4. Attending all meetings fully prepared, having read all necessary papers in advance, ready to make a positive contribution and observe protocol;
5. Getting to know the school well and responding to opportunities to involve ourselves in school activities.
6. Visiting the school as frequently as possible, and when doing so will make arrangements with relevant staff in advance, and observing school and Governing Body protocol.
7. Honouring the commitments made in this code when attending the school in a personal capacity, such as a parent/carer.
8. Committing to developing our personal knowledge and skills through attending regular training and ensuring that we are up to date with latest developments in educational policy, and sharing this knowledge with other governors.



Coulston Church of England Primary School

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BUILDING AND DEVELOPING RELATIONSHIPS

We recognise that the role of governor requires a strong first hand knowledge and understanding of the school that can only come from nurturing relationships and regular, ongoing communication. Therefore:

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/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.

RESPECTING CONFIDENTIALITY

As part of our roles, it will be necessary at times for governors either individually or collectively to be made aware of confidential information in respect of the school, pupils and staff. We recognise that the successful and effective running of the school needs all parties to have confidence that information provided will be treated appropriately.

1. We will observe the principle of 'need to know' and ensure that sensitive or confidential information is shared only with those governors who have a need to know in order to perform their roles and responsibilities.
2. 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

CONFLICTS OF INTEREST AND TRANSPARENCY

As a voluntary role, there may be times when our role as governor and our outside lives give rise to a conflict of interest and that these must be disclosed and managed. We recognise that even the perception of a conflict could represent reputational damage to the governing body and the school. To manage this:

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's website.



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5. We will act as a governor and act in the best interests of the school and all its pupils; 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 school 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.

ADOPTED BY COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNING BODY

ON: 30th November 2022

SIGNED BY: [Melvyn Allen](#)

MELVYN ALLEN (CHAIR OF GOVERNORS)

We agree that this code of conduct will be reviewed annually and it will be endorsed by the full Governing Body.