



# WIMBLEDON CHASE PRIMARY SCHOOL

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**Headteacher:** Mr. K. Ellis B.Ed. (Hons.), M.A. (Education)

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## GOVERNING BODY CODE OF CONDUCT

### Vision Statement

Transforming lives through education, aspiration and inspiration.

### Mission Statement:

- Actively engage all in rich, high quality learning opportunities delivered through a dynamic curriculum
- Inspire our pupils to enter the wider world as confident, ambitious, passionate and curious learners
- Celebrate the success and achievements of all within our diverse community

### The Governing Body has the following 3 strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of 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 the educational performance of the school and progress towards agreed targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

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

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**Transforming lives through education, aspiration and inspiration**



We recognise the following as the fourth core function of governance:

Ensure that other key players with a stake in the organisation get their voices heard by:

- Gathering the views of pupils, parents and staff and reporting on the results
- Reaching out to the school's wider community and inviting them to play their part
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures

## **As individuals on the Governing Body we agree to the following:**

### **Role & Responsibilities**

- We understand the purpose of the Governing Body and its strategic role.
- We will support the school in achieving its vision and mission.
- We will support the school in achieving diversity, inclusion and equality.
- We understand how the role of the Governing Body differs from and works with others including the Headteacher and the Senior Leadership Team.
- We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Governing Body. This means that we will not speak against majority decisions outside the Governing Body meeting.
- 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 governance 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, aims, values 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 we will follow the procedures established by the Governing Body.
- We will actively support and challenge the Headteacher.
- We will accept and respect the difference in roles between the Governing Body and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the Headteacher and their responsibility for the day to day management of the school and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the Governing Body as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the Governing Body.
- We will read and consider all materials sent in advance of meetings but if this is not possible provide notification to the chair(s) of the relevant meeting before it commences.
- We will check our LGfL email accounts regularly.

## Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Body, 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 extend apologies for our absence as soon as practicable and explain in advance why we are unable to do so.
- 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 arranged in advance with the Headteacher or the Senior Leadership Team and undertaken within the framework established by the Governing Body.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the Governing Body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Get information about schools).
- We acknowledge our commitment to economic, environmental and social sustainability.

## 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 governors, the clerk to the Governing Body and school staff both in and outside of meetings.
- We will support the chair(s) in their role of ensuring appropriate conduct both at meetings and at all times.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the [Seven Principles of Public Life](#) or which may place pupils at risk.

- We are prepared to answer queries from other governors 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.

## 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 Governing Body meeting.
- We will not reveal the details of any Governing Body vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will use our LGfL email accounts only rather than personal email accounts to conduct Governing Body and school business.

## 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 Governing Body'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 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.
- 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 Governing Body.

## Ceasing to be a governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

## Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair(s) and the chair(s) will investigate; the Governing Body 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(s) that we believe has breached this code, another Governing Body member, such as the vice chair will investigate.

*Adopted by the Governing Body of Wimbledon Chase Primary School on 17 November 2020.*