



Town farm Primary School

Code of Conduct for Governors 2025-26



Aims, scope and principles

This code sets out the expectations and commitment required from members of the governing body, at **Town Farm Primary School**.

By creating this policy, we aim to ensure that governors carry out their role with honesty and integrity, and help us to ensure our school is an environment where everyone is safe, happy and treated with respect. The code is based on [the Governance Handbook](#) and the Department for Education's [guidance on the school governance regulations 2013](#).

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the appendix. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, governors will use their judgement and act in the best interests of the school and its pupils.

As holders of public office, governors always conduct themselves in accordance with the seven principles of public life (the Nolan Principles):

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Governing Bodies have the following core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and
- overseeing the financial performance of the school and making sure its money is well spent.

As individual governors we agree to fulfil these core functions through adherence to the following principles and commitments:

Collective Responsibility

Bearing in mind the corporate nature of the governance, the need for a positive and effective partnership between the Governing Body and the Headteacher and his or her Senior Management Team, individual Governors should:

- support the aims and objectives of the school and promote the interest of the school and its pupils in the wider community
- work cooperatively with other Governors in the best interest of the school
- acknowledge that differences of opinion may arise in discussion of issues but where a majority decision of the Governing Body prevails it should be supported
- base their views on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views
- give priority, as far as practical, to attending meetings of the Governing Body and its committees.

Confidentiality

Governors will:

- appreciate that, as Governors, they are often privy to confidential information and that this must be treated with complete discretion
- respect confidence of those items of business which a Governing Body decides should remain confidential and not to disclose what individual Governors have said or how they have voted within a meeting.
- Adhere to the professional negligence and confidentiality statements at all times

Confidential information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

We will continue to observe confidentiality after we have left office.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

Governors understand that if they breach confidentiality, they may be suspended.

Legal Authority

Governors will:

- have regard to the broader responsibilities of Governors of a school, including the need to promote public accountability for the actions and performance of the Governing Body
- acknowledge that they have no legal authority outside the meetings of the Governing Body and its committees
- understand that they do not have the right other than through the Chairman and Governing Body's agreement, to make statements or express opinions on behalf of the Governing Body.

Commitment to governance

We:

- Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice.

N.B. Governors who fail to attend meetings **without the consent** of the governing board for a continuous period of **6 months** are disqualified. This applies to all governors "other than governors who are governors by virtue of the office that they hold" (for example, the headteacher). This is set out in schedule 4, section 9 of The School Governance (Constitution) (England) Regulations 2012.

- Understand and accept the time and workload commitments of the role
- Understand that work should be shared among members and that all governors are expected to take an active role
- Will [prepare ahead of meetings](#) to ensure we make informed contributions
- Will participate in regular [pre-arranged school visits](#) in accordance with school policy
- Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise

Openness and Transparency

Personal Conflicts

Governors will:

- record in the business register any pecuniary interest that might be relevant to their role as a Governor
- resist any temptation or outside pressure to use the position of Governor to benefit themselves or other agencies
- declare openly and immediately any personal conflict of interest arising from a matter before the Governors or from any other aspect of governorship and withdraw from the meeting for any relevant item of business to which this pertains and not vote on the matter

Publishing information

To ensure our board is transparent and open to the community we serve, we will make certain information publicly available.

We accept that the following information will be published on the school's website to ensure transparency:

- The structure and remit of the board and any committees, and the full name of the chair of each one
- For each governor who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - Their term of office

- The date when they stepped down (where applicable)
- The body which appointed them
- Their relevant business and pecuniary interests
- Their attendance record at board and committee meetings over the last academic year

We accept that the information relating to governors will be published on [Get information about schools](#)

We accept that the approved board and committee minutes and any agenda and papers considered at a meeting will be made [available to any interested person](#)

Working with Others

Governors will:

