



# High Hazels Academy

The best in everyone™

Part of United Learning

## ***Parents, Governors and School staff Working together for all our children***

### **Code of Conduct**

At High Hazels Academy we are very fortunate to have a supportive and friendly parent body, an active and engaged governing body and dedicated school staff. We all recognise that educating children is a process that involves partnership between parents, class teachers, governors and the school community.

As an academy determined to become 'Outstanding' we have put in place a formal mechanism for parents to work in partnership with school through parent forums. Within these forum, parents, governors and school leadership have an opportunity to enter into dialogue constructively with one another in order to secure agreed improvements to the school provision for the children. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

Within this partnership, all participants (parents, governors and staff) need to understand the importance of maintaining a good and effective working relationship, built upon **Trust** and **Respect**. . The purpose of this policy is to provide a reminder to all about the expected conduct necessary to build and maintain **Trust** and **Respect** between one another. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

The following conduct is therefore expected from all parties:

#### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with one another.
- We will support each forum chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries and concerns from one another and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, United Learning , other relevant agencies and the community.

#### **Confidentiality**



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- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a forum meeting.

### *The School will:*

- Draw up, in consultation with parents, a schedule of forum meetings across the academic year.
- Communicate meeting dates to all parents via text message, letter, posters, twitter, our flat screen TV in the entrance and publish on our website
- Ensure that meeting rooms are booked in a timely fashion
- Provide refreshments as requested
- Provide a named liaison staff member to each forum- responsible for communicating issues raised to the leadership of the academy.
- Provide clerical support to take minutes at meetings
- Photocopy agenda's for the meetings as provided by forum leaders
- Ensure that a member of the senior executive leadership team attends the main forum (Mrs Dolben or Mrs Shah)
- Endeavour to find workable solutions to issues or concerns raised by parents

### *Governors Will:*

- Identify a member of the governing body (Chair or Vice Chair) to attend forum meetings
- Listen to the concerns of all parties- parents and school
- Mediate where there are differences of view
- Monitor the effectiveness of the forum and the responsiveness of school in managing concerns raised.
- Report back the work of the forum to the governing body meetings termly
- Endeavour to secure workable solutions to issues or concerns raised by parents

### *Parent forum leaders will*

- Identify a forum chair for each group
- Prepare an agenda for the next meeting by holding a planning meeting
- Attend any forum that they wish to attend
- Provide an agenda for the clerical assistant to type and photocopy for meetings
- Chair the meeting, ensuring that the agenda is delivered and that all, who wish to contribute, are heard equally.
- Maintain the confidentiality of sensitive matters discussed at meetings.
- Endeavour to accept the solutions offered, in good faith, by the school



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## **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair of governors and the chair will investigate the matter.
- The Chair will only use suspension/removal of a party from membership of the forum as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

In all our dealings with one another we are mindful of the following principles

## **The Seven Principles of Public Life**

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.



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