



## Tolworth Girls' School & Sixth Form

### Governors' Code of Conduct

Academic Year 2023-2024

As Trustees: We agree to follow the [charity governance code](#)

#### We will apply the highest standards and will:

- act within our powers
- promote the success of the trust
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties
- declare interest in proposed transactions or arrangements

#### We will focus on our strategic functions:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard

#### As individuals on the board, we agree to:

##### Fulfil our roles and responsibilities

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
- We will fulfil our role and responsibilities as set out in our scheme of delegation.
- We will develop, share and live the ethos and values of our trust.
- We agree to adhere to trust policies and procedures.
- We will work collectively for the benefit of the trust.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the trust and local community.
- We will stand by the decisions that we make as a collective.
- Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- We will only speak or act on behalf of the trust board if we have the authority to do so.
- Trustees: We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- When making or responding to complaints, we will follow the established procedures.
- We will strive to uphold the trust's reputation in our private communications (including on social media).

- We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

#### **Demonstrate our commitment to the role**

- We will involve ourselves actively in the work of the board and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend, explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the academy well and welcome opportunities to be involved in school activities.
- We will visit the academy and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the academy in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.
- All governors/trustees should familiarise themselves with their responsibilities in line with Keeping Children Safe in Education September 2023 statutory guidance and regularly complete relevant training.
- We collectively acknowledge it is best practice for two designated safeguarding link governors/trustees to be in place at all times and complete AfC training - Safeguarding the Governing Board's Role.
- We will comply with the school to instigate the application of an enhanced Disclosure and Barring Service (DBS) check and Section 128 direction check within 21 days of appointment to the Board.

#### **Build and maintain relationships**

- We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
- We will champion the voices of our school community and stakeholders
- We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- We will acknowledge that we are representatives of our category of governorship, opposed to representatives for parents or staff stakeholder groups and are primarily appointed based on the skills and experience that we bring to the board.

#### **Proceedings of the governing body**

- As a corporate body, we agree the principles and protocol of adapting to virtual meetings where deemed necessary (as demonstrated during COVID-19)
- As a corporate body, we agree to make quorate decisions by email if deemed necessary/urgent and such decisions will subsequently be formally ratified and minuted at the next scheduled meeting.

## **Respect confidentiality**

- We will observe complete confidentiality both inside and outside of the trust when matters are deemed confidential or where they concern individual staff, pupils or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office

## **Declare conflicts of interest and be transparent**

- We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- 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.
- We accept that the Register of Business Interests will be published on the trust's website.
- We will act as a trustee/academy committee member; not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust board, attendance records, relevant business and pecuniary interests, category of governor/trustee and the body responsible for appointing us will be published on the trust website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.
- As governors we consent to our data being used and shared for the purpose of and in conjunction with, our role in governance at this school.

The Seven Nolan Principles of Public Life should also be adopted by all governors and trustees in line with this code:

### **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 inappropriately 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 or 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 so doing.

**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.

By signing this code of conduct, I declare I am not disqualified from holding a governorship position and I agree to abide by all the expectations outlined. I understand that any potential or perceived breach of this code will be taken seriously and that a breach could lead to formal sanctions

**Signed** ..... (Governor/trustee )

**Date** .....

**Reviewed: September 2023**