

**LOW ASH PRIMARY  
SCHOOL**

**CODE  
OF  
CONDUCT  
FOR THE  
GOVERNING BODY**

**October 2018**

## **Introduction**

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate.

## **The Governing Body accepts the following principles and procedures:-**

### **General**

- We have responsibility, alongside the Headteacher, to provide a vision for the School through the formulation of high level strategic plans, actions and evaluations which enables the School to have a strategic direction.
- We have responsibility for holding the School to account including determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
- We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
- We accept that all governors have equal status, and although appointed by different groups (i.e. parents/carers, staff, LA, co-opted) our over-riding concern will be the welfare of the school as a whole.
- We have no legal authority to act individually, except when the Government has given us delegated authority to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
- We will encourage open governance and shall be seen to be doing so.
- We will consider carefully, how our collective decisions may affect other schools.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves positively in the work of the governing body, attend regularly and, where possible, undertake responsibilities, for example service on working groups or delegated areas of responsibility/lead role, e.g. Named Governor for Inclusion.
- We will get to know the School well by making regular visits to the School (agreed to be at least once per term) connected to our area of responsibility, taking part in the school's programme of activities and other planned opportunities for participation.
- We will consider seriously our individual and collective needs for training and development.

### **Relationships**

- We will strive to work at all times as a team.
- We will seek to develop effective working relationships with the Headteacher, staff, parents/carers, the LA, other relevant agencies and the community.

- We will provide appropriate support for the Headteacher and staff of the school and do all we reasonably can to enable them to work effectively and efficiently.
- We will deal with differences of opinion with colleague governors and staff in an amicable and courteous way, at all times, avoiding aggressive or offensive behaviour.
- We will remember that our role as a governor gives us a perceived level of power; which may make others feel uncomfortable if we approach them in a challenging way outside of our role as a governor.

### **Confidentiality**

- We will observe confidentiality regarding proceedings of the Governing Body in meetings and from visits associated with the school as governors.
- We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the School arises outside the Governing Body.

### **What is confidential information?**

Confidential information includes (but is not limited to):

- Undisclosed non-public information
- Proprietary information
- Inside information
- Any and all information which has been agreed will be kept confidential
- Any information that is, by its very nature, confidential

Examples of information that should be considered confidential are:

- Finance projections (e.g. revenues, profits, earnings etc)
- Operational and internal data
- Inside information
- Undisclosed management changes

Confidential information includes information that is shared orally, in writing or by electronic means. Confidential information excludes information that is currently in, or becomes part of, the public domain.

### **Conduct**

- We will accept the authority of the Chair during all meetings of the Governing Body. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the Governing Body.
- We will speak or act on behalf of the Governing Body only when we have been specifically authorised to do so.

- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
- Our visits to school will be undertaken within the framework established by the Governing Body, and always by agreement with the Headteacher and staff.
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

**Suspension**

- If the need arises to use the sanction of suspending a governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

**Removal**

- We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
- If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

**This policy is reviewed annually.**

**Policy reviewed and agreed: 10<sup>th</sup> October 2018 by Full Governing Body (Resources)**

**Signed:**

**Chair of Governors :** .....

**Vice Chair of Governors:** .....

**Governors:**

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**Next Review Date: FGB Meeting Autumn Term 2019**