Code of Conduct for the Governors of Clitheroe Royal Grammar School

Once this code has been adopted, all governors agree to faithfully abide by it:

We agree to follow the charity governance code.

We will abide by the Seven Nolan Principles of Public Life:

Selflessness
We will act solely in terms of the public interest.

Integrity
We will avoid placing ourselves under any obligation to people or organisations that might try in appropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family or our friends. We will declare and resolve any interests and relationships.

Objectivity
We will act and take decisions impartially, fairly and on merit using the best evidence and without discrimination of bias.

Accountability
We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness
We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty
We will be truthful.

Leadership
We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

1. Act within our powers
2. Promote the success of Clitheroe Royal Grammar School
3. Exercise independent judgement
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Not accept benefits from third parties
7. Declare interest in proposed transactions or arrangements.

Annual Declarations

We will focus on our core purpose:

1. Strategic leadership: defining a vision, fostering a culture and championing strategy
2. Accountability and assurance: providing robust and effective oversight of operations and performance
3. Engagement: strategic oversight of relationships with stakeholders.

As individuals we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core purpose rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our scheme of delegation.
3. We will develop, share and live the ethos and values of Clitheroe Royal Grammar School.
4. We agree to adhere to school policies and procedures.
5. We will fully cooperate with individual requests that are necessary to ensure organisational compliance including disclosure and barring or right to work checks.
6. We will work collectively for the benefit of Clitheroe Royal Grammar School.
7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the running of Clitheroe Royal Grammar School and the local community.
9. We will stand by the decisions that we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life or may place students at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We will only speak or act on behalf of the governors if we have the authority to do so.
12. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
13. When making or responding to complaints, we will follow the established procedures.
14. We will strive to uphold Clitheroe Royal Grammar School's reputation in our private communications (including on social media).
15. We will not do anything, either in undertaking our governance role or outside of this, which brings the school into disrepute.
16. We will have regard to our responsibilities under the Equality Act and will work to advance equality of opportunity for all.
17. We will act as local ambassadors for Clitheroe Royal Grammar School.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the governors and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know Clitheroe Royal Grammar School and welcome opportunities to be involved in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and governance protocol.
6. When visiting a school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

Annual Declarations

Build and maintain relationships

1. We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
2. We will champion the voices of our school community and stakeholders.
3. We will respect the remit of, and engage constructively with, relevant authorities, bodies and other trusts.
4. We will express views openly, courteously and respectfully in all our communications with governors and staff both inside and outside of meetings.
5. We will work to create an inclusive environment where each governors' contributions are valued equally.
6. We will support the chair in their role of leading the governors and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of Clitheroe Royal Grammar School when matters are deemed confidential or where they concern individual staff, students or families.
2. We will not reveal the details of any governors' vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will practice good ICT security, keep personal data safe and support GDPR compliance.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with governors' business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. 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.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act as a governor, not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, governor roles, attendance records, relevant business and pecuniary interest, category of governor, and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to governors will be collected and recorded on the DfE's national database (Get Information About Schools – GIAS), some of which will be publicly available.

Data Protection

We commit to upholding the policies and practices of the school's GDPR policy and will act in good faith regarding the handling of any data in relation to our role as governors.

The governors agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the governors.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including suspension or removal as a governor as a last resort.

Undertaking

As a governor of Clitheroe Royal Grammar School, I will always have the wellbeing of the students and the reputation of Clitheroe Royal Grammar School at heart. I will do all I can to be an ambassador for Clitheroe Royal Grammar School, publicly supporting its aims, values and ethos. I will never knowingly say or do anything publicly that would embarrass Clitheroe Royal Grammar School, the governors, the Headteacher or the staff.