

# Honeybourne Primary Academy



Turning Potential  
into Success

## Governor Code of Conduct

This policy is reviewed by the Governing Body	
Co-Ordinator	Elaine Huntington
Adopted	Feb 19
Review Date	Feb 21
Governor Link	Steve Coleman

This code sets out the expectations required of the Governors of Honeybourne Primary Academy (HPA). It should be read in conjunction with the relevant law and articles of association.

The Governing Body (GB) has the following strategic functions:-

- establishing the strategic direction of the school;
- agreeing the priorities for the school improvement;
- meeting statutory duties.

The GB will also ensure accountability by:-

- appointing the Head and managing the Head's performance;
- monitoring the school's performance progress and self-evaluation;
- engaging with stakeholders eg parents; LEA;

The GB will oversee the school's financial performance by:-

- setting the budget and monitoring spending;
- ensuring value for money is obtained;
- ensuring risks to the school are managed.

Roles and Responsibilities:-

- Governors accept that they have no authority to act individually, unless authorised by the GB;
- Governors accept collective responsibility for decisions made by the GB and will not speak against majority decisions outside the meetings.
- Governors will act fairly and without prejudice and will fulfil what is expected of a good employer in relation to staff.
- We will encourage open governance.
- We will consider carefully how our decisions may affect the community and other schools.
- We will be mindful of our responsibility to maintain the ethos and reputation of our school and our actions will reflect this.
- In responding to complaints and criticisms we will follow the GB's procedures;
- We will respect and support the Head's responsibility for the day to day management of the school and avoid undermining such arrangements;
- we accept the different roles between board and staff, and work together for the benefit of the school;
- We agree to observe the school's rules and the policies of the Governing Body set out in the relevant Government documents.
- When speaking or writing as Governors we will ensure our comments support school policy, whatever our personal views.

## Commitment

- We understand that becoming a governor involves a significant commitment of time and energy.
- We will involve ourselves in the work of the GB and accept our fair share of responsibilities, including membership of committees and working groups.
- We will make the effort to attend all meetings and will send apologies where we cannot be there.
- We will involve ourselves in school activities in order to get to know the school well.
- All our visits will be arranged in advance with the Head.
- When visiting as a parent or carer we will maintain our role as governor.
- We will consider our own needs for induction and undertake training.
- We understand that our names, dates of appointment and terms of office etc, will be published on the school's website .
- We accept that in the interests of transparency that information will be logged onto the DFE's national database of Governors.

## Relationships

- We will endeavour to work with other governors as a team.
- We will express our views openly but respectfully to fellow governors, school staff and the clerk.
- We will support the chair and vice chair in their respective roles, to ensure appropriate conduct and punctuality.
- We will answer queries from other board members and acknowledge their inputs to the GB.
- We will try to develop effective working relations with the Head, staff and parents and other members of the Board.

## Confidentiality

- We will observe complete confidentiality when matters concern specific members of staff or pupils.
- We will exercise prudence when discussions arise regarding school business outside a Board meeting.
- We will not reveal the details of any governing body vote.
- We will ensure all confidential papers are disposed of appropriately.

## Conflicts of Interest

- We will record any pecuniary or business interest that we have in connection with the GB's business in the Register of Business Interests. If any such matter arises in a meeting, we will offer to leave the meeting while that is discussed.
- We accept that the Register of Business Interests will be published on the school web site.

- We will declare any conflict of loyalty at the start of a meeting where it might occur.
- We will always act in the best interest of the school as a whole and not as the representative of any group.

#### Ceasing to be a Governor

- The requirements as to confidentiality will continue to apply after a governor leaves office.

#### Breach of this Code of Conduct

- If we believe this code has been breached, we will raise the issue with the chair and the chair will investigate. The GB will only use suspension or removal as a last resort.
- Should it be the chair who has breached the code, another governing body member such as the vice chair will investigate.