

CORPORATION CODE OF CONDUCT & STANDARDS POLICY

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BACKGROUND

1.1 Responsibilities

All Governors have a duty to be aware of their responsibilities and a clear understanding of their role in relation to that of the Principal and holders of senior posts.

1.2 Committee Structure/Standing Orders

The College's committee structure enables business to be transacted efficiently and effectively.

Committees have clear terms of reference and delegated powers are defined so they can be clearly understood by all members. These are reviewed on a regular basis and at least annually.

Copies of minutes of all committee meetings are presented to the full Governing Body at the first available opportunity and an opportunity is provided for each Chairperson to report verbally at the meeting.

Governors have adopted standing orders to complement legislation pertaining to college governance. These will be reviewed as necessary.

Governors have adopted an Instrument & Articles.

All of these documents should be complied with.

1.3 Accountability

1.3.1. Systems are in place to ensure that all Governors are kept fully informed. Governors currently meet on an approximately half-termly basis using agreed business items to take ownership of which items should be presented and when. Governors can request the addition of items at any time through the meetings, via the Chairperson or the Director of Governance.

1.3.2 Agendas are compiled by the Director of Governance in liaison with the Chairperson and Principal. Any individual Governor may request an item on the agenda (if governors wish to add an agenda item they should contact the Director of Governance who will then liaise with the Chairperson and Principal). Governors receive agenda and relevant paperwork, wherever possible, with no less than 7 days' notice. Occasionally it is necessary to circulate papers late or even table these at the meeting.

Draft minutes are circulated to the Chairperson and Principal upon completion and to all governors prior to the next meeting. A copy of the non-confidential part of the meeting is available on the college website. On an annual basis governors will review confidential items with a view to making accessible to the public if deemed appropriate.

The Corporation has a statement published on access to full meetings. Any person (other than a governor, the Director of Governance or an invited member of staff) wishing to attend a meeting of the full Corporation should contact the Director of Governance who will then discuss with the relevant chairperson and the decision will be taken to the Corporation or relevant committee.

1.3.3. Minutes of all meetings give a record of decisions taken. The Chairperson is authorised to sign each set of minutes as a correct record at the next meeting

following approval by the governors.

1.3.4. Members understand that the Corporation and its committees must abide by the Instruments and Articles of Government.

1.3.5 A Declaration of Pecuniary Interest form is completed by each governor on appointment and a register compiled. The Register is updated annually and will be available for inspection. In addition, every governor will be asked if they have any interest to declare at every Corporation and committee meeting. Any interest declared will be recorded in the minutes and that governor shall not take part in the discussion or voting surrounding that declaration.

2 COLLECTIVE RESPONSIBILITY

2.1 Governors must be aware of and respect the need for collective responsibility. An individual Governor does not have the right, other than through the Chairperson and Governing Body's agreement, to make statements or express opinions on behalf of the Corporation or College.

2.2 The Corporation has established a Search Committee to make recommendations on governor appointments.

2.3 It is recognised that policies and procedures should be reviewed on a regular basis.

3. CODE OF CONDUCT FOR GOVERNORS

A Governor should:

- a. support the aims and objectives of the college and promote the interests of the College and its students in the wider community;
- b. give priority, as far as practicable, to attendance at meetings of the governing body and its committees;
- c. work co-operatively with other governors in the best interests of the college;
- d. acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision of the governing body prevails, it should be supported;
- e. base his or her view on matters before the governing body on an honest assessment of the available facts, unbiased by partisan or representative views;
- f. acknowledge that as an individual governor, he or she has no legal authority outside the meetings of the governing body and its committees;
- g. understand that an individual governor does not have the right, other than through the chairperson and governing body's agreement, to make statements or express opinions on behalf of the Corporation or College;
- h. resist the temptation or outside pressure to use the position of governor to benefit himself or herself or other individuals or agencies;
- i. declare openly and immediately any personal conflict of interest arising from a matter before the governors or from any other aspect of governorship;
- j. respect the confidentiality of those items of business which the governing body decides from time to time should remain confidential;
- k. take or seek opportunities to enhance his or her effectiveness as a governor through participation in training and development programmes and by increasing his or her own knowledge of the college;
- l. have regard to his or her broader responsibilities as a governor of a public institution including the need to promote public accountability for the actions

and performance of the governing body.

A role description for governors has been devised which ties in with these responsibilities.

4. NOLAN COMMITTEE SEVEN PRINCIPLES OF PUBLIC LIFE

- 4.1 The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996. Governors should uphold and abide by these principles at all times

SELFLESSNESS

Holders of public office should take decisions 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 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.

In addition the Relevant Authorities (General Principles) Order 2011 added three additional principles to those identified by the Nolan Committee.

RESPECT FOR OTHERS

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality of the authority's statutory officers, and its other employees.

DUTY TO UPHOLD THE LAW

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

STEWARDSHIP (USING RESOURCES PRUDENTLY)

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

5. GIFTS/HOSPITALITY

- 5.1 It is not normal for governors to receive personal gifts for their role at the College. Governors who are offered gifts from members of staff, suppliers, facilitation payments, political and charitable donations, sponsorships or for other activities should seek the advice of the Principal before acceptance.

A record of any personal gift accepted by a governor shall be kept by the Director of Governance. Governors should, therefore, in these instances inform the Director of Governance of the acceptance of any such gift.

Governors will receive hospitality whilst undertaking their role at the college.

6. PAYMENT TO GOVERNORS

- 6.1 It is not intended that governors will receive payment from the college. However, governors may wish to claim expenses. Examples of expenses include travel and childcare costs. Any request for expenses should be made to the Director of Governance who will then progress it through the Director of Finance and Resources.

7. CONFIDENTIALITY

- 7.1 Governors must not publish nor discuss any information that has been identified as confidential, without the prior specific notice of the governing body, with anyone outside of the governing body.

8. CONTACT WITH THE PRESS

- 8.1 Any requests from the press for information on the College or the business of the College should be directed to the Principal.

9. REMOVAL OF A GOVERNOR

- 9.1 "If the Corporation believes that the action(s) of a governor is cause for his or her removal then in the first instance mediation will take place. A governor would only be removed from office (for reasons other than those stated in the Instrument & Articles of Government) in serious circumstances and when reasonable methods of conciliation have been employed. If following these methods it is still felt that a governor should be

considered for removal then the process will be followed as detailed within the School Governance (Constitution) England Regulations 2012” (attached).

Policy Owner:	Becky Robinson	Next Review Date:	June 2025
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Appendix 1

The School Governance (Constitution) (England) Regulations 2012

PART 4

Notification of appointments, term of office, removal and disqualification

Procedure for removal of governors by the governing body

25.—(1) This regulation applies in relation to the removal of a governor from office in accordance with regulations 21(1), 23 or 24.

(2) A resolution to remove a governor from office which is passed at a meeting of the governing body will not have effect unless—

- (a) in relation to the removal of a governor under regulation 21(1) and 23(2), the governing body has considered the reasons for removal and the governor whom it is proposed to remove has been given an opportunity to make a statement in response;
- (b) in relation to the removal of a governor (“P”) who is a co-opted governor or partnership governor under regulation 23(1) or a parent governor under regulation 24, the governor proposing P’s removal has at that meeting given reasons for doing so and P has been given an opportunity to make a statement in response;
- (c) it is confirmed by a resolution passed at a second meeting of the governing body held not less than fourteen days after the first meeting; and
- (d) the matter of the governor’s removal from office is specified as an item on the agenda for each of those meetings.