Code of Conduct for the Governance Board of Berkley CoE First School.

'Let Your Light Shine'

This board understands that potential or perceived breaches of this code of will be taken seriously and could lead to formal sanctions.

We agree that this code of conduct will be reviewed annually and where there are significant changes to law and policy or as needed.

The code of conduct is endorsed by all of the governance board and was adopted on 7th July 2026.

T. Wadman

Signed..... [Chair of the board]

7th July 2026

Date…….

July 2026

We accept as part of this code of conduct that collectively our focus will be on our three core strategic functions as set out in regulation and we also agree to the following: -

Roles and Responsibilities

- We understand our strategic purpose, the role of executive leaders and their responsibilities in the day-to-day management of the school and will be mindful of our actions that might undermine their operational role.
- 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 accept and respect the difference in roles between the board and staff but will be, when required, candid when holding them to account, especially the executive leadership.
- We will ensure that our actions, within the school and local community, reflect the ethos and values of the school and in particular will be mindful in our private communications (including on social media) of upholding the reputation of the school.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the board when specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board and stand by those decisions. We will also: -
    - Be mindful and consider how our decisions affect our school community and the wider community;
    - Where decisions and actions, individually or collectively, conflict with the Seven Principles of Public life we will speak up; and
    - We will work collectively for the benefit of our school/s.
- We agree to adhere to the rules, policies and procedures of the board as set out in relevant governance documents and law. Including following our agreed and established policy/procedure when making or responding to complaints.
- At all times we will act appropriately and openly in our governance.

Relationships

- We will work as a team and develop effective and constructive working relationships with our school leaders, staff, parents/carers and other stakeholders.
- We will act professionally towards our governance colleagues and express views openly, courteously and respectfully in all our communications with other governors/trustees/academy committee members, the clerk to the board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct within meetings and at all times.

Confidentiality

- Complete confidentiality will be observed for those matters deemed confidential or where they concern an individual member of staff, a pupil or their families.
- Confidential papers will be held and disposed of appropriately in line with General Data Protection Regulation (GDPR), including information held electronically.
- Information held on any personal devices such as laptops, home computers, mobile phones, iPads etc. will be managed in line with expectations within the GDPR.
- Details of any governance board vote will not be revealed.
- We will observe confidentiality when participating electronically in any governance board meeting and abide by the principles within our electronic participation protocols.
- Confidentiality will be maintained even after we have left office and we will: -
    - return any papers held to the clerk for destroying, or
    - if held electronically make sure that they are deleted, and
    - accept that our school-based email accounts will be closed and access to governance board portals will be removed.

Transparency

- In the interests of openness and transparency we accept that: -
    - Our full names, date of appointment, terms of office, roles on the board (including committee membership), attendance records, relevant declared interests, category of governor/trustee and the body responsible for appointing us will be published on the school's website.
    - Information relating to board members will be collected and logged on the DfE's national database of governors, GIAS (Get Information about Schools) and that some of this information will be publicly available.
- We will declare and record in the Register of Business Interests, which we accept is published on the school website, any business, personal, financial or other interest that is connected to the board's business.
- Any declared interest in agenda items will be noted at the start of any meeting and we will leave the meeting for the duration of any discussion and if applicable subsequent vote.
- Any conflict of loyalty from declared interests resulting from relationships within the board membership or school/s staff will be declared in meetings.
- We will always act in the best interests of the whole school and not as a representative of any group.

Commitment

- We acknowledge that our volunteering governance role involves the commitment of our time and energy and that on occasion this may be significant amounts.
- We will each involve ourselves actively in the work of the board, and accept our fair share of responsibilities, including service on committees or working groups where applicable.
- We will make full effort to attend all meetings. Where we cannot attend, we will explain in advance, to the clerk and/or chair, why we cannot attend.

- We will participate in induction training and induction support within our setting. We will also be responsible for developing our individual skills and knowledge and as part of the board's collective skills and knowledge during our term of office.
- We will ensure that we are prepared for meetings by reading all papers. In doing so we will be ready to contribute to the meeting.
- We will get to know our school/s well and respond to opportunities to involve ourselves in school activities.
- When visiting the school/s, arrangements will have been made in advance with relevant staff and observing our and the school/s protocols.
- When visiting the school in a personal capacity such as a parent or carer, we will recognise our commitment made in this code and our responsibilities as a governance volunteer.