



'Making a difference for every child'

NSP1: Induction for New Governors and Code of Conduct

Owning Committee:	Full Governing Body
Owning School Rep:	Chair of Governors / Governor Trainer
Date of Approval:	September 2026
Date of next review:	September 2027

AIM OF DOCUMENT: To provide governors with clear induction information and a shared code of conduct so that they understand their strategic role, responsibilities and expected standards of behaviour.

IN EVENT OF CONCERN/QUESTIONS: Contact the Chair of Governors or the school administrator.

HOW DOES THIS DOCUMENT HELP THE CHILDREN? By ensuring governors understand their responsibilities and work ethically, strategically and effectively, the governing body can provide strong oversight, challenge and support in the best interests of every child.

MONITORING PLAN FOR POLICY: This document and the Code of Conduct will be reviewed and approved annually by the Full Governing Body, normally at the first meeting of the autumn term. New governors will agree to the Code as part of their induction.

REVIEW AND CHANGES 2026: Updated to incorporate the NGA maintained-school model Code of Conduct, including the Seven Nolan Principles, stakeholder voice, equality, staff wellbeing, safeguarding training, confidentiality, conflicts of interest and expectations for conduct in private and online communications.

Revision History

Version	Update details	Date of approval
V1	Amalgamated induction and code of conduct policy	Dec 2023
V2	Annual review and update using NGA maintained-school model Code of Conduct	Sep 2026

1. Vision, mission and the role of governors

Our vision is a caring community where all children feel safe, respected and encouraged to develop their fullest potential.

Sheet Primary School aims to meet the individual needs of every child, providing a positive, memorable and ambitious education. Governors support the school in achieving this vision through strategic leadership, support and constructive challenge.

The governing body's core functions are:

1. ensuring there is clarity of vision, ethos and strategic direction;
2. holding executive leaders to account for the educational performance of the school and its pupils and the performance management of staff;
3. overseeing the financial performance of the school and making sure its money is well spent; and
4. ensuring the voices of stakeholders are heard.

The governing body has corporate responsibility. Authority rests with the governing body collectively rather than with individual governors, except where specific authority has been formally delegated.

2. Induction and support for new governors

Every new governor will be supported to understand the school, its priorities and the responsibilities of governance. An experienced governor may act as a mentor during the first months of governorship.

- Complete required checks and declarations, including DBS and Section 128 checks where applicable.
- Read the current Keeping Children Safe in Education requirements relevant to governors and complete safeguarding and Prevent training.
- Complete governor induction training and prioritise further training relevant to individual and collective responsibilities.
- Become familiar with the School Improvement Plan, key policies, published information, governance arrangements and the school's context.
- Attend meetings, read papers in advance and ask questions that provide appropriate strategic challenge.
- Undertake monitoring visits in accordance with the agreed governor monitoring programme and school protocol.

3. Meetings, delegated duties and monitoring

The Full Governing Body normally meets once each half term. Committees, panels and working groups meet as required. Governors are expected to attend regularly, prepare for meetings and complete actions allocated to them.

Governors may hold link or delegated responsibilities and may be asked to serve on panels. Formal monitoring visits should be arranged in advance, linked to strategic priorities, recorded appropriately and conducted in a non-judgemental manner. Governors monitor and evaluate; they do not inspect lessons or manage staff.

When visiting school, governors must follow safeguarding and signing-in procedures and maintain appropriate confidentiality. When visiting in a personal capacity, including as a parent or carer, governors remain bound by this Code.

4. Communication and relationships

Governors should develop effective working relationships with school leaders, staff, parents, pupils, other governors and relevant partners. Views should be expressed openly, courteously and respectfully, including where governors disagree.

Individual governors do not act as a complaints route or speak on behalf of the governing body unless authorised. Concerns and complaints should be directed through the school's established procedures. Press or media enquiries should be referred to the Headteacher or Chair as appropriate.

5. Governor Code of Conduct

This Code is based on the National Governance Association model Code of Conduct for maintained-school governing bodies. Once adopted, all governors agree to abide by it.

