



Newtown C of E Primary School

Governors' Code of Conduct

Ratification Date:	September 2018	Signed:	Mrs Emma Howlett (HEADTEACHER) Mrs Janet Cane (CHAIR OF GOVERNORS)
Reviewed	September 2025	Signed:	Mrs Emma Howlett (Headteacher) Mrs Glynis Wright (Chair of Governors)
Reveiwed	September 2026	Signed:	Mrs Emma Howlett (Headteacher) Mrs Glynis Wright (Chair of Governors)
Next Review	September 2027		

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *“love one another as I have loved you”* (John 13:34), *“be strong and courageous... for the Lord your God is with you wherever you go”* (Joshua 1:9), and *“a friend loves at all times”* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other’s gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *“Above all, love each other deeply”* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)

- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

The Governing Body has the following core functions and strategic duties:

Establishing the **strategic direction**, by:

- Ensuring the clarity of vision, values, and ethos for the school
- Agreeing the school improvement plan with priorities and targets
- Meeting statutory duties

Ensuring **accountability**, by:

- Appointing the Head Teacher who is accountable for the educational performance of the school and pupils
- Monitoring progress towards targets
- Performance managing the Head Teacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring **financial probity**, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

Role & Responsibilities

- We understand the purpose of the governing body and the role of the Head Teacher.
- We accept that we have no legal authority to act individually, except when the body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the body 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 government 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 body.
- We will actively support, encourage and challenge the Head Teacher.

Commitment

- We acknowledge that accepting office as a governor and committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including membership on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the Head Teacher and undertaken within the framework established by the governing body. (Governors' School Visiting Policy)
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, 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.
- In the interests of transparency, we accept that information relating to governors and committee members will be collected and logged on the DfE's national database of governors (GIAS).

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 exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

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 body'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's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- 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 body.

Membership

The GB will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full GB meeting of not less than 7.

- All governors will be appointed for a 4 year term of office.
- The GB will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.
- The GB will be proactive in recruiting governors whose appointment is its responsibility.
- The GB will seek to recruit people with the relevant skills and experience needed to deliver good governance.
- The GB will publish on the school's website all of the information relating to its structure and membership as required by the Constitution Regulations Guidance, August 2015, section 25.
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The Constitution of Governing Bodies of Maintained Schools Stat Guidancepdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance_....pdf)

Election of Chair and Vice-Chair

Any changes to the GB's arrangements for elections in these standing orders will be made in advance of any election.

- The Chair and Vice-Chair will be elected at the beginning of the academic year, for one year and their term of office will end on the day of the first full GB meeting following the anniversary of their appointment.
- Candidates should self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place. Self-nomination at the meeting will only be accepted if no one has put them self forward on the agenda.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- Where an election is contested, voting will be by secret ballot.

Appointment of the Clerk to the GB

- The Clerk will have a contract of employment that includes specific provisions in relation to their work as Clerk. This will show their hours, rate of pay, method of payment, overtime pay and period of notice.
- The GB will arrange for the clerk to discuss their role with the chair of governors on an annual basis.
- The GB will support the clerk in their continuing professional development, by enabling them to participate in the Clerks' Accreditation programme, the Clerks' Development Programme, The Professional Clerk, Clerks' Support meetings and inviting them to attend their whole GB training sessions.

Meetings

- An annual schedule of dates of the meetings will be set and published.
- The GB will plan its business across the year to take account of the school's internal management cycle and the availability of information and reports that are needed for it to effectively hold senior leaders to account.
- The GB will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- Meetings will focus the work of the GB on its three core functions and meeting its statutory responsibilities. They will demonstrate that the GB is monitoring progress, evaluating outcomes across the school and that it is ensuring that the school improvement plan is being successfully implemented.
- Governors will receive relevant information sufficiently in advance of meetings (no later than 1 week) for them to be able to review it, leading to informed discussions and sound decision making.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support, and appropriate challenge through the questions they ask.
- The submission of apologies should not be taken as the GB giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
- Consent for absence may be granted by the GB on request from governors who know they will be unable to attend meetings for an extended period.
- Where a governor's pattern of attendance is causing concern, they will be alerted to this by the clerk or chair.
- The GB will aim to complete full GB meetings within two hours.
- Any additions to the agenda (any other business) will only be dealt with if agreed by the Head Teacher or Chair before the meeting

GB organisation

The GB is required, on an annual basis to:

The GB has adopted a 'flat Structure' and meets monthly.

