

GOVERNORS CODE OF CONDUCT

Contents

Background to the code of conduct	2
The role description for members of the Board of Governors	2
Questions about the Code of Conduct	4
Signing the Code of Conduct	4
Contacting the Clerk	4
The Code of Conduct	4

Background to the code of conduct

Members of the Board of Governors at Stanmore College should be aware of the public nature of their role and therefore be prepared to be accountable, honest and open in their actions.

To this end, governors are required to sign a code of conduct, which gives guidelines as to how to work as a governor and as a member of Stanmore College Further Education Corporation.

Underpinning the code of conduct are the principles laid down by the Committee for Standards in Public Life, also called the Nolan Principles. The seven principles are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They encapsulate the way in which anyone with responsibility for public funds should conduct their business thus ensuring that the business of the Board is above question. Although the seven principles are not explicitly included in the code of conduct, they are fundamental to many of the points.

As a governor, one of the most important aspects of your job is making decisions. The code of conduct provides some background guidelines on how to participate in the decision making process, from attendance at meetings to declaring any interests that might conflict with your role.

The role description for members of the Board of Governors

As a part of their shared corporate responsibility, Members are expected to play their part in:

- 1) ensuring that the mission of the College reflects the needs of the community which it serves
- 2) ensuring that public funds are used in accordance with the requirements of the funding bodies and to the maximum benefit of the community
- 3) ensuring the effective and efficient use of resources and the solvency of the College and safeguarding its assets
- 4) ensuring that appropriate staffing arrangements are in place, particularly regarding the appointment of holders of senior posts and an appropriate framework for pay and conditions for all staff
- 5) ensuring that appropriate targets (KPI's) are set
- 6) ensuring that the College is responsive to the needs of learners, the external environment, the local community, employers and other client groups
- 7) supporting, advising and challenging the Senior team
- 8) ensuring that the College has in place policies and procedures necessary to fulfil its legal obligations.

In addition Members should:

- 9) have a personal commitment to the seven principles of Public Life as set out in Lord Nolan's Report on Standards in Public Life
- 10) have time to attend meetings of the Board of Governors and those of Committees as appropriate; and be committed, or make every effort, to attend these meetings.
- 11) act as ambassadors for the College
- 12) aim to develop a special interest in some aspect(s) of the life of the College eg via the link Governor scheme
- 13) take part in any relevant training and development events or opportunities as arranged from time-to-time
- 14) make a positive contribution to the Board and Committee(s) on which they serve, express ideas in a clear and concise manner and listen to the views of others.

The Board reserves the right to give notice to any member who has been absent from meetings of the Board of Governors for a period longer than 6 consecutive months without the permission of the Board as per Board Standing Orders.

Questions about the Code of Conduct

If you have any questions about the code of conduct these are several places to go for help.

During meetings, if an issue arises, any member can question proceedings or ask for clarification. Outside meetings, any questions or problems can be directed to the Director of Governance, whose contact details are given below, to the Chair of the Board or relevant committee or to your mentor (if one has been appointed). You will be given a directory of contact details, which have phone numbers and e-mails of those you may wish to contact.

Signing the Code of Conduct

Once your membership of the Board has been approved you will be asked to sign the code of conduct. In this booklet, these are two copies, one of which should be signed, dated and given to the Director of Governance as soon as possible after your first meeting. You should keep the others copy, as you may wish to consult it during your time as a member of the Board.

Contacting the Director of Governance

The Director of Governance is Robert Heal. He can be contacted through his office at Stanmore College or by e-mail.

Office telephone number: 020 8420 7397 (direct line)
E-mail: r.heal@stanmore.ac.uk

His office is situated on the first floor of Oak building room 108. His usual working days are Monday, Tuesday and Thursday. Please contact his by email outside of these times.

Please sign and date the following code of conduct, detach and return to the Director of Governance as soon as possible after your first meeting.

The Code of Conduct

Participating in decision making

As a governor you should:

- i) always have in mind the mission, vision and objectives when taking part in business or making decisions
- ii) always act in the best interests of and take decisions that are for the benefit of the Corporation
- iii) act independently of anyone who might try and influence decisions or the decision making process
- iv) ensure decisions are strategic and not 'operational'
- v) participate fully in the work of the Board by attending as many meetings as possible – the current attendance target is 85%
- vi) abide by majority decisions, since the Board is a collective, even if you don't agree personally
- vii) support the Chair and the senior executive of the College by upholding the reputation of the College and not making statements to the media or at public meetings

Understanding your role as a governor

As a governor you should:

- viii) regularly attend the meetings of the Board and its committees
- ix) understand that the Board is accountable to stakeholders, auditors and ultimately Parliament for the care and spending of public funds
- x) understand the role and responsibilities of a governor as laid out in the *Instrument and Articles of Government and Standing Orders*
- xi) declare any interests that might cause conflict between personal issues and duties to the Board
- xii) keep information confidential when asked to do so
- xiii) keep yourself informed of relevant issues and developments in the education sector and the College
- xiv) take advantage of training offered, both internal and external and take part in evaluation processes.

I understand and agree to abide by the Code of Conduct.

Name: _____ Signature: _____

Date: _____