



Governing Body Code of Conduct

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Harris Federation Governing Body Code of Conduct

Governance is a voluntary role where people kindly give some of their time for the benefit of young people. Good governance can make an enormous difference to life chances and we are very grateful at Harris Federation for all that governors do.

This code sets out the expectations on and commitment required from a Harris Academy governor in order for the Governing Body to carry out its work within the academy, the wider Harris Federation and the community.

The Governing Body has the following core strategic functions:

Establishing the strategic direction by:

- Setting the vision, values, and objectives for the academy within and consistent with the wider strategy set by Harris Federation.
- Agreeing the academy improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensuring accountability by:

- Monitoring progress towards targets.
- Working with the Harris Federation to monitor performance of the Principal and of the academy alongside the CEO/Federation.
- Engaging with stakeholders.
- Contributing to and agreeing the Academy Self-Evaluation.
- Following up on progress against Self-Evaluation and Academy Improvement Plan priorities.
- Ratifying policies and ensuring compliance with Federation and local policies.

Ensuring financial probity by:

- Recommending the academy budget to the Harris Federation Board for approval.
- Ensuring a balanced budget each year unless there are good education reasons, formally agreed in advanced by the Federation.
- Monitoring spending against the budget.
- Ensuring value for money is obtained.
- Ensuring risks to the organisation are managed.
- Working in accordance with the Harris Federation Scheme of Delegation

As individuals on the Governing Body we agree to the following:

Role & Responsibilities

We understand the purpose of the Governing Body and the role of the Principal.

We accept that we have no legal authority to act individually, except when the Academy has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.

We accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body 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 encourage open governance and will act appropriately.

We will consider carefully how our decisions may affect the community, and the Harris Federation.

We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our academy. Our actions within the academy and the local community will reflect this.

In making or responding to criticism or complaints affecting the academy we will follow the procedures established by the Governing Body.

We will actively support and challenge the Principal.

Commitment

We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.

We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.

We will attend at least two of the three annual main Governing Body meetings.

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 academy well and respond to opportunities to involve ourselves in academy activities.

We will visit the academy, with all visits arranged in advance with the staff and undertaken within the framework established by the Governing Body and agreed with the Principal.

We will consider seriously our individual and collective needs for training and development, and will identify and undertake relevant training.

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.

We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.

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 by those involved.

We will seek to develop effective working relationships with the Principal, staff and parents, the Harris Federation and other relevant agencies and the community.

Confidentiality

We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the academy.

We recognise, if deemed necessary by the Chair, that staff and parent governors may be asked to absent themselves at certain points during the meeting.

We will exercise the greatest prudence at all times when discussions regarding academy business arise outside a Governing Body meeting.

We will not reveal the details of individual voting in any Governing Body vote nor will we discuss any matters deemed by the Governing Body to be confidential.

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 Body'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 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 academy as a whole and not as a representative of any group, even if elected to the Governing Body.

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 Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Should it be the Chair that we believe has breached this code, another governor, such as the Vice Chair or Federation representative 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. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

**Adopted by the Governing Body of Harris Westminster Sixth Form
25th September 2017**