



Ministry  
of Defence



# **School Governance Committee**

## ***Code of Conduct***



## **BRITISH SECTION, SHAPE INTERNATIONAL SCHOOL GOVERNANCE COMMITTEE (SGC) – CODE OF CONDUCT Introduction**

1. This code sets out the expectations on and commitment required from Governors and other members of the SGC to properly carry out their work within, and in support of, the British Section, SHAPE International School (SIS)<sup>1</sup>. It supports Reference A, to which it is subordinate. It is written in compliance with – and in the spirit of - the [Seven Principles of Public Life](#) (also known as the “Nolan Principles”; they are set out at Annex A).
2. In accordance with para 18 of Reference A, on joining the SGC, new Governors and exofficio members must read the Code of Conduct and sign a copy of it, to show that they accept its terms, before they attend their first SGC meeting. To enable this, the rest of this Code of Conduct is written in the first person and the document is designed to be printed and individually signed by each SGC member.

### ***As a member of the SGC I agree to the following:***

#### **Role & Responsibilities**

3. I have read Reference A (the SGC Constitution) and will act in accordance with it.
4. I understand – and will respect - the respective roles of the SGC and of the Headteacher. I will avoid any actions that might undermine these respective roles.
5. I accept that I have no legal authority to act individually, except when the SGC has given me delegated authority to do so, and therefore I will only speak on behalf of the SGC when I have been specifically authorised to do so.
6. I accept collective responsibility for all decisions made by the SGC. This means that I will not speak against majority decisions outside SGC meetings.
7. I will always be mindful of our responsibility to maintain and develop the ethos and reputation of the School. My actions within the School and the local community will reflect this.
8. I will actively support and challenge the Headteacher.
9. I agree to adhere to the School’s rules and policies, as set out by the relevant governing documents and law. I will publically support these rules and policies, even where they differ to my personal views.
10. When communicating in a private capacity (including on social media) I will be mindful of, and strive to uphold, the reputation of both the School and the SGC.

#### **Commitment**

11. I acknowledge that accepting office as a Governor or other member of the SGC involves the commitment of significant amounts of time and energy.

---

<sup>1</sup> The “British Section, SHAPE International School” will be referred to as “the School” in the remainder of this document.

12. I will involve myself actively in the work of the SGC, and accept my fair share of responsibilities, including service on sub-committees and/or in key appointments.
13. I will make full efforts to attend all scheduled meetings and, where I cannot attend, I will explain in advance why I am unable to do so.
14. I will get to know the school and respond to opportunities to involve myself in school activities.
15. I will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the SGC and the Strategic Leadership Group and agreed with the Headteacher.
16. When visiting the school in a personal capacity (ie. as a parent or carer), I will maintain my underlying responsibility as a Governor.
17. I will consider seriously my individual - and the SGC's collective - needs for training and development, and will prioritise the undertaking of relevant training when it is available.
18. I accept that in the interests of open government, my name, terms of office, roles, subcommittee memberships and any key appointments I hold will be published on the school's website.
19. I accept that information relating to Governors may be collected and logged on the DfE's national database of governors (Edubase).

### **Relationships**

20. I will strive to work as part of a team in which constructive working relationships are actively promoted.
21. I will express views openly, courteously and respectfully in all my communications with other SGC members and school staff, whether in SGC meetings, in visits to the School or in other circumstances.
22. I will support the Chair in his/her role of ensuring appropriate conduct both at meetings and at all times.
23. I will be prepared to answer queries from other SGC members in relation to my SGC responsibilities and take into account any concerns expressed. I will acknowledge the time, effort and skills that have been committed to their SGC responsibilities by others.
24. I will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies in the community.

### **Confidentiality**

25. I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
26. I will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
27. I will not reveal the details of any governing board vote.
28. I will ensure all confidential papers are held and disposed of appropriately.

29. I understand that confidentiality also applies to posting information on social media or sending it via email.

**Conflicts of Interest**

30. I will record any pecuniary or other business interests (including those related to people I am connected with) that I have in connection with School or the business of the School in the Register of Interests. If any such conflicted matter arises in a SGC meeting I will offer to leave the meeting for the period of discussion of that agenda item. I accept that the Register of Interests will be published on the School’s website.

31. I will declare any conflict of loyalty at the start of any SGC meeting should the situation arise.

32. I will always act in the best interests of the School as a whole and not as a representative of any group of which I may be a member or have personal connections.

**Ceasing to be a Governor/SGC Member**

33. I understand that the requirements relating to confidentiality will continue to apply after I leave office.

**Breach of this Code of Conduct**

34. If I believe this Code of Conduct has been breached, I will raise the issue with the Chair and the Chair will investigate, co-opting other Governors as necessary. In the event that the Chair’s investigation confirms that a breach has taken place, the Chair will propose an action, sanction or other measure for endorsement by the SGC.

35. I understand that should it be the Chair that I believe has breached the Code of Conduct, I will raise the issue with the Vice Chair or other senior Governor for him/her to investigate.

**SGC Member’s Name:**

**SGC Member’s Signature:**

..... **Date**

**of Signature:**

.....

Annex:

A. The Seven Principles of Public Life (“Nolan Principles”).

## THE SEVEN PRINCIPLES OF PUBLIC LIFE (“NOLAN PRINCIPLES”)

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan (hence the “Nolan Committee”) to consider standards of conduct in various areas of public life, and to make recommendations. The [Seven Principles of Public Life](#) were its key output:

1. **Selflessness.** Holders of public office should act solely in terms of the public interest.
2. **Integrity.** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity.** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability.** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness.** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty.** Holders of public office should be truthful.
7. **Leadership.** Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.