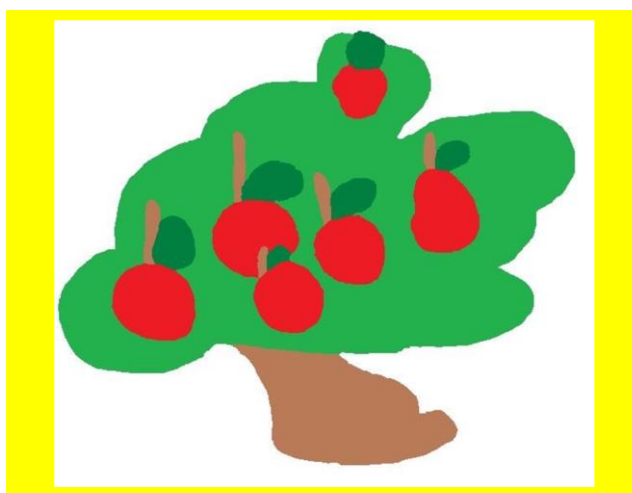


Emneth Nursery School and Daycare Governor Code of Conduct



Approved by:	Francine Finnis	Date: 17/10/25
Last reviewed on:	17/10/25	
Next review due by:	Sept/Oct 26	

Contents

1. Aims, scope and principles	2
2. The 7 Nolan principles of public life	2
3. Governor' responsibilities	2
4. Working with others	3
5. Commitment to governance	3
6. Openness and transparency	4
7. Confidentiality	4
8. Data protection	5
9. Social media	5
10. Monitoring arrangements.....	6
11. Links with other policies.....	6

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all governors to follow and ensures that governors carry out their role with honesty and integrity.

2. The 7 Nolan principles of public life

These principles are set out by the government and they apply to anyone who holds public office:

- **Selflessness** – we will act in the public interest
- **Integrity** – we will not act or take decisions to gain financial or other material benefits for ourselves, our family, or our friends. We will declare any conflict of interests
- **Objectivity** – we will act and take decisions impartially, fairly, and on merit. We will use the best evidence and avoid discrimination or bias
- **Accountability** – we understand that we are accountable to the public for our decisions and actions. To make sure of this, we will be scrutinised where necessary
- **Openness** – we will act and take decisions openly and transparently. We will not withhold information from the public unless there are clear and lawful reasons for doing so
- **Honesty** – we will be truthful
- **Leadership** – we will actively promote and support the above principles and will challenge poor behaviour wherever it happens

3. Governors' responsibilities

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

In order to do this effectively, as individuals we will:

- Understand and respect the distinction between the [role and responsibilities of the board](#) and those of the leadership team
- Set and maintain an ethos of high expectations for everyone in the community of the nursery, including in the conduct and the professionalism of the board itself
- Promote equity and diversity throughout our organisation, including the board's operation
- Preserve and develop the character of the nursery
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Operate and make decisions in the best interests of children, informed by the views and needs of our key stakeholders (children, parents/carers, staff, local communities and the local authority)
- Follow the nursery's policies and procedures, and the procedures of the board as set out in relevant legislation and statutory guidance.
- Take responsibility for our [self-evaluation](#), regularly reviewing our board's performance, constitution and skillset
- Take part in any [training or development](#) required to fill any gaps in the skills we need for effective governance
- Understand that where responsibility has been delegated, the board as a whole remains accountable and that important decisions relating to core functions will be made by the full board
- Comply with relevant guidance and legislation, and our funding agreement, which sets out how we must manage our nursery's money, and procure goods and services
- Act with integrity and transparency when making financial decisions, and understand that our financial management and decision making will be scrutinised and audited
- We maintain a strict zero-tolerance policy regarding the acceptance of gifts by governors.
- We will work to actively identify and manage risks to the nursery

4. Working with others

We will:

- Support and strengthen leadership by providing constructive challenge to leaders, and holding them to account
- Respect the role of the nursery leadership team, and avoid [routine involvement in operational matters](#)
- Respect each other's views
- Work together as a board to develop effective relationships with stakeholders
- [Engage meaningfully with the communities we serve](#) and understand that we are answerable to these stakeholders
- Follow the [Equality Act 2010](#), and apply the principles of fairness and equity in everything we do

5. Commitment to governance

We:

- Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice
- Understand and accept the time and workload commitments of the role

- Understand that work should be shared among members and that all governors are expected to take an active role
- Will [prepare ahead of meetings](#) to ensure we make informed contributions
- Will participate in regular [pre-arranged school visits](#) in accordance with our policies
- Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise

6. Openness and transparency

Conflicts of interest

To make sure our board takes impartial decisions without bias, we will:

- Publish an up-to-date register of business and pecuniary interests of all governors
- Declare any potential conflicts of interest at the beginning of each meeting, and withdraw from the meeting for the relevant item of business and not vote on the matter

Publishing information

To ensure our board is transparent and open to the communities we serve, we will make certain information publicly available.

- We accept that the following [information will be published on the nursery's website](#) to ensure transparency:
 - The structure and remit of the members,
- For each **member** who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - The date when they stepped down, if applicable
 - Their relevant business and pecuniary interests (including governance roles in other educational institutions)
- We accept that the information about members, and local governors will be published on [Get Information About Schools](#)
- We accept that the board may collect diversity data to publish on the nursery website, which could include information on any of the 9 protected characteristics listed in the [Equality Act 2010](#)
 - We understand that providing this information is voluntary and that, if we have already provided this information, we are able to request it be removed from any reporting
- We accept that the approved board and meeting minutes and any agenda and papers considered at a meeting will be [made available to any interested person](#)

7. Confidentiality

In the course of our role, we are sometimes privy to sensitive information. We will [observe confidentiality](#) when discussing this information, and will not publicly disclose:

- Information about sensitive matters
- Information about named individuals (such as staff, children and their parents/carers)
- Details of individual governors' contributions in meetings or how they may have voted

Confidential information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Our commitment to confidentiality does not overrule our duty to report safeguarding concerns to the appropriate channel where we believe a child is at risk of harm.

We will continue to observe confidentiality after we have left office.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

Governors understand that if they breach confidentiality, they may be suspended or removed.

8. Data protection

We will follow the nursery's information security processes and measures and GDPR policy when [using, storing, sharing and disposing of personal data](#).

Our commitment to data protection does not overrule our duty to report safeguarding concerns to the appropriate channel where we believe a child is at risk of harm.

Personal data breaches

We will inform the trust's data protection officer immediately if we believe there has been a [personal data breach](#).

9. Social media

We will:

- Abide by any requirements set out in our nursery's social media policy

We will:

- Uphold the reputation of the nursery at all times
- Maintain a professional presence online and carefully consider how we interact with our nursery's communities
- Review privacy settings regularly to make sure we are happy with the information about us that is publicly available
- Report any incidents of harassment we experience, or see towards Governors, to the chair of governing body and the leadership team
- Carefully consider how appropriate it would be to accept any friend requests from parents/carers or to join any parent/carer groups associated with our nursery

We will **not**:

- Accept friend requests from children
- Disclose any information which is confidential or would breach data protection principles
- Make comments online about any members of the governors or nursery communities

- Post [any inappropriate/offensive language, images or comments on social media](#) that may bring us or nursery into disrepute

10. Monitoring arrangements

This code of conduct will be reviewed and agreed annually, upon significant changes to the law, or as needed. It will be ratified by the full board of governors.

11. Links with other policies

This policy links with our policies on:

- Safeguarding
- E-safety
- Data protection

