

COPPICE
PRIMARY SCHOOL

Governors Code of Conduct

Date	Review Date	Endorsed by	Approved by	Link Governor
June 2026	June 2027	FGB	Governing Body	Ike Sannie-Lamptey

Aspire, Believe & Achieve











Policy last reviewed: June 2026

COPPICE PRIMARY SCHOOL

CODE OF CONDUCT FOR THE GOVERNING BODY

Introduction

This Code of Conduct is to be used as a basis for clarifying the behaviour, commitment and conduct expected of all Coppice School Governors; to provide Governors with a clearer understanding of their roles and responsibilities; and provide a framework within which Governors can carry these out effectively.

This Code is based on guidance given by the Department for Education (DfE) in the Governance Handbook 2019, the Clerking Competency Framework and the NGA model code of conduct 2019.

All documentation, guidance and statutory requirements, policies and procedures are available on the 'Governors' Resources Drive' for reference.

Aims and Standards

1. The purpose of the Governing Body is to help the School provide the best quality education possible for each of its pupils by enabling staff and pupils to reach the highest standards of development and achievement.

2. Governors need to have a clear understanding of the role of the Headteacher and that through their day-to-day organisation and management of the School, delivers the curriculum through the implementation of policies, plans and procedures agreed by the Governing Body.

3. All Governors are expected to contribute to the development of the School, in setting its strategic framework, developing and monitoring its policies, plans and procedures, determining the character, aim and ethos of the School.

4. Governors are expected to understand the strategic functions of the Governing Body to establish the strategic direction; ensure accountability; and oversee financial performance – see Appendix 1.

5. Governors, and in particular, members of the Finance & Personnel Committee, have a duty to carry out their strategic roles in the financial management of the School.

6. Governors have a duty to get to know the School and respond positively where possible to opportunities to involve themselves in school activities (see Visiting the School section).

7. Governors have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfill all that is expected of a good employer. Concerns about individual members of staff will be dealt with through the Headteacher and not aired publicly.

Commitment

1. In the interests of open Governance, Governors agree to provide the relevant personal details and information that will be published on the School's website where statutorily required to do so.

2. In accepting the role a Governor understands that a significant level of commitment is required.

3. Governors will be expected to regularly attend meetings of the Full Governing Body, Committees and Working Groups as required. Regular non-attendance at Full Governing Body meetings can lead to eventual cessation of office.

4. When Governors are unable to attend meetings they should ensure that the Clerk to the Governors is notified in advance of the meeting with an explanation for absence.

5. Governors should ensure they attend meetings promptly and for the full duration.

6. Governors should ensure they are prepared for meetings by reading all papers beforehand.

7. Governors should attend induction and other relevant training and development for individual and collective needs.

8. Governors should make every effort to get to know the School and involve themselves in school activities (see Visiting the School section).

9. All Governors should involve themselves actively in the work of the Governing Body and be willing to carry out a fair share of responsibilities including serving on committees and working parties and taking on links with curriculum subjects and areas of special responsibility.

Roles and Responsibilities

1. Governors understand the purpose of the Governing Body and its strategic role.

2. Governors agree to comply with the School's rules and policies and procedures of the Governing Body as set out by the relevant governing documents and law.

3. Governors must accept collective responsibility for all decisions taken by the Governing Body, that is, they do not have the legal authority to act individually except when the Governing Body has delegated authority for them to do so.

4. Governors accept the difference in roles between the Governing Body and Staff and ensure working collectively for the benefit of the whole School.

5. Governors will not speak out against decisions of the Governing Body, in public or in private, outside the Governing Body.

6. Governors will actively support and challenge the Headteacher and other Senior Leaders.

7. Governors have a duty to act fairly and without prejudice with the overall good of the School overriding any personal feelings or individual concerns they may have.

8. When discharging their duties Governors will need to be mindful of their responsibility to maintain and develop the ethos and reputation of the School and act in the best interests of the School.

9. Governors should be able to express their views openly within meetings but should ensure that they relate to matters proper for discussion by the Governing Body.

10. Governors' decisions should always take account of the views of staff, parents, pupils, community and other interested parties and Governors will need to be mindful of how their decisions may affect all interested parties.

11. Governors who wish to raise matters for discussion by the Full Governing Body should make a request to the Chair for the item to be included at the next meeting's agenda, giving at least 14 days prior notice. Some items may be brought up at meetings but only with the Chair's permission.

12. Governors have the right to request any matters discussed at meetings to be recorded in the minutes, subject to confidentiality.

