Wolsey House Primary School

Governing Body Code of Conduct

Policy date: October 2026

Policy review date: October 2027

Together we grow, achieve and thrive.

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Aim of this code of conduct

At Wolsey House Primary School, we recognise and value the effort taken by members of the governing body to contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the governing body is productive and enjoyable.

This code of conduct outlines what is expected from members of the governing body, including associate members, and sets out the code of conduct with which all members are required to comply. The code is owned and adopted by the governing body.

1. Core functions of governance

Members of the governing body will focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

The body will ensure it understands and meets the following key features of effective governance:

- Strategic leadership that sets and champions vision, ethos and strategy
- Accountability that drives up educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly-defined roles and responsibilities
- Compliance with statutory and contractual requirements
- Evaluation to monitor and improve the quality and impact of governance

All governors are required to fulfil their duties in line with the law, the Department for Education's 'Maintained schools: governance guide', 'Keeping children safe in education 2026' and 'The 7 principles of public life'. In addition, governors are expected to be:

- Committed
- Confident
- Curious
- Challenging
- Collaborative
- Critical
- Creative

2. Standards for conduct, behaviour and practice

All governors will agree to meeting the standards outlined in this section.

2.1. Undertake the roles and responsibilities of a governor

All governors will:

- Accept that their role is strategic and, therefore, focus on the core functions of the governing body rather than the day-to-day management of the school.
- Respect the role of the headteacher and senior leaders and their responsibility for the day-to-day management of the school, never acting in a way that could undermine such arrangements.
- Accept that they have no legal authority to act individually, except when they have been given delegated authority in writing to do so.
- Act fairly and without prejudice.
- Apply the Equality Act 2010 in all governance matters.
- Promote equality, diversity and inclusion and, when recruiting or appointing governors, consider the skills and perspectives needed by the governing body while following the school's instrument of government and the relevant legal requirements.
- Encourage open governance.
- Accept collective responsibility for decisions made by the governing body.
- Stand by decisions that the governing body makes as a collective.
- Be mindful of their responsibility to maintain and develop the ethos and reputation of the school.
- Consider how decisions may affect pupils, staff, families and the wider community, including equality implications
- Actively support and challenge the leadership of the school.
- Follow the procedures established by the governing body.
- Only speak on behalf of the governing body when they have been specifically authorised in writing to do so.
- When formally speaking or writing in a governing role, ensure their comments reflect current school policy even if that may differ from their personal views.
- Fulfil the employer responsibilities that fall to the governing body and oversee employment matters lawfully, fairly and in accordance with agreed procedures.
- Adhere to the school's rules and policies, and the procedures of the governing body in accordance with the relevant governing documents and law.
- Provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding.

2.2. Demonstrate commitment to the role

All governors will:

- Undertake induction and mandatory training, including appropriate safeguarding and child protection training covering online safety, filtering and monitoring. Governors and the governance professional will read and follow Part Two of 'Keeping children safe in education 2026'.
- Undertake further training appropriate to their role, monitoring responsibility or committee membership, including Prevent training where required.
- Be committed to the amount of time and energy the role involves.
- Be actively involved in the role and accept their fair share of responsibilities within the governing body.

- Make every reasonable effort to attend meetings. Where a governor cannot attend, they will contact the governance professional in advance, give their apologies and provide the reason for non-attendance.
- Come to meetings prepared, including having accessed and read the paperwork prior to the meeting.
- Visit the school to undertake agreed monitoring or participate in school events, with visits being arranged beforehand with the headteacher and undertaken within the framework established by the governing body.
- Be prepared to support and to challenge when needed.

2.3. Behave appropriately

All governors will:

- Pay due regard to their position of public office and adhere to 'The 7 Nolan principles of public life':
    - Selflessness
    - Integrity
    - Objectivity
    - Accountability
    - Openness
    - Honesty
    - Leadership
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of the body.
- Take into account any concerns expressed about their delegated function and be prepared to answer queries from other governors regarding their role.
- Act in the best interests of the school and its pupils, not use the role to pursue a personal agenda, and avoid conduct that could bring the school, governing body or office of governor into disrepute.

2.4. Build relationships All governors will:

- Seek to develop open, honest and effective working relationships with the headteacher, staff and parents at the school, as well as any other relevant body, such as the Local Education Authority.
- Continuously strive to work as a team.
- Express their views openly, courteously and respectfully; challenge ideas rather than individuals; and not engage in bullying, harassment, discriminatory conduct or intimidation.

