



## Code of Conduct for Malden Oaks School

This code is based on DfE and NGA guidance and sets out the expectations and commitment required from all Management Committee members in order for the Management Committee to properly carry out its work within the school and the community.

This Code will be reviewed annually to ensure that it remains 'fit for purpose'.

### **The Management Committee has the following core strategic functions:**

Establishing 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

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging 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

### **As individuals on the Management Committee we agree to the following:**

#### **Role & Responsibilities**

- We understand the purpose of the Committee and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the Management Committee has given us delegated authority to do so, and therefore we will only speak on behalf of the Management Committee when we have been specifically authorised to do so.

- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the Management Committee and sub-committee meetings.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- 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.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Management Committee.
- We will actively support and challenge the headteacher.

### **Commitment**

- We acknowledge that accepting office as a member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Management Committee, and accept our fair share of responsibilities, including 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.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the applicable staff and undertaken within the framework established by the Management Committee and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will all undertake to attend the 'Getting to Grips with Governance' CPD session within the first 3-6 months of appointment.
- We will commit to refresh relevant training every three years (5 years in the case of safer recruitment) to keep abreast of current changes in legislation.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

- We are prepared to answer queries from other members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.
- We will acknowledge that as members we are representatives of our category of membership, as opposed to representatives for other categories i.e. parents, staff.

### **Proceedings of the Management Committee**

- As a corporate body we will agree alternative arrangements for members to participate or vote at meetings.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- 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.

### **Conflicts of interest**

- We will 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, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Management Committee.

### **Openness and transparency - school website information**

There is a new statutory requirement for schools to publish details of their Management Committee on the school website. This must include:

- the structure and remit of the Management Committee and sub-committees, with names of Chairs;
- full names, date of appointment, term of office, for each member;
- relevant business and pecuniary interests of members;
- members' roles in other educational institutions;
- any material interests arising from relationships between members and school staff (including spouses, partners and close relatives);
- Members' attendance at Management Committee and sub-committee meetings over the last academic year.

### **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Management Committee will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another member, such as the vice chair will investigate.

### **The Seven Principles of Public Life**

*(Originally published by the Nolan Committee: 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).*

**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.

### **This Code of Conduct was formally adopted by the Management Committee of Malden Oaks School on 20<sup>th</sup> October 2015**

Member's Signature .....

Date .....

Reviewed: 15/09/16

Date of next review: October 2017