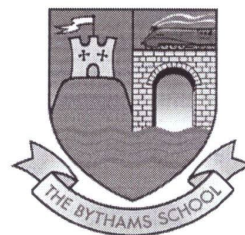
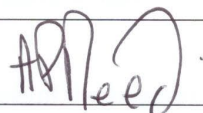


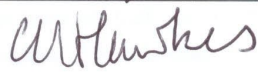
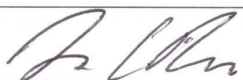




**THE BYTHAMS PRIMARY SCHOOL
GOVERNORS CODE OF CONDUCT
ACADEMIC YEAR 2023-2024**



Approved by Governing Body of The Bythams Primary School Autumn 2023*

| | Signed: | Date: |
|---|--|------------|
| Adrian Reed - Chair of Governors (Co-Opted) |  | 27.11.2023 |
| Ann Cook - Headteacher |  | 27.11.2023 |
| Laura Ives - Staff Governor |  | 27.11.2023 |
| Christine Hawkes - Co-Opted Governor |  | 27.11.2023 |
| James Rees - Co-Opted Governor |  | 27.11.2023 |
| NIP - LA Governor | | |
| Luke Smith - Parent Governor |  | 27.11.2023 |
| Eleanor Turner - Parent Governor |  | 27.11.2023 |
| Due for review Autumn 2024 | | |

*The Code of Conduct has been updated due to a change in board members.

We as The Bythams School Governing Board will focus on our core governance functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
NGA recognises the following as the fourth core function of governance:
4. Ensuring the voices of stakeholders are heard

Ensuring accountability, by:

- Appointing the Headteacher
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Last updated: October 2023

Last updated: October 2023

Overseeing financial performance, by:

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

Ensure that other key players with a stake in the organisation get their voices heard by:

- Gathering the views of pupils, parents and staff and reporting on the results.
- Reaching out to the school's wider community and inviting them to play their part.
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

As individuals on the board we agree to the following:

Role and responsibilities

1. We understand the purpose of the board and the role of the Headteacher.
2. 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.
3. We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decision outside the governing board meeting.
4. 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.
5. 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.
6. We will encourage open government and will act appropriately.
7. We will consider carefully how our decisions may affect the community and other schools.
8. 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.
9. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
10. We will actively support and challenge the Headteacher.
11. We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the school.
12. We will respect the role of the Headteacher and their responsibility for the day to day management of the school and avoid any actions that might undermine such arrangement.
13. 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 law.
14. When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal view.
15. When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the school.
16. We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the governing board.
17. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We acknowledge that accepting the office as a Governor involves the commitment of significant amounts of time and energy.
2. 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.
3. We will make full efforts to attend all meetings and where we cannot attend explain well in advance why we are unable to.

4. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
5. We will get to know the school well and respond to opportunities to involve ourselves in school activities
6. We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
7. When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
8. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted, bearing in mind staff wellbeing and work-life balance when sending communications. Only in exceptional circumstances should communication be outside of normal working hours (ie health related or emergency closures). Wherever possible, telephone and email communication should be between the normal working hours of 8am and 6pm and there should be no expectation that emails will be read or responded to outside of these times.
2. We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.
3. We will express views openly, courteously and respectfully in all our communication with other governors, the clerk to the governing board and school staff both in and outside of meetings.
4. We will support the chair in their role of ensuring appropriate conduct both at meeting and at all times.
5. We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see annex) or which may place pupils at risk.
6. 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 of those involved.
7. We will respect the remit of, and engage constructively with, relevant authorities and other schools.

Respect confidentiality

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing board vote.
4. We will ensure all confidential papers are held and disposed of appropriately.
5. We will maintain confidentiality even after we leave office.

Conflicts of Interest

1. 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.
2. We accept that the Register of Business interests will be published on the school website.
3. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
4. 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 Body.
5. We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, 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.
6. In the interest of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Get information about schools - GIAS).

Breach of the 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.

The Bythams Board of Governors will 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

Whilst carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits. 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 have a duty to declare any private interests relating to our public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

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.