Governor Code of Conduct – St Katharine's CE Primary School

Nov 12, 2026 · @Louise Dancy

Purpose

This code sets out what the governing board of St Katharine's expects of every governor and associate member. All members are asked to sign it when they join and to reaffirm it each year at the first full governing board (FGB) meeting of the autumn term.

As governors of a Church of England school, we serve the school's Christian vision and values. We aim to show those values in how we govern: with honesty, kindness, humility and a shared commitment to every child flourishing.

The code applies whenever a governor acts in their role, including in meetings, on school visits, in emails and messages, on social media, and in conversations with parents or the wider community.

Our role and responsibilities

The board's core functions are to:

1. Set the school's vision, ethos and strategic direction, rooted in its Christian character.
2. Hold the headteacher to account for pupils' education, outcomes and wellbeing, and for the performance of staff.
3. Oversee the school's finances and make sure money is well spent.

As a governor, I will:

- **Act corporately.** Decisions belong to the board as a whole. I will support decisions once they are made, even if I argued or voted against them.
- **Stay strategic.** I will leave the day-to-day running of the school to the headteacher and staff, and will not take on operational tasks unless the board has asked me to.
- **Use my authority only through the board.** I have no individual power to direct staff or make decisions, unless the board has formally delegated a task to me.
- **Act in the best interests of all pupils.** Whatever my route onto the board (parent, staff, foundation, local authority or co-opted), I am not a delegate for any group and will make up my own mind.
- **Uphold the school's foundation.** Foundation governors in particular will help preserve and develop the school's Church of England character, as set out in the trust deed.

- **Follow the law and guidance.** I will act within the law, the Instrument of Government, the board's procedures and DfE and diocesan guidance.

Commitment

I will give the time the role needs. In particular, I will:

- Attend FGB and committee meetings regularly, and send apologies to the clerk in advance if I cannot attend. I understand that missing meetings for six months without the board's consent means I will be disqualified.
- Read papers before meetings and come ready to ask challenging, constructive questions.
- Complete induction training within my first 6 months, and keep my knowledge up to date through Kent, diocesan or other training.
- Keep up to date with Keeping Children Safe in Education (Part 1 and Annex A) and complete safeguarding training.
- Carry out at least one monitoring visit a term in my link area, by arrangement with the headteacher, and report back to the board using the agreed visit form.
- Take part in the board's annual skills audit and self-evaluation, and support new governors.
- Attend school events when I can, to understand the school and be visible to its community.

Relationships

I will treat everyone connected with the school with dignity and respect. In particular, I will:

- **Work as a team.** Listen to other governors, express my views openly and courteously, and challenge ideas rather than people.
- **Support the headteacher.** Offer both support and challenge, recognising the difference between holding leaders to account and managing them.
- **Respect staff.** Raise any concern about a member of staff with the headteacher, not with the staff member or other staff. I will not get involved in individual staff matters unless I am on a relevant panel.
- **Handle parent concerns properly.** If a parent or community member raises a concern with me, I will point them to the complaints procedure and avoid becoming involved, so I can stay impartial if a panel is needed later.
- **Work with the clerk.** Respect the clerk's role in advising on procedure, and send board business through the clerk or the chair.

- **Work with our partners.** Build good relationships with the Diocese of Rochester, Kent County Council, the parish and other local schools.
- **Speak with one voice.** Only the chair, or someone the board authorises, speaks for the board to the media or public. On social media I will not comment on school matters in a way that could identify pupils, staff or board discussions.

Confidentiality and data protection

I will:

- Keep confidential any item the board or a committee agrees is confidential, including matters about individual pupils, staff or families, both during and after my time as a governor.
- Not reveal how any individual governor spoke or voted in a meeting. Published minutes record the decision, not who said what.
- Use my school governor email account and the board's secure platform (such as GovernorHub) for board business, not personal email.
- Store any papers containing personal data securely, and delete or shred them when no longer needed, in line with the school's data protection policy and UK GDPR.
- Report any data breach, such as a lost device or an email sent to the wrong person, to the School Business Manager or Data Protection Officer straight away.
- Understand that minutes, other than confidential items, are public documents that may be published or requested under freedom of information.

Integrity, conflicts of interest and safeguarding

The Nolan principles

I will follow the seven principles of public life: **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. I will act in the interests of the school, not for personal gain or the gain of family or friends.

Conflicts of interest

- I will complete the register of business and pecuniary interests when I join, and update it within [28] days of any change. I understand it is published on the school website.
- I will declare any personal interest, or loyalty to another person or organisation, at the start of any meeting where it is relevant.

- I will leave the meeting for that item if my interest could reasonably be seen to affect my judgement, or where the regulations require it, such as decisions about my own pay or that of a relative.
- I will not accept gifts or hospitality offered because of my role, other than token items, and will declare anything I am offered to the chair.

Safeguarding

- I understand that safeguarding is everyone's responsibility, and that the board is accountable for the school's safeguarding arrangements.
- I will raise any safeguarding concern about a child immediately with the Designated Safeguarding Lead, and any concern about an adult working in the school with the headteacher. If the concern is about the headteacher, I will contact the chair of governors and the Local Authority Designated Officer (LADO).
- I will keep my enhanced DBS check and other pre-appointment checks in date, and tell the chair straight away if anything happens that might disqualify me from being a governor.

Breaches of the code

If a governor is thought to have breached this code, the chair will first discuss it with them informally. If the concern is about the chair, the vice-chair will do this instead.

If the matter is not resolved, or is serious, the board may take further action, which could include a formal warning or, where the regulations allow, suspension for up to six months. A governor may also be removed by the body that appointed them. Foundation governors may be removed by the Diocesan Board of Education or other appointing body, and co-opted governors by the board itself, following the procedure in the regulations.

Ceasing to be a governor

When I stop being a governor, I will return or securely destroy any school papers and data I hold, hand back any school equipment, and continue to keep confidential matters confidential.

Declaration

I confirm that I have read and understood the St Katharine's CE Primary School Governor Code of Conduct and agree to follow it.

Name	
Governor category	
Signature	
Date	

Adopted by the full governing board on: _____ · Next review: Autumn term 2027