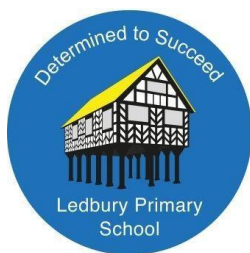


# Code of Conduct for the Ledbury Primary School Governing Board



Code adopted by the governing board of **Ledbury Primary School on 16 May 2019**

Latest update 29 September 2026

**Review Date: September 2028**

This code sets out the expectations on and commitment required from school governors, associate and committee members, in order for the Ledbury Primary School Governing Board to properly carry out its work within the school and the community. The Code applies to all levels of school governance.

Once approved by the governing board, the Code will apply to all governors, associate and committee members and also to GB associates and GB sub-committee members.

**The governing board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing headteacher
- Engaging with stakeholders (parents and pupils)
- Contributing to school self-evaluation

Overseeing financial performance, by:

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

As individuals on the board we agree to the following:

## Role & Responsibilities

- We understand the purpose of the board and the role of the Head Teacher.
- We accept that we have no legal authority to act individually, except when the Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will *not speak against majority decisions* outside the governing board meeting.
- 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 consider carefully how our decisions may affect the community and other schools.
- 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.
- In making or responding to criticism or complaints *we will follow the procedures* established by the governing board.
- We will actively support and challenge the School Leadership Team
- We will accept and respect *the difference in roles* between the Board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the School Leadership Team and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the School's rules and policies and the procedures of the governing board as set out by the relevant governing documents and legislation.
- When formally speaking or writing in our governing role we will ensure our comments *reflect current School policy even if they might be different to our personal views*.
- When communicating in our private capacity (including on social media) we will be mindful of, and strive to uphold, the reputation of the School.

## Commitment

- We acknowledge that accepting office as a governor/associate/committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.

- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher, and being undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/associate committee member and remain in compliance with this code at all times.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake all relevant and regular training.
- 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's website.
- In the interests of transparency we accept that information relating to school governors/associates & committee members (as required) is collected and logged on the DfE's national database of governors (GIAS/Edubase or subsequent applied system) in accordance with relevant regulation. The withholding of any such information by a governor/associate/committee member (with the intention of preventing the recording and publication of same) may be viewed by the governing board as being a breach of this code.
- We will sign a Declaration of Disqualification with regard to Safeguarding on an annual basis.

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors/associates/committee members, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair and the clerk in their role at meetings and at all times.
- We are prepared to answer queries from other board members 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 the headteacher, staff and parents, and other relevant agencies and the community.

## Confidentiality

- We will encourage open governance in that *our processes and procedures* will be transparent - but *our individual views and votes will remain private*. We will respect the confidentiality of the meeting room, and individuals will not be identified in recorded minutes or otherwise by their views or votes, and so will have the freedom to speak out and to challenge freely, without fear of publicity.
- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arises outside a governing board meeting.
- *We will not reveal the details of any governing board vote*, other than whether it was for or against a motion. We will not identify individual views or abstainers.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will have regard to current Data Protection regulations (GDPR or subsequent installed), and we will be aware of what constitutes a breach of such regulations, and follow our duties of reporting breaches if there should be an occurrence. We will undertake whatever remedial action is required of us by the relevant regulation and authority.

## 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 board'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 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 by that group to the governing board.

## Ceasing to be a Governor/Associate Committee Member

We understand and agree that the requirements relating to confidentiality will continue to apply indefinitely after a governor/associate committee member leaves office.

## Breach of this code of conduct

- 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 seek to resolve any difficulties or disputes in an appropriate and constructive way, and will use suspension/removal of a governor as a last resort.
- Non-Governor members: A GB associate member/sub-committee member breaching this code may (as a non-governor) be removed immediately by the governing board.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

### The seven 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** - Holders of public office should act solely in terms of the public interest.

**Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty** – Holders of public office should be truthful

**Leadership** – Holders of public office 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.

### Declaration:

I (name) \_\_\_\_\_, being a governor/associate or committee member of Ledbury Primary School Governing Board, agree to the terms of the above Code of Conduct being a condition of my Term of Office

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Code adapted from the NGA Model Code of Conduct © National Governance Association 2018, with additions/amends as pertinent to this school.