

CODE OF CONDUCT FOR GOVERNORS

To continue to make effective contributions to the leadership of the school and its successes, and to work with the staff and HT to secure the best possible outcomes for children, the Governing Body must be:

- Fully aware of its statutory responsibilities and the impact of its policies
- Knowledgeable and up-to-date with all the school's work
- Fully aware of the school's strengths and weaknesses, providing pro-active supportive of the school's development
- Actively supportive of the management of the school, challenging the school leadership team so that all information can be validated and any underperformance can be addressed swiftly and decisively.

The FGB and Headteacher will respect each others' roles and maintain a professional, respectful and open relationship, acknowledging the skills and contributions of all, supporting each other and recognising each other's respective responsibilities, so as to form a good working partnership.

This FGB is committed to providing Equal Opportunities and Inclusion for all.

All Governors will be subject to an enhanced Criminal Record Bureau checks in order to hold office.

1. AIMS FOR SCHOOL GOVERNORS

- 1.1. To make a really positive contribution by giving our time and bringing our experience to help the school provide the best possible education for each of its pupils by enabling staff and pupils to reach the highest standards of achievement.
- 1.2. To contribute to the development of the school in setting the strategic framework within which the school operates, determining and upholding the aims, ethos and values of the school and developing and monitoring the impact of school policies, plans and procedures.
- 1.3. To accept that all Governors have equal status, and that we have no authority to act or speak individually unless the FGB or sub-committee has given any individual Governor the delegated authority to do so, it is legally permissible, and it has been recorded in the appropriate minutes.
- 1.4. To be open and transparent in our governance of this school and to strive continually to improve communications with our stakeholders so that they can share an understanding of our work.

2. COMMITMENT

- 2.1. We acknowledge the need to commit time and energy to being an effective Governor. All Governors are encouraged to spend time in the school during

normal school hours in order to gain knowledge and understanding about the workings of the school, its policies and self-evaluation activities.

- 2.2. All governors are expected to regularly attend meetings of the FGB, committees and working groups. Regular non attendance at FGB meetings can lead to eventual disqualification, unless apologies have been received in advance and accepted by the FGB.
- 2.3. Governors should ensure they are prepared for meetings by reading all circulated material relevant to the meeting in advance.
- 2.4. Governors should be actively involved in the work of the FGB and be willing to accept a fair share of the responsibilities, including service on committees and working groups.
- 2.5. All new governors are expected to attend Induction training as soon as possible after their appointment, and are expected to continue to consider any on-going training needs for development as Governors.

3. RELATIONSHIPS

- 3.1. We will strive to work as a team, and abide by all the decisions of the Governing Body whether we agree as individuals or not, always for the good of the school and its stakeholders, and in the interests of improving or sustaining outcomes for children
- 3.2. We will always listen to and respect the views of others and be loyal to collective decisions made by the governing body.
- 3.3. We will seek to develop effective working relationships with our HT, staff, parents and the school's wider community.

4. CONFIDENTIALITY & COMMUNICATIONS

- 4.1. Once approved, the minutes of the FGB are publicly available with the exception of confidential items, and we will make them as accessible as possible by publishing them on our school website.
- 4.2. Matters discussed at governing body meetings are confidential until minutes have been approved as a correct record, and we will observe complete confidentiality when asked or required to do so.
- 4.3. We must exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the GB.
- 4.4. We will always encourage parents to communicate with the Headteacher in the first instance for any school matters and not directly with any Governors.
- 4.5. In responding to criticism or complaints relating to the school, we will always refer to the School's "Complaints Policy" for the correct procedure to be followed at all times and advise the complainant accordingly.
- 4.6. The proper place for discussions is at FGB and Committee meetings. Discussions and communications between Governors outside of formal meetings need to be limited to allocated actions, tasks, information and administrative purposes.

5. CONDUCT

- 5.1. The Governing Body will, in the way it conducts its business, always have regard to the need for the Headteacher, Staff and Governors to maintain a reasonable work/life balance.
- 5.2. We will accept collective responsibility for all decisions.
- 5.3. We will be mindful of how our conduct maintains, develops and supports the ethos and reputation of the school. Our actions within the school community should reflect this.
- 5.4. Any pecuniary interest that a Governor may have in connection with the GB business must be recorded in the register of pecuniary interests and at the beginning of any meeting if an agenda item represents a conflict of interests. Where an interest is declared, the governor must leave the meeting while the item is under discussion.
- 5.5. We will conduct ourselves in meetings as outlined in the following meetings' charter:

MEETINGS' CHARTER

As a Governor I expect:

- To attend meetings regularly and be punctual.
- An agenda and relevant documents to be available to me at least seven days before the meeting
- An agenda that makes clear the purpose of each item
- The chair to keep to the agenda, pace the meeting so that time is given to each matter in proportion to its importance, ensure that its strategic responsibilities are properly addressed, encourage all members to make contributions and keep discussions to the point
- The decision making process to be quite clear, with all outcomes and actions to be clearly recorded
- Governors to work together
- Governors to take collective responsibility for decisions
- Minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, as soon as possible after each meeting, ideally within 14 days and before the next Full Governing Body meeting.

Others can expect me to:

- Apologise in advance if unable to attend
- Attend regularly and be punctual
- Read the agenda, minutes and other papers before the meeting and note any questions or comments where necessary
- Bring relevant papers to the meeting
- Make relevant and positive contributions
- Have completed, or be able to report the progress of, any action points given to me at a previous meeting
- Listen respectfully to other people and consider what they want to say
- Accept my share of collective responsibility, even for those decisions that I do not personally agree with.

6 TRAINING & DEVELOPMENT

- 6.1. Governors will make every attempt to be available to undergo training to further any individual interests within the GB body and the work of the GB as a whole.
- 6.2. Governors will liaise with the Governor responsible for training and maintain a training summary.
- 6.3. The Governing Body will ensure that there is an appropriate induction procedure for all new Governors.

7 VISITING THE SCHOOL

- 7.1. All Governor visits to the school must be conducted in accordance with the Governor Visits' Policy and by prior arrangement with the Headteacher. Always remember you are an invited guest.
- 7.2. The outcomes of all governor visits will be shared with the whole GB, either as verbal feedback at meetings or written feedback in the form of a Governor Report. Wherever possible, written Governor Reports will be anonymised and shared with stakeholders via the school website.

Summary:

- Prepare for meetings and attend meetings regularly
- Be a team player – share the workload, support the team
- Maintain confidentiality when required and respect collective decision making
- Know your school
- Enjoy being a governor

This Code of Conduct for Governors was first adopted at a FGB meeting on 19th November 2009.

This document will be reviewed regularly by the FGB and updated as necessary.