

# Surrey Teaching Centre

## Management Committee - Code of Conduct



Management committee members agree to abide by the following code of conduct.

We will act in accordance with the Seven Nolan Principles of Public Life:

- Selflessness: We will act solely in terms of the public interest.
- Integrity: We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.
- Objectivity: We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability: We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.
- Openness: We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty: We will be truthful.
- Leadership: We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

- That the vision, ethos and strategic direction of the school are clearly defined
- That the headteacher performs their responsibilities for the educational performance of the school
- The sound, proper and effective use of the school's financial resources

As individual management committee members, we agree to:

### **Fulfil our role & responsibilities**

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the management committee if we have the authority to do so.
11. We will fulfil our responsibilities to school staff, ensuring a safe working environment, support for their wellbeing, and acting fairly and without bias.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

### **Demonstrate our commitment to the role**

1. We will involve ourselves actively in the work of the management committee, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.

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3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will conduct our MC meetings and our relationships, incorporating a trauma informed approach, mirroring the wider principles of the school.
5. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
6. We will plan effective visits to the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
7. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
8. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis
9. We will proactively strengthen the voices of both the pupils and parents who are contributing to decision making whilst incorporating a trauma informed approach.

### **Build and maintain relationships**

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
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 our communications with management committee members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each management committee member's contributions are valued equally.
5. We will support the chair in their role of leading the management committee and ensuring appropriate conduct.

### **Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any management committee vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

1. We will declare any business, personal or other interest that we have in connection with the management committee's business, and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school website.
5. We will act as a management committee member, not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the management committee, attendance records, relevant business and pecuniary interests, category of member and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to management committee members will be collected and recorded on the DfE's national database (Get Information about Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

This code of conduct will be reviewed annually and endorsed by the full management committee. Individual MC members will confirm their agreement annually to comply with this code.

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Approved by Management Committee: 24.09.2025

Next review due: September 2026