

Foundations for Children Nursery Schools Federation

Governor Code of Conduct 2023-24

As governors we will focus on our strategic functions:

1. Ensuring there is clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the schools and their pupils and the performance management of staff.
3. Overseeing the financial performance of the schools and making sure their money is well spent.
4. Ensuring the voices of stakeholders are heard.

As individuals on the board we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our schools.
3. We agree to adhere to school policies and procedures as set out by relevant governing documents/in law.
4. We will work collectively for the benefit of all four schools.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the schools and local communities.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life (* see below) or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the schools' reputations in our private communications (including social media).

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees, working groups or panels where required.
2. We will ensure we have access to the necessary technology required to attend online meetings.
3. We will make every effort to attend all meetings and where we cannot attend explain 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 each set up a dedicated email account for governor business using a secure email service, separate to any personal email accounts we may have and not to be shared with any other persons (including other governors).
6. We will reply promptly to emails requesting governor responses.

7. We will utilise the Governor Hub system for all non-confidential governor correspondence, circulation of non-confidential documents and policy approvals.
8. We will get to know the schools well and respond to opportunities to involve ourselves in school activities.
9. We will visit the schools and when doing so will make arrangements with relevant staff in advance, and observe school and board protocol.
10. When visiting the schools in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
11. We will participate in induction, safeguarding and Prevent training, take responsibility for developing our individual and collective skills and knowledge on an ongoing basis (completing a minimum of 4 hours training per year), and add details of all training completed to Governor Hub, for board records.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local communities.
2. We will express views openly, courteously and respectfully in all of our communications with board members and staff, both inside and outside of meetings.
3. We will support the Co-Chairs in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting, should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the schools' websites.
5. We will act in the best interests of the schools as a whole and not as a representative of any group.
6. 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 schools' websites.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get Information About Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions. **The governing board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy, or as needed and that it will be endorsed by the Full Governing Board.**

Signed _____

Date _____

* **The Seven Principles of Public Life** outline the ethical standards those working in the public sector are expected to adhere to. They were first set out by Lord Nolan in 1995 in the first report of the Committee on Standards in Public Life. See <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

- **Selflessness**
- **Integrity**
- **Objectivity**
- **Accountability**
- **Openness**
- **Honesty**
- **Leadership**