

Batley Girls' High School Governors' Code of Conduct

in accordance with the Articles of Association of Batley Girls' High School

The Governing Body is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the School, addressing such matters as:

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the School, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- ensuring the establishment and maintenance of a transparent system of prudent and effective internal controls;
- ensuring the effective management of the School's financial, human and other resources;
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the School be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the School's standards of conduct and values.

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

Roles & Responsibilities

- We understand the purpose of the Governing Body and the role of the Co-Heads.
- We accept that we have no legal authority to act individually, except when the Governing Body 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.
- Where any power or function of the Governors is exercised by any committee, any Governor, Principal or any other holder of an executive office, that person or committee shall report to the Governors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Governors immediately following the taking of the action or the making of the decision. If deemed necessary, the Governors may request feedback to be sent electronically via the Clerk prior to that meeting.
- 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 government 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 school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
- We will actively support and act as a critical friend to the Co-Heads.

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 make full efforts to attend all meetings and where we cannot attend, explain in advance why we are unable to do so.
- 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 to school arranged in advance with the staff and undertaken within the framework established by the Governing Body and agreed with the Co-Heads.
- We will consider seriously our individual and collective needs for training and development and will 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 his or her 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 Co-Heads, staff and parents, 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 school business arise outside a Governing Body meeting.
- We will not reveal the details of any Governing Body vote.

Conflicts of interest

- We will record any pecuniary or other business interest 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 understand that we may be requested to leave the meeting for the appropriate length of time.
- Similarly, we will declare any personal interest, such as friend and family connections, and understand that we may be requested to leave the meeting for the appropriate length of time.

- 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.

Disqualification

- We understand the terms, as outlined within Articles 69 to 81 of the Articles of Association of Batley Girls' High School, under which a Governor will be disqualified as a member of 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 will investigate.

As members of the Governing Body of Batley Girls' High School we agree to observe the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Adopted by the Governing Body of Batley Girls' High School and signed on its behalf by the Chair.

Signed

Date