

# MIS Board Code of Conduct Declaration

## The Purpose of the Governing Body

The MIS Board of Trustees is the school's governing body and, as such, is the school's accountable body. It is responsible for the conduct, viability and performance of the school and for promoting high standards. It should have a common vision and strategic plan which it is working towards at all times.

## The three main roles of the Governing Body are:

1. Setting the Strategic Direction for the school.
2. Holding the Headteacher to account.
3. Overseeing financial performance.

In particular, the Governing Body:

a) Sets the strategic direction of the school by:

- Setting the values, aims and objectives for the school.
- Agreeing the policy framework for achieving those aims and objectives.
- Setting targets (SMART).
- Approving the budget and agreeing the staffing structure.

b) Holds the Headteacher to account by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the policy framework.
- Progress towards targets.
- The staffing structure.

c) Oversees financial performance of the school by:

- Monitoring, reviewing and evaluating the budget.
- Discussing the financial report at each Board meeting.
- Ensuring an open, transparent process is followed for all procurement and major purchases.
- Ensuring checks and balances exist in all financial procedures in the school.

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;
- Willing and able to monitor and review their own performance.

## Authority 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.

## General

- We have read and accept the Nolan seven principles of public life (see appendix).
- We understand the purpose of the governing body and the role of the Headteacher as set out above.
- We recognise that the Headteacher is responsible for the implementation of policy, day to day management of the school and the delivery of the curriculum.
- We have no legal authority to act individually, except when the Governing Body has given us delegated authority 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 governance and shall be seen to be doing so.

## 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, attend regularly, and accept our fair share of responsibilities, including service on sub-committees.
- We will make full efforts to attend 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 consider seriously our individual and collective needs for training and development and undertake relevant training.
- We are committed to actively supporting and challenging the Headteacher.

## Relationships

- We will strive to work as a team, expressing views openly, courteously and respectfully in all our communications with other governors.
- We will support the Chair in his/her role of ensuring appropriate conduct at meetings and at all other times.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, and the community.

## Confidentiality

- We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students, both inside or outside school.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.
- We will make use of email and social networking sites as agreed by the governing body and will ensure that our individual use of electronic media is responsible, supports the ethos of the school and may not bring the school or the governing body into disrepute. We back this up with hard copy information and correspondence so Governors without electronic access are not left out.

## Conflict of Interest

- We will declare and record any financial or other business interest that we have in connection with the school.
- We will declare any financial interest – or a personal interest which could be deemed 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.

## Conduct

- We will accept collective responsibility for all decisions made by the governing body. This means that we will not speak against majority decisions outside the governing body meeting.
- We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.

- Our visits to school will be undertaken within the framework established by the Governing Body and agreed with the Headteacher.
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- We will, upon ceasing to be a governor, continue to work to the principles in this Code of Conduct, particularly those relating to confidentiality.

## Breaches of this Code of Conduct

- If we believe this code has been breached we will raise this issue with the Chair of the Governing Body who will investigate further.
- A breach of the code may lead to the suspension or removal of a governor if it has not been possible to resolve any difficulties or disputes in more constructive ways.

## Undertaking:

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that could tarnish the image of the school, the Governing Body, the Headteacher or staff, or say or do anything that could bring the school into disrepute.

I agree to abide by the MIS Board Code of Conduct Declaration and understand that this position is voluntary. I acknowledge that trustees do not receive allowances for attending board or committee meetings or associated activities.

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(signature)

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(date)

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(printed name)

# Appendix:

## The Seven Principles of Public Life

The Seven Principles of Public Life, also known as the Nolan Principles, are applicable to all members of the Governing Body. This includes all those who are elected to the board at the AGM, as well as individuals appointed to serve in various roles within the sub-committees.

All members of the Board of Trustees are considered stewards of public trust and resources, bound by these principles to uphold ethical conduct, transparency, and accountability in their roles. These principles serve as a foundational framework for guiding decision-making and behaviour within the board and its interactions with the broader school community.

1. **Selflessness:** Members of the School Board of Trustees should act solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their family, or their friends.
2. **Integrity:** Members of the School Board of Trustees 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.
3. **Objectivity:** In carrying out school business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members of the School Board of Trustees should make choices based on merit.
4. **Accountability:** Members of the School Board of Trustees are accountable for their decisions and actions to the public and must submit themselves to appropriate scrutiny.
5. **Openness:** Members of the School Board of Trustees should be as open as possible about all decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty:** Members of the School Board of Trustees have a duty to declare any private interests related to their public duties and to resolve any conflicts arising in a way that protects the public interest.
7. **Leadership:** Members of the School Board of Trustees should promote and support these principles through leadership and example, fostering a culture of transparency and ethical conduct within the board and the wider school community.