



Sound & District Primary School

Our Children are the Future

Governor Code of Conduct

Policy written by:	Mrs Anna Bates Chair of Governors
Governor Committee:	Full Governing Board Meeting
Date approved by Governing Board:	Summer term 2026
Review date:	Summer term 2027

Legislation, statutory requirements and statutory guidance

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Department for Education Governance Handbook and Maintained Schools Governance Guide
- Keeping Children Safe in Education (KCSIE)
- The Seven Principles of Public Life (Nolan Principles)
- Relevant legislation including the Equality Act 2010 and Data Protection Act 2018

This policy operates in conjunction with the following school policies:

Child Protection and Safeguarding Policy, Acceptable Use Policy, Complaints Policy, Data Protection Policy, Governor Visits Policy, Instrument of Governance.

1. Purpose

This Code of Conduct sets out the expectations for all members of the Governing Board of Sound and District Primary School.

All governors are required to formally agree to this code upon appointment and annually thereafter. In agreeing to this code governors commit to uphold the highest standards of governance, conduct and ethical behaviour in fulfilling their role.

2. The Role of the Governing Board

Governors make an invaluable contribution to the lives of our children. Being a governor involves significant amounts of time and energy. Therefore, as individual governors of Sound and District Primary School we will play our part in setting an ethos of professionalism and high expectations of the governor role. The Governing Board operates strategically and does not involve itself in day-to-day management of the school.

Governors collectively fulfil three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for educational performance and safeguarding
- Overseeing the financial performance of the school and ensuring value for money.

3. Core Principles of Conduct

Governors will uphold the Seven Principles of Public Life:

- Selflessness – acting solely in pupils’ interests
- Integrity – avoiding improper influence
- Objectivity – evidence-based decision-making
- Accountability – openness to scrutiny
- Openness – transparency in governance
- Honesty – truthfulness in all dealings
- Leadership – modelling and promoting ethical behaviour

These principles underpin all decisions and behaviours.

4. Collective Commitment

As members of the Governing Board we agree and commit to the following:

Strategic Governance

We will:

- Focus on strategic priorities, not operational matters
- Support and challenge school leaders constructively and robustly
- Base decisions on evidence, data and professional advice
- Agree the school improvement strategy with priorities and targets
- Ensure that statutory duties are met
- Act collectively and support agreed decisions publicly
- Ensure clarity of vision, values, objectives and strategic direction
- Promote a culture of high expectations and inclusion

Accountability and Transparency

We will:

- Act in the best interests of pupils at all times
- Accept collective responsibility for decisions
- Ensure transparency, including publication of governance information as required by the DfE
- Monitor the educational performance of the school and progress towards agreed targets
- Be involved in the performance management of the Headteacher
- Engage with stakeholders; ensuring that the voices of pupils, parents, staff, and the community are considered
- Contribute to the school self-evaluation
- Hold the Headteacher and leaders to account for educational performance, the quality of teaching and the curriculum, safeguarding effectiveness and staff performance and wellbeing

Safeguarding

We will:

- Prioritise the safeguarding and welfare of children
- Ensure compliance with statutory expectations including, but not limited to, Keeping Children Safe in Education (KCSIE) and safeguarding policies
- Undertake appropriate safeguarding training and updates
- Ensure safeguarding is effective and compliant at all times
- Maintain a child-centred approach in all decisions
- Escalate concerns immediately through appropriate channels

Safeguarding is a non-negotiable priority.

Equality, Diversity and Inclusion

We will comply with the Equality Act 2010 and will challenge discrimination

We will promote

- Equality of opportunity
- Diversity and inclusion

We will uphold fundamental British values, including:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance

Financial Performance

We will:

- Set the budget
- Monitor spending against the budget
- Ensure public funds are used effectively, efficiently, and transparently
- Ensure that value for money is obtained
- Ensure that risks to the school are managed

5. Skills and Competency Framework

Governors are expected to demonstrate the following competencies:

- Strategic Leadership: Understanding the vision, values and improvement priorities
- Accountability: Interpreting performance data and holding leaders to account
- Financial Oversight: Understanding budgeting and resource allocation
- Safeguarding: Having knowledge of safeguarding duties and expectations
- People and Relationships: Effective communication and teamwork
- Self-Improvement: An ongoing commitment to training and development

6. Commitment to the Role

We will:

- Attend meetings regularly; notifying the Chair of the meeting at the earliest opportunity when we cannot attend or are delayed. We will aim for punctuality for all meetings and visits.
- Prepare thoroughly for all meetings having read all documentation
- Participate actively in committees and link roles (as appropriate)
- Engage in training, induction and ongoing development
- Contribute to school improvement and self-evaluation
- Identify and acknowledge the school and individual successes and strengths

7. Relationships and Professional Conduct

We will:

- Build effective, respectful relationships with the Headteacher, staff, parents/carers and the wider community
- Adopt a professional approach to challenge and support, ensuring robust but respectful governance; asking probing, evidence-based questions and seeking clarification on data and impact. We will express our views courteously and constructively; respecting differing opinions whilst maintaining professionalism
- Avoid personal or confrontational language, dominance in discussions and operational interference
- Get to know the school well and respond to opportunities to be involved in school activities; visiting the school in line with agreed protocols
- Support the Chair in maintaining effective governance
- Ensure a clear delineation of roles where we hold alternative roles within the school (i.e., parent, carer, other role, staff member). We will continue to uphold our commitment to this Code of Conduct. Where there is uncertainty, we will seek appropriate advice and guidance.

