Support & Scrutiny (SAS) Board member code of conduct

Overley Hall School

Approved by:	SAS Board	**Date:**	1st September 2026
Next review due by:	31st August 2027		

Contents

Aims, scope and principles **3**

The 7 Nolan principles of public life **3**

SAS Board member responsibilities **4**

Data protection **6**

Social media **7**

Monitoring arrangements **7**

Links with other policies **8**

Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all SAS Board members to follow.

By creating this policy, we aim to ensure that SAS Board members carry out their role with honesty and integrity, and help us to ensure our school is an environment where everyone is safe, happy and treated with respect.

The code of conduct should be read alongside our constitutional documents (e.g. our articles of association, standing orders and any scheme of delegation). Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the appendix.

Please note, this code of conduct is not exhaustive. If situations arise that are not covered by this code, SAS Board members will use their judgement and act in the best interests of the school and its learners.

The 7 Nolan principles of public life

As SAS Board members, we will follow these principles set out by the government at all times. They apply to anyone who holds a public office:

- **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.

SAS Board member responsibilities

The 3 functions of our board are to:

- strategic leadership: defining a vision, fostering a culture and championing the strategy
- accountability and assurance: providing robust and effective oversight of operations and performance
- engagement: strategic oversight of relationships with stakeholders

As individuals, we agree to:

Fulfil our role & responsibilities

- We will develop, share and live the ethos and values of Overley Hall School.
- We agree to adhere to School policies and procedures.
- We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring or right to work checks.
- We will work collectively for the benefit of the School.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect Overley Hall Ltd and local community.
- We will stand by the decisions that we make as a collective.
- 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.
- We will only speak or act on behalf of the board if we have the authority to do so.
- When making or responding to complaints, we will follow the established procedures.

- We will strive to uphold the School's reputation in our private communications (including on social media).
- 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

- We will involve ourselves actively in the work of the board and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- When visiting a school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and

Build and maintain relationships

- We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
- We will champion the voices of our school community and stakeholders.
- We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

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

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- 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.
- We accept that the Register of Business Interests will be published on the schools' website.
- We will act as a board member, not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust board, attendance records, relevant business and pecuniary interests will be published on the trust website.

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

Data protection

We will follow the school's information security processes and measures and data protection policy when using, storing, sharing and disposing of personal data.

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

Personal data breaches

We will inform the school's data protection officer immediately if we believe there has been a personal data breach.

Social media

We will:

- Abide by any requirements set out in our school's Blog and Social Networking Policy

We will:

- Uphold the reputation of our school at all times
- Maintain a professional presence online and carefully consider how we interact with our school community
- 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 other members, to the chair of governors and the headteacher
- 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 school

We will **not**:

- Accept friend requests from learners
- Disclose any information that is confidential or would breach data protection principles
- Make comments online about any members of the board or our school community
- Post any inappropriate/offensive language, images or comments on social media that may bring us or our school into disrepute

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 SAS Board.

Links with other policies

This policy links with our policies on:

- Safeguarding and child protection
- Online Safety
- Data protection
- Blog and Social networking
- Online Safety