



## Code of Conduct for the Governors of Shipton Bellinger Primary School Spring 2026

### Strategic Function

1. The governing body recognises that it has three strategic functions:
  - Establishing strategic direction by:
    - Setting and ensuring clarity of vision, values and objectives for the school
    - Agreeing the school improvement strategy with priorities and criteria for success
    - Meeting statutory duties
  - Ensuring accountability by:
    - Appointing the head teacher
    - Monitoring the educational performance of the school
    - Managing the performance of the head teacher
    - Engaging with stakeholders, for examples by asking the views of parents, pupils and staff and reporting on results
    - Contributing to the school self-evaluation
  - Overseeing financial performance by:
    - Setting the budget
    - Monitoring spending against the budget
    - Ensuring value for money
    - Ensuring that risks to the organisation are managed

### General

2. Our principal concern as a governing body and as individual governors is the welfare of the school.
3. We understand that our role is strategic.
4. Our focus is on school improvement and the raising of standards of pupil performance in the school.

5. We recognise our responsibility for determining, monitoring and reviewing the policies, plans and procedures within which the school operates.
6. We recognise that the head teacher is responsible for the implementation of policy and the day-to-day management of the school.
7. We understand that all governors are equal members of the governing body.
8. We understand that we have no authority to act individually unless the governing body has given us the delegated authority to do so and it is legally permissible.
9. We know that we must act fairly and without prejudice in all matters, including our responsibilities as a good employer.
10. We will encourage open governance.
11. We will give due consideration to the impact of our decisions on people, organisations and the school.
12. We will always take account of the Staff Code of Conduct which includes important areas for governors to consider and abide by.
13. We will undertake and update training in safeguarding at least every three years. As part of this we understand that any concerns will be taken to the DSL, head teacher or LADO immediately.

### **Commitment**

14. We recognise the need to commit time and energy to being an effective governor.
15. We will each involve ourselves in the work of the governing body by attending meetings, serving on and accepting a fair share of responsibility.
16. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to. We have agreed that governors would no longer accept apologies for absence at meetings automatically and if necessary, non-attendance would be recorded as absence.
17. We acknowledge our needs for development and training as governors.
18. We accept that our full names, date of appointment, terms of office, roles, attendance record, pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.

### **Training**

19. We recognise that to ensure that the governing body can fulfil its core functions effectively, governors must be aware of their collective and individual responsibilities and be competent to carry them out. We believe that governor training is an essential tool in fulfilling this goal. We encourage the professional development of governors through a structured approach to training programmes.
20. We will provide all governors with the skills and knowledge required to support the Head Teacher and staff in ensuring that the school is run efficiently and achieves its aims and objectives. Our governing body

believes it is crucial that new governors have access to an experienced governor (usually the DTG) during their induction period to support them as they develop into the role.

### **The Governing Body will:**

21. Appoint a development and training governor (DTG).
22. Discuss and evaluate the adoption of the service level agreement for Governor Services and training each time renewal is required.
23. Have training as an item on the agenda of all meetings.
24. Have a whole governing body training session every year which all governors will attend.
25. Be represented, where appropriate, in school-based training (inset days).
26. Undertake and update any training in safeguarding at least every three years. As part of this we understand that any concerns will be taken to the DSL, head teacher or LADO immediately.

### **Individual governors will:**

27. Attend the 'Induction for New Governors' course within six months of commencing their term of office.
28. Attend courses relevant to committees they are members of within one year of joining.
29. Attend courses relevant to any specific role they may hold within one year of taking on the role.
30. Report to the governing body on the courses that they have attended, highlighting any actions required.
31. Attend all whole governing body training sessions. Actively promote governor training and signpost relevant training notifications to specific governors.

### **The Development and Training Governor (DTG) will:**

32. Report on relevant training issues during governors' meetings.
33. Keep records of governors' attendance at training events.
34. Ensure that, with the chair of governors, new governors are provided with induction as appropriate and that any questions are answered promptly, and assist, where necessary, in the preparation of individual training plans.
35. Annually review training and support costs and make recommendations for the take-up of the provision for the following year.

### **Relationships**

36. We will work as part of the leadership team.
37. We will develop effective working relationships with the children, the head teacher, staff and parents and representatives of the community.

## **Confidentiality**

38. We will observe confidentiality inside and outside school when matters are deemed confidential or where they concern specific members of staff, pupils or other governors.
39. We will exercise prudence and tact if contentious issues affecting the school arise outside the governing body.
40. We will not reveal the details or content of any governing body vote.
41. We will ensure all confidential papers held are handed to the chair or clerk to be disposed of immediately.

## **Conflicts of interest**

42. We will record any pecuniary or other business interest that we have in connection with the governing body and if any such conflicted matter arises in a meeting, we will offer to leave the meeting for an appropriate length of time.
43. We accept that the register of pecuniary interests will be published on the school's website.
44. We will declare any conflict of loyalty at the start of any meeting should the situation arise.
45. We will act in the best interests of the school as a whole and not as representative of any group.
46. We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

## **Conduct**

47. We will encourage the open expression of views at meetings but accept collective responsibility for decisions made by the governing body.
48. We will speak or act on behalf of the governing body only when authorised to do so.
49. In making or responding to criticisms or complaints about the governing body, we will follow the procedures established by the Governing Body.
50. Our visits to school as governors will be within the protocol agreed by the Governing Body and staff.
51. We will always be mindful of our responsibility to maintain and develop the vision and reputation of the school.

## **Agreed Arrangements**

52. The governing body usually holds 6 full board meetings per year. There may be other committee meetings as agreed by the governing body. One of these committees will be the Pay Committee. Another is the Head Teacher Performance Management Committee (HTPM).

53. The HTPM committee comprises three governors (unless otherwise agreed by the Governing Body) whose responsibility is to review the performance of the Head Teacher annually with support from an external advisor.
54. Governors hold specific roles as follows:
- SEND and Pupil Premium
  - Development and Training
  - Safeguarding
  - Health & Safety
55. All Governing Body meetings are minuted by a clerk.
56. The agenda and accompanying papers are issued for every meeting 7 days before that meeting.
57. Draft minutes are emailed to the Head Teacher and Chair of Governors (or Committee Chair) within 7 days of the meeting taking place. In the event of no response from either party within 7 days, the minutes will be assumed to be correct.
58. The final version of the draft minutes will be added to Hampshire Shared Services, pending final agreement at the next Full Governing Body meeting. They will be signed by the Chair of Governors (or Committee Chair).
59. Confidential minutes will be filed separately.

Date adopted: March 2026

Date of next review: March 2027