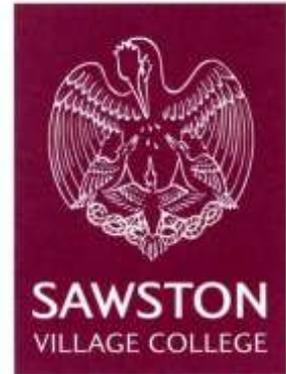


# Code of Practice for Sawston Village College Academy Trust Governors



This code sets out the expectations on and commitment required from governors in order for the governing body to properly carry out its work within the college and the community.

## **The purpose of the governing body**

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

## **The governing body:**

- Sets the strategic direction of the college by:
  - Setting the values, aims and objectives for the college
  - Agreeing the policy framework for achieving those aims and objectives
  - Agreeing the key performance indicators
  - Agreeing the college improvement strategy which includes approving the budget and agreeing the staffing structure
- Challenges and supports the college by monitoring, reviewing and evaluating:
  - The implementation and effectiveness of the policy framework
  - Progress towards targets
  - The implementation and effectiveness of the college improvement strategy
  - The budget and the staffing structure
  - The Governing Body's effectiveness
- Ensures accountability by:
  - Approving and monitoring the quality assurance and self-evaluation processes used by the college
  - Responding to OFSTED reports when necessary
  - Holding the Principal and SLT to account for the performance of the college
  - Ensuring parents and pupils are involved, consulted and informed as appropriate
  - Making available information to the community
- Appoints and performance manages the Principal who will deliver the aims (through the day to day management of the college, implementation of the agreed policy framework and college improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

### **The role of a governor**

In law the governing body is a corporate body, which means:

- No governor can act on her/his own without proper authority from the full governing body;
- All governors carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, Local Authority appointed, foundation), the overriding concern of all governors has to be the welfare of the college as a whole.

### **General**

- We understand the purpose of the governing body and the role of the Principal as set out above.
- We are aware of and accept the Nolan seven principles of public life: see appendix.
- We accept that we have no legal authority to act individually, except when the governing 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 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 accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We will consider carefully how our decisions may affect the community and other colleges.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our college. Our actions within the college and the local community will reflect this.
- In making or responding to criticism or complaints affecting the college we will follow the procedures established by the governing body.

### **Commitment**

- We acknowledge that accepting office as a governor 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 service on committees or working groups.
- If acting as directors, members or trustees, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the college and/or third parties.
- If acting as members of the Trust Body, we accept that we may be held responsible up to the limit in the Articles of Association, were the college to go bankrupt.

- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will endeavour to attend important college and community events and activities, such as Open Evening, Presentation Evening and music, drama and sports occasions.
- We will get to know the college well and respond to opportunities to involve ourselves in college activities.
- Our visits to college will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Principal.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We are committed to actively supporting and challenging the Principal.

### **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 governors.
- 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 governors 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 Principal, 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 college.
- We will exercise the greatest prudence at all times when discussions regarding college 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 that we have in connection with the governing body's business in the Register of Business Interests.
- We will declare any pecuniary interest – or a personal interest which could be perceived as a conflict of interest – in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### **Breach of this code of practice**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body should only use suspension 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 governor, such as the vice chair will investigate;

- We understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the governing body, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension from the governing body.

**The Governing Body of Sawston Village College adopted this code of practice on 26 March 2013. It will be reviewed in 2016.**

## **Appendix: 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.