



CODE OF PRACTICE FOR GOVERNORS 2018 / 19

Date presented to governors – 20 September 2018

Review Date- Autumn 2019

St. Wilfrid's C of E Academy
Code of Practice for Governors – 2018/19



This code sets out the expectations on and commitment required from governors in order for the governing board to properly carry out its work within the academy and the community.

The purpose of the governing board

The governing board is the Academy's accountable body. It is responsible for the conduct of the Academy, for promoting high standards, for developing the understanding that the Christian faith is the worship and service of One God who is Father, Son and Holy Spirit as in the Mission Statement.

'St Wilfrid's Church of England Academy sees education as an integral part of the mission of the Church to proclaim God as Creator, Christ as Redeemer and the Holy Spirit as Inspirer of all that is good in human living. The main purpose of the academy is to provide an excellent education, both academic and social, in a Christian context, to enable its students to grow up to take their full part as citizens of this world and the next.'

The Mission Statement of the governing board

The governing board of Saint Wilfrid's Church of England Academy, aims to support the Christian ethos of the Academy and wider community in providing a safe, caring and stimulating, Christ centred learning environment where everyone thrives so that they can reach their full potential.

The governing board will achieve this through:

- working closely with the Academy's Senior Leadership Team and where appropriate, an active involvement in the daily life of the Academy.
- by Setting a long term vision and agreeing strategic priorities, aims and objectives for the Academy.
- Providing challenging, supportive and effective strategic leadership to the Academy's management team.
- Guiding the Academy's operational management to ensure outcomes are in the best interests of the students, staff and the Academy.
- Ensuring that resources are aligned with strategic priorities, and the financial performance of the Academy.

The governing board will always act in the best interests of the Academy and the students and be united in a common vision for the Academy.

The governors will act as a corporate body upholding The Seven Principles of Public Life.

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 Academy
- Agreeing the Academy improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Principal
- Monitoring the educational performance of the Academy and progress towards agreed targets
- Performance managing the Principal
- Engaging with stakeholders
- 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 Principal.
- 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 encourage open governance and will act appropriately.
- 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 Academy. Our actions within the Academy 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 Principal and the Senior 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 Principal and the Senior 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 Academy rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- 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 views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

Commitment

- We acknowledge that accepting office as an Academy governor 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 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 Principal and 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 an Academy governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant 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 Academy website.
- In the interests 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).

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, the clerk to the governing board and Academy staff both in and outside of meetings.
- 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 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 Principal, staff and parents, the trust, the local authority 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 school.
- We will exercise the greatest prudence at all times when discussions regarding Academy business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately, via the Clerk.

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 Academy 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 Academy as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a governor

- We understand that the requirements relating 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 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.
- 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. 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.

The Governing Board of St Wilfrid’s Church of England Academy adopted this code of practice on

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Undertaking:

As a member of the Governing Board I will always have the well-being of the children and the success of the Academy at heart; I will do all I can to be an ambassador for the academy, publicly supporting its mission statement, aims, values and ethos; I will never say or do anything publicly that would embarrass the academy, the Governing Board, the Principal or staff.

Signed

Printed name

Date:

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