2.5. Maintain confidentiality

All governors will:

- Maintain confidentiality inside and outside the school where information is confidential or concerns individual pupils, families, staff or governors, and keep meeting papers and information secure.
- Not disclose how individual governors voted, or disclose confidential discussion, unless the governing body has agreed that the information may be made public or disclosure is required by law.
- Handle personal information in accordance with the Data Protection Act 2018, UK GDPR and the school's Data Protection Policy, and report any actual or suspected data breach without delay.
- Maintain confidentiality even after they leave the governing body.

2.6. Be transparent

All governors will:

- Acknowledge that, in the interests of open and transparent governance, information including their name, date of appointment, term of office, appointing body, governance role, attendance record and relevant interests will be published on the school website where required.
- Provide the information required for Get Information about Schools (GIAS) and understand that the school must keep governance information up to date and share required information with the Secretary of State. Governors will be told how their information will be used and which information will be publicly available.

2.7. Declare conflicts of interest

All governors will:

- Act in the best interests of the school at all times, and not act in the interest of, or as a representative of, any group or individual.
- Declare relevant business, pecuniary, personal and governance interests, including relevant interests of close family members where required, so these can be recorded in the register of interests and published where required.
- Declare any conflict of interest at the start of the meeting or as soon as it becomes apparent, withdraw from the relevant discussion and not vote, in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

3. Breaching the code

If a governor may have breached this code of conduct, the concern will normally be raised with the chair of governors, who will seek advice from the governance professional and consider the appropriate response. If the concern relates to the chair, it will normally be considered by the vice-chair or another impartial governor. The governor concerns will be told the nature of the concern and given a fair opportunity to respond.

The governing body will seek to resolve concerns constructively wherever appropriate, for example through clarification, support, training, mediation or an agreed improvement in conduct. Suspension or removal will be considered only where justified. Any suspension will be for a fixed period of no more than six months and only on a ground permitted by regulation 17 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Any removal will follow Part 4 of the School Governance (Constitution) (England) Regulations 2012.A resolution to remove a governor from office will be included on an agenda and circulated to all members of the governing body.

- A proposed suspension or removal will be specified as an item of business on the agenda for the relevant meeting or meetings.
- The governor proposing the resolution will state the reasons for it at the meeting.
- The governing body will give due and careful consideration to the reasons and all relevant information.
- The governor concerned will be given the opportunity to make a statement in response before withdrawing while the matter is discussed and decided.
- Where the governing body has the power to remove the governor, the resolution must be confirmed at a second meeting held not less than 14 days after the first, with removal specified on the agenda for both meetings.
- The power to remove a governor depends on the governor's category. The governing body may remove elected parent and staff governors and co-opted governors by majority decision if it follows the statutory procedure; removal of an elected governor will be considered only in exceptional and serious circumstances. A local authority governor may be removed only by the local authority that nominated them, and other appointed governors may need to be referred to the relevant appointing body. An elected parent or staff governor removed from office is disqualified from serving as a governor for five years from the day after removal. Circumstances that may justify removal include:
    - Serious misconduct
    - Repeated serious incompetence
    - Engagement in conduct which aims to undermine fundamental British values
    - Actions that are significantly detrimental to the effective operation of the governing body
    - Actions that are significantly detrimental to the effective operation of the school

A governor removed by the governing body will be offered an appeal so that the reasonableness of the decision can be reviewed. The governor should write to the governance professional within 10 working days of receiving written confirmation of removal, setting out the grounds of appeal.

The governing body will establish an impartial appeal panel of three people who were not involved in the original decision. Membership may include a governor from another school or an appropriate representative from the local authority. The panel will review whether the decision and procedure were reasonable and will confirm its outcome in writing.

4. Monitoring and review

This code of conduct will be reviewed annually by the governing body. The review will normally be coordinated by the chair of governors and the governance professional, and any changes will be

formally approved by the full governing body and communicated to all governors and associate members.

All governors and associate members are required to familiarise themselves with this code as part of induction and to confirm annually that they will comply with it.

The next scheduled review date for this code of conduct is October 2027.

Code of Conduct Individual Acknowledgement Form

Name of governor	
Role on the governing body	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Data Protection Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
'Keeping children safe in education'	

I hereby acknowledge the terms detailed within the Governing Body Code of Conduct and agree to abide by this code whilst I am an acting member of the governing body. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties.

The Governors' Allowances Policy sets out any pecuniary claims that can be made by governors whilst acting on behalf of the school in an official capacity.

Signature:

_____

Date: _____

Code of Conduct Group Acknowledgement Form

I hereby acknowledge the terms detailed within the Governing Body Code of Conduct and agree to abide by this code whilst I am an acting member of the governing body. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. Any expenses which I claim will be in line with the Governors' Allowances Policy.

I confirm I have read and understood the following policies and documents:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- 'Keeping children safe in education'

Name of governor	Role on governing body	Signature	Date