



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL Code of Conduct for Governors

Version	2.0
Based on Model Policy	NGA Governing Board Code of Conduct, 2.8.24
Review body:	Governing Body
Date issued:	Oct 2024
Review frequency:	Three years
Target audience:	Governors

Version	Date	Notes
V1.0	March 2019	Adopted by Governing Body, 5 March 2019
V2.0	Oct 2020	New model adapted and adopted by the Governing Body
V2.1	Sept 2021	Updates to model re. Inclusion and Equality statements
V2.2	Oct 2024	2. Roles & responsibilities: see 11 & 14; 4 added; Added Appendix 2: Helpful NGA Resources

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

Contents

1. Strategic functions	3
2. Roles and responsibilities	3
3. Breach of Code of Conduct	5
4. Review of Code of Conduct.....	5
Appendix 1: The seven principles of public life	6
Appendix 2: Helpful NGA Resources	7

1. Strategic functions

As governors, we will focus on our core governance functions:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard (*recognised by the NGA as the fourth core function of governance*).

2. Roles and responsibilities

As individuals on the governing body we agree to:

Fulfil our role & responsibilities

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- We will develop, share and live the ethos and values of our school.
- We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
- We will work collectively for the benefit of the school.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the school and local community.
- We will stand by the decisions that we make as a collective.
- 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.
- We will only speak or act on behalf of the governing body if we have the authority to do so.
- We will fulfil our responsibilities as a good employer, acting fairly and without bias.
- When making or responding to complaints we will follow the established procedures.
- We will strive to uphold the school's reputation in our private communications (including on social media).
- We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

- We will involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.

- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and governing body protocol.
- 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.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

- We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
- We will express views openly, courteously and respectfully in all our communications with governing body members and staff both inside and outside of meetings.
- We will work to create an inclusive environment where each board member's contributions are valued equally
- We will support the chair in their role of leading the governing body and ensuring appropriate conduct.

Respect confidentiality

- 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.
- We will not reveal the details of any governing body vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the governing body's business and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- 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.
- We accept that the Register of Business Interests will be published on the school's website.
- We will act as a governor; not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, 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.
- We accept that information relating to governing body 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.
-

3. Breach of Code of Conduct

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

4. Review of Code of Conduct

The Code of Conduct will be reinforced at the first meeting of each academic year and governors reminded of the expectations on them in terms of conduct and commitment

The governing body agrees that this code of conduct will be reviewed at least once every three years, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing body.

Appendix 1: 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.)

All Batford Nursery School Governors agree that we will abide by the Seven Nolan Principles of Public Life:

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful.

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2: Helpful NGA Resources

These resources can help governors to meet the expected standards set out in the code of conduct:

- [Role descriptions for governors and trustees](#)
- [Guidance on school monitoring visits](#)
- [Webinar: complaints management](#)
- [Effective teamwork: a guide for governing boards](#)