



Middlewich High School Code of Conduct for Governors

As governors we will focus on our strategic functions:

1. Ensuring there is clarity of vision, ethos and strategic direction.
2. Ensuring a full contribution to the school development plan.
3. Holding executive leaders to account for the educational performance of the organisation and its students and the performance management of staff.
4. Overseeing the financial performance of the organisation and making sure its money is well spent.
5. 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 school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school.
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 school and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Nolan Seven Principles of Public Life or may place students 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 school's reputation in our private communications (including on social media).
13. We will support the wellbeing of staff by adopting the school's agreed working practice for contacting staff by email or telephone. Working hours are Mon-Fri 7:30am – 6:00pm. Emails have a 72 hour response time. The Chair, or his designated representative, will contact the Headteacher outside these times only in an emergency.

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 or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend, explain in advance why we are unable to and submit apologies for absence to the Clerk prior to any meeting.
Apologies submitted after the meeting will be recorded in the minutes of that meeting as received and not accepted, and will only be accepted at the subsequent meeting at the Chair's discretion under exceptional circumstances.

3. We will ensure that any requests for draft agenda items are provided 14 days prior to the meeting.
4. Any other business should be submitted 7 days prior to the meeting.
5. We will access GovernorHub prior to a meeting to review all papers in advance.
6. We will arrive at meetings prepared, ready to make a positive contribution and observe protocol.
7. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
8. We will visit the school and when doing so, will make arrangements with relevant staff in advance and observe school and board protocol. Meetings will be by prior arrangement only, organised in a timely manner with at least 48 hours' notice and the agreed meeting duration should be adhered to.
9. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
10. We will complete a Governor Visit Report following any site visit or meeting with staff.
11. We will provide a Link-Governor report to the relevant committee or FGB for consideration at least 7 days prior to a meeting.
12. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.
13. We will ensure that our contact details, declaration of interests and training records are kept up to date on GovernorHub.
14. We will ensure that we have the ability to support the school and offer virtual governance via online conference calling.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair and vice chair in their role of leading the board and ensuring appropriate conduct.
4. We will agree to have a public profile on the school website to include a photo and short biography

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, students 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.
5. We will only use school email addresses for correspondence concerning governance.

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 school's website.

5. We will act in the best interests of the school 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 school's website.
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.

Adopted by Middlewich High School on 27th September 2021



Signed (Chair of board)

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 it will be endorsed by the full governing board.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.