



CODE OF CONDUCT FOR THE MANAGEMENT COMMITTEE

The management committee has adopted the following principles and procedures:

Purpose of the management committee

The management committee is the key strategic decision-making body in the school, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a management committee's strategic role; every child has the right to attend a good school.

The management committee has the following core strategic functions:

Establishes the strategic direction by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensures accountability by:

- Appointing the Head of Education
- Monitoring progress towards targets
- Performance managing the Head of Education
- Engaging and consulting with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

For management committees to carry out their roles effectively, members must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

The role of a management committee member:

In law, the management committee is a corporate body which means:

- No management committee member can act on his/her own without proper authority from the full management committee.
- All management committee members carry equal responsibility for decisions made.
- Although appointed through different routes, the overriding concern of all management committee members has to be the welfare of the school as a whole. Management committees should be alert to the risk of becoming dominated by one particular mind-set or strand of opinion.

As individuals on the management committee, we agree to the following:

Role & Responsibilities

- We are aware of and accept the Seven Nolan Principles of Public Life (see Appendix 1).
- We accept that we have no legal authority to act individually, except when the management committee has given us delegated authority to do so. We will only speak on behalf of the management committee when we have been authorised to do so.
- We accept collective responsibility for all decisions made by the management committee. We will not speak against majority decisions once they have been made.
- We understand that we have a duty to act fairly and without prejudice.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- We understand the distinction between the role and responsibilities of the management committee and those of executive leaders and we will avoid involvement in operational issues.
- In making or responding to criticism or complaints affecting the school, we will follow the procedures established by the management committee.
- We will support the headteacher and senior leadership team but challenge their expectations and hold them to account for school performance.

Commitment

- We understand how much time is involved in the role that we are carrying out.
- We will each involve ourselves actively in the work of the management committee and accept our fair share of responsibilities, including monitoring visits and service on committees or working groups.
- We will make full efforts to attend all meetings and, where we cannot attend, explain in advance why we are unable to do so.
- We will visit the school. Any visit made will be arranged in advance with staff and undertaken within the framework established by the management committee and agreed with the Head.
- We will demonstrate commitment to continually developing our knowledge and skills and keeping them up to date.

Data Sharing

- We accept that in the interests of openness and transparency, our full names, date of appointment, term of office, roles on the management committee, attendance records, relevant business and pecuniary interests, category of management committee member and the body responsible for appointing us will be published on the school's website. We accept that personal information will also be published on the DfE's [Get Information about Schools \(GIAS\)](#) system.
- We accept that we must provide a valid enhanced DBS certificate or one must be applied for within 21 days of our appointment. A Section 128 Direction Check must also be carried out.

Communication

- We will strive to uphold the reputation of the school at all times.
- We will express views openly, courteously and respectfully in our communications with other management committee members.

- We will seek to develop effective working relationships with our headteacher, staff and parents, the local authority, and other relevant agencies and the community.
- We will maintain a professional presence online and consider the impact that any personal views that we post online could have on the school.
- We will carefully consider how we interact with the school and wider community, both online and in person.
- We will review our online privacy settings at least annually so that we know what information the public can see about us and then consider this information when we are posting online.
- We will not post anything inappropriate, offensive, or political on social media, including our personal opinions that may bring us or the school into disrepute.

Confidentiality

- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a management committee meeting.
- We will not reveal the details of any management committee vote.
- We will not disclose any information which is deemed confidential by the management committee or would breach the Data Protection Act 2018.
- We will not make comments about any members of the management committee or school community, either face to face, or online.

Data Protection

- We will strive to ensure the school's overall compliance with the data protection regulations.
- We will ensure that appropriate technical and organisational measures are in place across the school to protect any data that it holds.
- We will engage in data protection training.
- We will be familiar with, and act in accordance with, the school's Data Protection Policy, and will conduct monitoring of this as part of the management committee's overall monitoring plan.

Conflicts of Interest

- We will declare and record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the management committee's business in the Register of Business Interests. We will fully review this annually.
- If any matter arises in a meeting which may cause us to become conflicted in terms of our personal or business interests, we will declare this and offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

Breach of this Code of Conduct

If we believe this Code has been breached, we will raise it with the chair and the chair will investigate under the school's procedure for dealing with complaints about management committee members. Should it be the chair that we believe has breached this Code, another management committee member, such as the vice chair, will investigate.

The management committee will only suspend or remove a management committee member from the management committee as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Appendix 1

The Seven Principles of Public Life

(Originally published by the Nolan Committee)

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

Integrity - Holders of public office 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

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest

Leadership - Holders of public office should promote and support these principles by leadership and example

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

Appendix 2

Legal framework

The Code of Conduct has due regard to all relevant legislation including, but not limited to, the following:

- The children act 1998
- The Children Act 2004
- The Education Act 2011
- The Childcare ((Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR) 2018
- The School Governance (Constitution) (England) Regulations 2012
- The Charities (Protection and Social Investment) Act 2016

The Code of Conduct also has due regard to guidance including, but not limited to, the following:

- DFE Governance Handbook
- Keeping Children Safe in Education
- The constitution of governing bodies of maintained schools (2017)
- Charity Commission CC3 – The essential trustee: what you need to know, what you need to do