Confidentiality

1. Governors will be mindful of all confidential items and ensure Confidentiality is maintained.

2. The Governing Body decides if an item for discussion is confidential and all Governors are expected to abide by that decision. Individual Governors are expected to respect that confidentiality and not disclose information deemed as confidential in any other forum.

3. The Minutes of the Governing Body and its Committees are public documents after the meeting has approved them and must be available at the School to anyone wishing to view them unless the Governing Body decides they are Confidential.

4. All Governors regardless of whether they hold another office (such as an elected member or member of staff) will still respect that confidentiality.

5. Individual Governors should observe complete confidentiality in all matters discussed at Governing Body meetings especially in relation to matters concerning staff or pupils and also any other matters agreed by the Governing Body. Failure to comply can lead to disciplinary action.

Conflict of Interest

1. Governors will be required to declare any pecuniary or other business interest relating to any matter before the Governors or from any other aspect of governorship and should not use their position as Governor to benefit him/herself or other individuals or agencies.

2. A Governor will declare any conflict of interest at the start of the meeting or as soon as evident during the meeting and would leave the meeting for the appropriate time.

3. Governors accept that the Register of Business Interests will be updated and published on the School's website.

Relationships

1. Governors should operate as a team and always in the best interests of the School.

2. Governors should recognise that each member of the Governing Body has equal status irrespective of their appointing body unless particular responsibilities are conferred on them by the Full Governing Body.

3. Governors should listen to and respect the views of others and be loyal to collective decisions made by the Governing Body.

4. Governors should develop effective working relationships with the Headteacher, Senior Management Team, Teachers, Support Staff, Parents, Local Authority and other relevant agencies and the community where appropriate.

5. Governors understand the 'Seven Principles of Public Life' expected of any holder of Public Office and applicable as a Governor – see Appendix 2

Visiting the School

1. All Governors' visits to the School should be carried out within the Governor Visits Protocol that has been established by the Governing Body and agreed with the Headteacher.

2. Governors do not have an automatic right to enter the School but do need to have the opportunity to arrange visits to the School in order to see policies in action and to gain an understanding of how the School operates.

3. All governors should visit the School during the academic year to undertake their duties and roles and responsibilities, including Link Governor roles, in relation to monitoring the effectiveness of the School and will be conducted in line with the Governors' School Visits Protocol and agreed schedule of visits for Governors.

Breach of this Code of Conduct

If a Governor(s) believes there is a breach of the Code of Conduct they have a duty to inform the Chair of Governors so that the Chair is able to act in the best interest of the School and Governing Body. If it should be the Chair believed to have breached the Code of Conduct another member of the Governing Body such as the Vice-Chair will act in the best interest of the School and Governing Body.

Governors to sign the following in acceptance of the Code of Conduct:

Code of Conduct Date of Approval	Chair of Governors Signature
Governor Name	Governor Signature

APPENDIX 1

STRATEGIC FUNCTIONS OF THE GOVERNING BODY

1. Establishing the Strategic Direction by:
    - Setting and ensuring clarity of vision, ethos, values and objectives for the School
    - Agreeing the School Improvement Strategy with priorities and targets
    - Meeting statutory duties.

2. Ensuring Accountability by:
    - Appointing the Headteacher
    - Holding School Leaders to account for the educational performance of the School and its pupils and the performance management of staff
    - Monitoring the educational performance of the School and progress towards agreed targets
    - Performance Managing the Headteacher
    - Engaging with stakeholders
    - Self-Evaluation of the Governing Body
    - Contributing to School Self Evaluation.

3. Overseeing Financial Performance by:
    - Setting the Budget
    - Monitoring spending against the Budget including impact
    - Ensuring money is well spent, including Pupil Premium, and Value for Money obtained
    - Ensuring School Financial Self-Assessment to ensure effective financial management of resources
    - Ensuring risks to the organisation are managed.

4. Ensuring that other key players with a stake in the organisation get their voices heard by:
    - Gathering views of pupils, parents and staff and reporting on the results
    - Reaching out to the School's wider community and inviting them to play their part
    - Using the views of stakeholders to shape the School's culture and the underpinning strategy, policies and procedures.

APPENDIX 2

PRINCIPLES OF PUBLIC LIFE (from the Second Report of the Committee on Standards in Public Life or "Nolan Committee")

Governors hold a public office and are expected to abide at all times by the principles governing those in public life. These principles apply at all times and should also guide the work and operation of the Governing Body.

The 7 principles are: -

Selflessness
Holders of public office should take all decisions solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.