8. Role Boundaries

We will:

- Recognise that leadership and management are the responsibility of the Headteacher
- Avoid operational involvement or “micro-management”
- Only speak on behalf of the Governing Board when authorised to do so

9. Confidentiality, Data Protection and Information Security

We will:

- Maintain the confidentiality of sensitive discussions and of personal data relating to pupils, staff or families
- Ensure compliance with UK GDPR and Data Protection Act 2018
- Ensure that the details of any Governing Board vote remain confidential.
- Ensure that all confidential papers are held and disposed of appropriately.
- Continue to respect confidentiality even after leaving office

We will follow school policies on:

- Data storage
- Information sharing
- Cyber security

We will report data breaches immediately.

Please note: Confidentiality does not override safeguarding responsibilities.

10. Conflicts of Interest

We will:

- Declare all business, personal or pecuniary interests (including those related to people we are connected with)
- Record interests in the Register of Business Interests which will be published on the school's website
- Withdraw from discussions where a conflict of interest/loyalty exists
- Act in the best interests of the school, not as representatives of specific groups

11. Social Media and Public Conduct

We will:

- Uphold the reputation of the school at all times
- Use social media responsibly and professionally

We will avoid:

- Sharing confidential information
- Making comments that could bring the school into disrepute
- Engaging in inappropriate discussions about staff, pupils or governance

12. Visits to School

We will:

- Arrange visits in advance with the Headteacher
- Follow agreed visit protocols
- Observe, not inspect
- Report appropriately
- Maintain professional boundaries at all times

13. Public Accountability and Ofsted Expectations

As governors we recognise that Ofsted will evaluate:

- Our understanding of school performance data
- The impact of governance on outcomes
- Our ability to challenge leaders, ensure safeguarding and oversee curriculum quality

As governors therefore, we will ensure that we are well-informed, evidence-driven, and impactful.

14. Complaints and Whistleblowing

We will:

- Follow the school's Complaints Procedure if necessary
- Avoid becoming involved in individual complaints outside formal processes
- Raise concerns appropriately where either safeguarding is at risk or Governance standards are compromised

15. Training and Development

We will:

- Undertake induction training upon appointment
- Complete statutory training (e.g. safeguarding)
- Engage in continuous professional development
- Regularly evaluate our effectiveness as individuals and as a board

16. Breach of the Code

If a governor is alleged to have breached this Code or a breach is suspected:

- The matter will be considered by the Chair (or Vice Chair if appropriate)
- An investigation will take place where necessary
- A meeting will be held with the governor

As a result of the investigation the Governing Board may:

- Issue a formal warning
- Recommend training or support
- Apply sanctions including suspension or removal in line with regulations

Serious breaches include:

- Safeguarding failures
- Breach of confidentiality
- Bringing the school into disrepute
- Persistent non-attendance or misconduct

Policy Review

This policy will be reviewed annually. In between reviews the policy will be updated, when necessary, to reflect local and national changes.

Declaration

I agree to abide by this Code of Conduct and to uphold the highest standards of governance

Name:

Signature:

Date:

Appendix 1

Procedure for Dealing with Breaches of the Governor's Code of Conduct

Failure to act in accordance with the Code of Conduct will result in the following process being carried out. This process may ultimately result in removal from the Governing Board after the governor in question is afforded an opportunity to be heard or make representations.

Stage 1: Initial Investigation

Notification of Alleged Breach: If the Chair of Governors becomes aware of an alleged breach of the Code of Conduct by a governor, they will contact the governor by telephone to discuss the issue within 5 working days of being informed of the alleged breach.

Initial Conclusion: Following this initial discussion, the Chair will determine within 5 working days whether no further action is required, or an investigation is warranted.

Investigation: If an investigation is deemed necessary, the Chair will initiate it within 5 working days of the decision. The investigation should conclude within 15 working days of commencement. The Chair may appoint another individual to conduct the investigation as appropriate.

Communication of Findings: Upon completing the investigation, the Chair will write to the governor (via email or letter) to present the evidence of a potential breach and invite a written response within 10 working days.

Outcome of Investigation: Upon review of the investigation and written response, the Chair will either conclude no breach occurred and take no further action, or conclude a breach occurred and will:

- Request an apology from the governor within 14 days, specifying to whom and why the apology is required; or
- Refer the matter to the Governing Board if the breach is considered serious; or
- Conclude gross misconduct occurred, referring the matter to the Governing Board for formal removal consideration.

Closing: If the governor apologises or no further action is required, documentation is retained in line with GDPR and the matter is closed. The Chair will aim to conclude Stage 1 within 5 working days of receiving the governor's response.

Stage 2

Stage two is initiated if:

- The governor refuses to apologise.
- The governor fails to apologise within the designated timeframe.
- The Chair determines the breach is serious enough to warrant removal.
- The Chair concludes that gross misconduct justifies formal disqualification.

In these circumstances governors will be informed within 5 working days of Stage 2 being triggered. The governor in question will be notified and provided with the opportunity to:

- Make their case in person in a meeting with governors.
- Submit written representations to the governors.

The governors will consider all evidence and determine:

- No case to answer, and the matter is closed.

- The governor should be removed from the Governing Board.

The decision will be communicated within 14 days of the meeting. If the governor is removed, the decision is final

Confidentiality

At all stages of this process, the identity of the governor involved will remain confidential to those directly involved in the process.

Special Circumstances

Allegation against the Chair: If the alleged breach relates to the Chair of Governors the Vice-Chair will undertake Stage 1.

Allegations against both Chair and Vice-Chair: Another governor, appointed by the Governing Board, will handle Stage 1.

