



Governing Board Code of Conduct Academic Year 2025-2026

Purpose of the Governing Board:

The governing board at St Catherine's is the accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing board aims to ensure that children are attending a successful school which provides them with a good education, supports their well-being and keeps them safe.

The governing board has the following core **strategic** functions (set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2)):

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

Published Information:

Information about members of the governing board is published on the school website (see 'statutory information') and national database - Get Information about Schools (GIAS)

As individuals on the governing board, we agree to the following:

Role & Responsibilities

- We understand the purpose of the governing board and the role of the Headteacher.
- We acknowledge our role to maintain a strategic focus and recognise where matters fall into operational by adhering to procedures in our school policies
- We accept that we have no legal authority to act individually, except when the governing board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing board or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.

- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the Headteacher
- We will accept and respect the difference in roles between the governing body and staff, ensuring that we work collectively for the benefit of the school;
- We will respect the role of the Headteacher and their responsibility for the day-to-day management of the school and avoid any actions that might undermine such arrangements
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation

Commitment

- We will make every effort to commit to prioritising attendance at meetings.
- We will provide reasonable notice of non-attendance by giving apologies to the HFL Clerk and Chair of Governors in advance of any meeting.
- We acknowledge that accepting office as a governor committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will respect the reference within the DfE Governance Guide for Maintained Schools (3.3.3) which states '*Individual governors do not have an automatic right to enter the school whenever they wish*'. All visits to the school must be arranged in advance with the Headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e., as a parent or carer), we will maintain our underlying responsibility as a governor
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant Safeguarding training.
- 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 board responsible for appointing us will be published on the school's website.
- In the interests of transparency, we accept that information relating to governors committee members will be collected and logged on the DfE's national database - 'Get information about schools' (GIAS)

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.

- We will express views openly, courteously and respectfully in all our communications with other governor committee members, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governing board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will always exercise the greatest prudence when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will not share details of discussions at any governor meeting outside the governing board (note: sight of 'approved' minutes should be requested via the school office)
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting, we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a Governor

- We understand that the requirements relating to confidentiality will continue to apply after a member leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

I agree to complete the declaration on GovernorHub confirming my agreement to the Governor Code of Conduct.

Signed:

Date:

The Governing Board of St Catherine's VC C of E Primary School (285), Haslewood Avenue, Hoddesdon reviewed, updated and agreed this code of conduct in October 2025 and is reviewed annually