- Support and strengthen school leadership by providing constructive challenge to leaders, and holding them to account in a respectful manner
- Respect the role of the school leaders and avoid routine involvement in operational matters
- Respect each other's views
- Work together as a board to develop effective relationships with stakeholders
- Engage meaningfully with the communities we serve and understand that we are answerable to these stakeholders
- Follow the Equality Act 2010 and apply the principles of fairness and equality in everything we do

Effectiveness

Governors will:

- take or seek opportunities to enhance their effectiveness through participation in training and development programmes
- increase their knowledge of the school through discussions with the Headteacher and staff, reading relevant papers, visiting the school, and taking part in school events.
- Attend all meetings where it is possible, failure to attend on a regular basis with or without notification could result in suspension or disqualification from the Governing Body
- Complete all statutory training
- Attend internal and external training sessions that are applicable to the role.
- Actively use the Governor Hub between meeting dates.
- Come prepared to meetings having read the relevant documents in advance.

Data protection

We will follow the school's information security processes and measures and data protection policy when using, storing, sharing and disposing of personal data.

Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Personal data breaches

We will inform the school's data protection officer immediately if we believe that there has been a personal data breach.

Social Media

- Governors must be aware that any interaction on social media should be in accordance with the confidentiality statement which all agree to adhere to at the start of every meeting.
- Public interaction between Governors and Staff, pupils & fellow Governors must reflect the normal and appropriate interaction that would take place within the school.
- Governors using public profiles on Facebook, Twitter, Instagram etc must use these with common sense and caution, being aware that they do not post anything that could be deemed to bring the School or the Governing Body into disrepute.
- Public breaches of confidentiality and inappropriate public exchanges or online behaviour that reflects badly on the Governing Body will be considered to be a breach of the Code of Conduct.

Breach of this code of conduct

Governors will:

- accept that if this code of conduct has been breached, they will raise the issue with the Chair who will investigate: the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes
- accept that, should it be the Chair who is believed to have breached this code, another Governor, such as the Vice Chair, will investigate.
- when considering breaches of this code, recognise the Governing Body's powers to suspend and/or remove Governors and ensure that appropriate and statutory processes and procedures are always adhered to.

Monitoring arrangements

This code of conduct will be reviewed and agreed annually, upon significant changes to the law, or as needed. It will be ratified by the full governing board and signed by the Chair on behalf of the whole Board.

In taking on the position of a Governor of Town Farm Primary School I agree to abide by the above principles.

Signed: 

Date: 22nd September 2025

September 2025

Appendix 1: Breaches of the code of conduct

If we suspect a governor has breached the code of conduct, we will follow this procedure:

- The chair will investigate
- The chair will hold a meeting with the governor to discuss the issue. The governor can bring a friend to the meeting. Another governor will attend to corroborate any decisions
- If the situation doesn't improve, or there is another suspected breach, we will take action to improve the issue. This may involve:
 - Further meetings with the chair to reset expectations, based on this code of conduct
 - Support, mentoring or training for the governor
 - Making sure the governor withdraws from votes connected to any disputes they have been involved in

If there is no improvement in the governor's behaviour, the board will vote on a motion to suspend them for up to 6 months. This is a last resort and will not be without the above steps being taken, except in exceptional circumstances

Governors may be suspended if they:

- Are a staff governor undergoing disciplinary proceedings at the school
- Are undergoing court or tribunal proceedings that would result in the governor being disqualified from holding office
- Have acted in a way that is inconsistent with the ethos of the school and has brought - or is likely to bring - the school into disrepute
- Breach confidentiality

'Bringing the board into disrepute' may include, but is not limited to:

- Speaking out publicly against the school
- Being disrespectful to members of the school community
- Behaving inappropriately in a public forum, such as a PTA meeting or on social media

We may remove a governor from office where:

- There have been repeated grounds for suspension
- There has been serious misconduct. We will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious
- They display repeated and serious incompetence
- They have engaged in conduct aimed at undermining fundamental British values
- Their actions are significantly detrimental to the effective operation of the board, or their actions interfere with the operational efficiency of the school