

## Register of Business and Personal Interests

The Governing Body of each school is required by regulations made under the School Standards and Framework Act 1998 to establish a register which lists for each member of the Governing Body, Headteacher (and Budget Holders') any business or personal interests they or any member of their immediate family have which **could conflict with the school's interests**; to keep the register up to date with notification of changes and through annual review of entries, and to make the register available for inspection by governors, staff, parents and the Director's of Education and Finance or their representative.

For register purposes a close relative is defined as a spouse, parent, sibling, son, daughter or common law partner. **As a general principle, Budget Holders' should err on the side of caution** and declare interests that they think could be covered by the guidance above. Such a declaration must be made as soon as a Budget Holder becomes aware of the possibility of any such conflict arising or indeed that may be perceived / construed as arising. A good test is for the Budget Holder to ask himself / herself whether others would think that the interest is of a kind to make this possible. If the Budget Holder thinks this is so or is in doubt then the information should be recorded on the register of interests. Assistance can be sought from the Business Manager/Bursar in the first instance if any clarification is required.

**Please note all Governors should sign and return this form even if they have no interests to declare.**

**Please ensure this form is returned to the Bursar/Business Manager for retention**

### Cookridge Primary School

1. Involvement in companies: Includes, for example, directorships and company secretary, employee, or any other position where a person is actively involved in the running of a company's affairs, where the company has, or may have, a contractual relationship with the School. (Budget Holders must declare any financial interests which could conflict with the School's interests, e.g. work for which a fee is received)

Company/Position: Deputy Headteacher

2. Other Personal Interests: Budget Holders must declare any non-financial interests that they consider conflict with the School's interests, for example, if they are involved in an official capacity with an outside organisation which has dealings with the School or if a member of their immediate family works or applies for a post in the school.

Details: N/A

3. The holding of shares or other securities, in a company or other body with whom the school contracts or is considering contracting, should be declared if the holding exceeds £25,000 or more than 1/100<sup>th</sup> of the nominal value of the issued share capital, whichever is less. **The size and nature of the holding need not be declared, simply the name of the company.** This requirement does not extend to banks or building societies.

Details: N/A

4. The intention to bid for the purchase of land or property owned by the Council or School.

Details: N/A

Name of Governor.....Ben Kerr.....:

Signature .....  ..... Date ...04/11/2020.....



# A CODE OF CONDUCT FOR THE GOVERNANCE BOARD

(Updated September 2019)

## Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate. The Governing Body accepts the following principles and procedures:

## General

1. We are aware of and accept 'The Seven Principles of Public Life' as set out by Lord Nolan. (appendix 1)
2. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
3. We recognise that the Headteacher is responsible for the implementation of policy and internal organisation and management of the school, and the implementation and operation of the curriculum.
4. We accept that all governors have equal status, and although appointed by different groups (i.e., parents, staff, Diocese) and that every governor's role is to govern the school; in the best interest of pupils, not to represent the interests of the constituency from which they were elected or appointed.
5. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
6. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
7. We will encourage open government and shall be seen to be doing so.
8. We will consider carefully, how our decisions may affect other schools.
9. We will apply for an enhanced criminal records (DBS) certificate for any governor who does not already hold one with 21 days of appointment or election.
10. The following details for each governor and associate member will be published on the school's website and will be available on the DfE's national governor database Edubase.
  - Name
  - category of governor and the body responsible for appointing them
  - date of appointment
  - term of office
  - date when stepped down (where applicable within the last 12 months)
  - names of committees the governor serves on and roles/responsibilities on the board
  - relevant business and pecuniary interests (as recorded in the register of interests)
  - attendance record at governing body and committee meetings over the last academic year.

## Commitment

11. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.

12. We will involve ourselves actively in the work of the Governing Body, endeavour to attend all meetings, and accept our fair share of responsibilities, including membership of committees or working groups.
13. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
14. Every member of the governing body will actively contribute relevant skills and experience. When filling vacancies we will do what is in our power to secure a new governor with the ability and experience to fill any skills gaps or, if this is not possible, has the capacity and willingness to develop them.
15. We uphold an ethos of professionalism and have high expectations of the governors' role, including an expectation that they undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance. If a governor fails persistently to do this they will be in breach of the code of conduct.

### **Relationships**

16. We will strive to work as a team and will support the chair in their role of ensuring appropriate conduct at meetings and at all times.
17. We will seek to develop effective working relationships with our Head, staff, parents, the Local Authority, and other relevant agencies (including the Diocesan Authorities where appropriate), and the community.

### **Confidentiality**

18. We will observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as governors. In this, we will not reveal the details of any governing board vote.
19. We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
20. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

### **Conduct**


21. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents.
22. We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
23. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
24. We will visit the school; our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the Head and staff.
25. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.
26. Social Networking applications must not be used for actions that would put the governors in breach of the school codes of conduct or school policies.

### **Suspension**

27. If the need arises to use the sanction of suspending a governor, we will do so by following legal requirements so as to ensure a fair and objective process.

## Removal

28. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
29. If the need arises to use the sanction of removing a governor or removing the Chair, we will do so by following legal requirements so as to ensure a fair and objective process.

SIGNED..........DATE.....04/11/2020.....  
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## APPENDIX 1. The Seven Principles of Public Life Published by the Committee on Standards in Public Life on 31 May 1995.

The 7 principles of public life are the basis of the ethical standards expected of public office holders. They apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally... The principles also apply to all those in other sectors that deliver public services. They were first set out by Lord Nolan in 1995 and they are included in the Ministerial code.

1. **Selflessness** – Holders of public office should act solely in the terms of public interest.
2. **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or make decisions in order to gain financial or material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** – Holders of public office should be truthful.
7. **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.