

## **Code of Conduct for Board of Governors of Kellett School (the "School")**

### **Introduction**

1. This Code of Conduct sets out how each Governor of the School is required to conduct him or herself. It covers behaviour both during formal meetings and also in the community at large.
2. Each serving Governor will be required to confirm his or her compliance with this Code, by signing it, at least once each year. Any refusal to do so may result in expulsion from the Board.

### **General**

3. The primary focus of the Board (collectively) and each Governor (individually) is the welfare of the School. To this aim each Governor should strive:-
  - (a) to act fairly and without prejudice at all times,
  - (b) to act in a manner which is aligned with the values, principles and objectives of the School,
  - (c) to disregard personal interests (including in particular interests of children who are students at the School), and
  - (d) to focus on the welfare of the School as a whole.
4. Only the Board collectively has authority to exercise any power. Unless expressly granted by the Board, no Governor has any individual authority or power.
5. Every Governor agrees:-
  - (a) to submit to self and peer evaluation on an annual basis.
  - (b) to act in a manner which promotes mutual trust and respect in the broader community (recognising that every Governor represents the School and acts as a role model for other parents of children at the School).
  - (c) to support the executive (especially the Principal) of the School in the community at large.
  - (d) to follow the proper channels of communication for dealing with complaints (as set out in the Annex to this Code).
6. Each Governor understands and recognises that whilst he or she is a leader in the School and in the School community, he or she is not a manager of the School or involved in the management of the School. Each Governor understands that the Principal is responsible for the management and operations of the School, including but

not limited to the setting of policies, the establishment of curriculums and timetables and the appointment and removal of staff. As such no Governor should represent him or herself as being involved in the management of the School or being able to influence the management of the School.

### **Meetings**

7. Each Governor accepts that the confidentiality of matters discussed at Board meetings is paramount and undertakes to keep all matters discussed at Board meetings strictly confidential unless expressly agreed otherwise by the Board as a whole. A failure to comply with such undertaking shall be considered a serious breach of this Code.
8. Each Governor agrees that during meetings of the Board he or she will:-
  - (a) treat other Governors with respect,
  - (b) be open and honest with other Governors,
  - (c) aim to make constructive comments, and
  - (d) look to build consensus amongst the Board.
9. Every decision taken by the Board is a collective decision. As such, once a decision is taken by the Board every Governor agrees to support such decision in the community as a whole.
10. Every Governor will use his or her best endeavours to attend every Board meeting. Where attendance is not possible then the Governor shall notify the secretary to the Board in advance.

### **Commitment**

11. Every Governor will take reasonable steps to keep him or herself informed of matters concerning the School and to be visible and engaged in the community.
12. Each Governor commits to undertake a fair share of responsibilities of the Board, including service on sub-committees or working groups that may be established from time to time.

### **Conflict of interest**

13. Each Governor agrees to disclose to the Board any conflict of interest (whether pecuniary or otherwise) which he or she may have concerning any issue to be considered by the Board and understands and accepts that measures may need to be put in place to minimise the perception of improper conflict.

**Annex**  
**Complaints procedure**

- Any material concern or criticism about the School should be discussed with the Principal in the first instance or, in the Principal's absence, with the Chairman of the Board.
- Items of key importance should be notified to the Chairman of the Board.
- Criticism or complaints should only be referred to the full Board on the advice of the Principal and in consultation with the Chairman of the Board.

Confirmed by .....

Signed.....

Date.....