The Seven Nolan Principles of Public Life

Selflessness: We will act solely in terms of the public interest.

Integrity: We will avoid obligations or relationships that could inappropriately influence our work. We will not use our role for financial or other material benefit and will declare and resolve relevant interests and relationships.

Objectivity: We will act and take decisions impartially, fairly and on merit, using the best available evidence and without discrimination or bias.

Accountability: We are accountable to the public for our decisions and actions and will submit ourselves to appropriate scrutiny.

Openness: We will act and take decisions openly and transparently. Information will only be withheld where there are clear and lawful reasons.

Honesty: We will be truthful.

Leadership: We will demonstrate these principles through our own behaviour, promote them and challenge poor behaviour where it occurs.

As individual governors, we agree to:

Fulfil our role and responsibilities

1. We accept that our role is strategic and will focus on the core functions of governance rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of Sheet Primary School.
3. We will adhere to school policies, governing documents and the law.
4. We will cooperate fully with requests necessary to ensure organisational compliance, including disclosure and barring requirements.
5. We will work collectively for the benefit of the school and stand by decisions made collectively.
6. We will be candid, constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions affect pupils, staff, the school and the local community.
8. Where decisions or actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and raise the matter with the appropriate authority.
9. We will only speak or act on behalf of the governing body where authorised to do so.

10. We will fulfil our responsibilities towards school staff, supporting a safe working environment and wellbeing and acting fairly and without bias.
11. When making or responding to complaints, we will follow established procedures.
12. We will uphold the school's reputation in private communications, including on social media.
13. We will have regard to our responsibilities under the Equality Act and work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will participate actively in the work of the governing body and accept a fair share of responsibilities.
2. We will make every effort to attend meetings and explain unavoidable absence in advance.
3. We will arrive prepared, having read papers in advance, and contribute positively and appropriately.
4. We will get to know the school and respond to appropriate opportunities to be involved in school activities.
5. We will arrange school visits with relevant staff in advance and follow school and governing-body protocols.
6. We will continue to honour this Code when visiting the school in a personal capacity.
7. We will participate in induction, prioritise required training such as safeguarding, and continue to develop our individual and collective knowledge and skills.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
3. We will express views openly, courteously and respectfully in all communications, inside and outside meetings.
4. We will create an inclusive environment in which each governor's contribution is valued equally.
5. We will support the Chair in leading the governing body and maintaining appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality where matters are deemed confidential or concern individual staff, pupils or families.
2. We will not reveal the details of individual votes or attribute views expressed in confidential governing-body discussions.
3. We will ensure confidential papers and electronic information are held, shared and disposed of securely.
4. We will maintain confidentiality after leaving office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest connected with the governing body's business and ensure it is recorded appropriately.
2. We will declare conflicts of loyalty or interest at the start of meetings or as soon as they arise.

3. Where a conflict arises, we will follow the governing body's procedures, including withdrawing from discussion and voting where required.
4. We accept that the Register of Business Interests will be published on the school website.
5. We will act as a governor and not as the representative of any particular group.
6. We accept that information required for open governance, including names, appointment details, roles, attendance and relevant interests, will be published as required.
7. We accept that information relating to governors will be recorded on the DfE's Get Information about Schools service, with some information publicly available.

6. Safeguarding, information security and social media

Safeguarding is a collective governance responsibility. Governors will complete required safeguarding training, maintain appropriate professional boundaries and follow school safeguarding procedures at all times.

Governors must protect personal, sensitive and confidential information. Passwords and access credentials must not be shared. School or governing-body business must not be discussed inappropriately through social media, messaging platforms or other public or private communications.

7. Breaches of the Code

Potential or perceived breaches of this Code will be taken seriously and addressed fairly and proportionately. A breach may lead to action or formal sanctions in accordance with the governing body's powers, procedures and applicable regulations.

8. Adoption and annual review

This Code of Conduct will be reviewed and endorsed annually by the Full Governing Body, normally at the first meeting of the autumn term. New governors will agree to the Code when appointed as part of their induction.

Adopted by: Sheet Primary School Full Governing Body

Date: _____

Signed (Chair of Governors): _____