- Terms of reference must show the date of the meeting at which they were agreed and be signed by the chair

General

- The GB will ensure that there are opportunities for parents to engage with governors so that their views can be considered by governors. Governors will be invited to Pupil Progress meetings and other school functions.
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School Improvement Plan

The GB:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the school
- will actively engage with school self-evaluation
- will continuously self-evaluate its own performance
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the school
- will use a variety of internal and external information / data to hold the school to account and, where required, take appropriate action to drive up standards
- will require written information from the Head Teacher covering:
 - pupil achievement and progress
 - an analysis of the school's performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
 - progress regarding the implementation of the school improvement plan
 - budget monitoring and forward financial planning
 - the effectiveness of performance management in the school
 - how it impacts on the quality of teaching and standards
 - the link between pupil outcomes and pay progression
 - strategic staffing issues
 - behaviour and exclusions
 - attendance data
- require the Head Teacher to provide a written report for alternate meetings and verbal for the other meetings
- will receive and make use of external reports from the Local Authority, where appropriate (except those naming individual staff)
- will receive and make use of external inspection reports from Diocesan advisers and Section 23 inspections
- understand the requirements of the Ofsted Leadership and Management criteria, especially those relating to governance (refer to the Ofsted section in the A –Z index in our Website)
- will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements - for further information on these matters see the 'Policies and other statutory requirements HCC guidance' on the Governor Services website (under 'P' in the A- Z index)

Governor relationships

- The GB and Head Teacher will respect each other's roles and maintain a professional and open relationship, lending support, acknowledging the skills and contributions of all.

The GB:

- will seek to develop effective working relationships with the Head Teacher, staff and parents, the local authority, local churches and other relevant agencies and the community.
- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the Head Teacher and staff to maintain a reasonable work / life balance in the way it conducts its business
- will have regard to equality of opportunity for both current and future governors in planning the frequency and times of meetings
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view
- will be welcoming to new governors and ensure they receive appropriate induction and training

All governors will:

- strive to work as a team in which constructive working relationships are actively promoted.
- share the workload and take on additional responsibilities as and when required to ensure the GB fulfils its core functions
- support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- undertake a focused school visit, relating to the school improvement plan and their allocated roles and responsibilities, at least twice a year
- undertake training relevant to their role, this includes e-learning, and provide certificates on completion of any training
- contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion
- always act in the best interests of the pupils of the school
- conduct themselves in a manner that reflects the ethos or the religious character of the school
- uphold 'The Seven Principles of Public Life'
- be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for governor business
- will only act within the delegated powers granted to them by the GB
- be respectful of the view of others and help to foster open and honest debate

- are prepared to answer queries from other body members in relation to delegated functions and take into account any concerns expressed.
- acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- refer anyone with issues or concerns about the school to its Complaints Policy
- provide relevant business and pecuniary interests (as recorded in the register of interests) including, governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
- express views openly, courteously and respectfully in all our communications with other governors, committee members and the clerk to the governing body.

Governor conduct

- Any conduct issues resulting from governors being in breach of school governance regulations or this code will be investigated in the first instance by the Chair, or the Vice Chair where the matter relates to the Chair. All possible efforts will be made to resolve issues at this level and the suspension of a governor will only be considered as a last resort, in accordance with the relevant regulations.

The Seven Principles of Public Life

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.

Governor Approval : The Governors' Code of Conduct was approved on 23 September 2024

Date of next review: September 2025