

## **Hannah Ball School Governors' Code of Conduct 2021/22**

**We agree to abide by the Seven Nolan Principles of Public Life (page 3) and we will focus on our core governance functions:**

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

**As individual board members, we agree to:**

### **Fulfil our role & responsibilities**

1. We accept that our role is strategic and will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and promote 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/s and local community.
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 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 uphold the school's/trust's reputation in our private communications (including on social media).
13. We will not discriminate against anyone and will work to advance equality of opportunity for all.

**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.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (ie, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills/knowledge on an ongoing basis.

### **Build and maintain relationships**

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
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 work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

### **Declare conflicts of interest and be transparent**

1. As board members we will declare any business, personal or other interests they we may have in connection with the board's business. These will be recorded in the Register of Business Interests.
2. We accept that the Register of Business interests will be published on the school's website.
3. We will also declare any conflict of loyalty at the beginning of any meeting should the need arise.
4. 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.
5. We will act in the best interests of the whole school/trust and not as a representative of any group.

## **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 continue to maintain confidentiality after we leave office.

## **Data Protection**

Maintained schools and academy trusts have a legal duty to provide certain governance information. Whilst observing GDPR regulations, the school will not share information about individuals in governance roles with anyone without consent unless the law or their policies allow them to do so.

1. 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, category of governor and the body responsible for appointing us will be published on the school's website.
2. We accept that information relating to board members will be collected and recorded on the DfE's national database (GIAS: Get Information About Schools) some of which will be made publicly available. For more information, see 'How Government uses your data'.
3. We will follow the school's information security processes, measures and Data Protection Policy when using, storing, sharing and disposing of personal data.
4. We will inform the school's named officer immediately if we believe there has been a breach of personal data.
5. Under data protection legislation, we understand we have the right to request access to the information held by the school, by contacting the named officer.
6. As the school subscribes to GovernorHub, we understand that any personal information held by them is covered by their Privacy Notice.

## **Social media**

1. We will abide by any requirements set out in our school's Social Media Policy.
2. We will use our school allocated email address for all governance communication.
3. We will maintain a professional presence online and give careful consideration to how we interact with the school community.
4. We will not disclose any confidential information, nor make comments about any members of the governing board or school community and not post any inappropriate/offensive language, images or comments on social media that could bring us or the school into disrepute.

5. We will review our privacy settings regularly to ensure we are satisfied with the public information available about ourselves.
6. We will report to the chair of governors and headteacher any incidents of harassment we experience or see made towards governors.
7. We will not accept friend requests from pupils and not join any private parent groups associated with the school.

**We agree to abide by the Seven Nolan Principles of Public Life:**

**Selflessness:** We will act solely in terms of the public interest.

**Integrity:** We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

**Objectivity:** We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

**Openness:** We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** We will be truthful.

**Leadership:** We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Our commitment to confidentiality and data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm. We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

**Adopted by Hannah Ball School governing board on 9 September 2021**

The governing board of school 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