

Cassiobury Junior School

School Governors Code of Conduct

Working in partnership with the Senior Leadership Team the Governing Board has the following core strategic functions:

Establish the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets

Ensure accountability, by:

- Appointing the Headteacher
- Monitoring progress towards targets
- Performance managing the Headteacher
- Contributing to school self-evaluation
- Holding the Headteacher accountable for the educational performance of the school and its pupils and the performance management of staff

Ensure financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individual governors we agree the following:

Role & Responsibilities

- We understand the purpose of the Governing Board and the role of the Headteacher.
- We accept that we have no legal authority to act individually, except when the Governing Board or Chair of Governors has given us delegated authority to do so, and therefore we will only speak on behalf of the Governors when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the Governors or its delegated agents. This means that we will not speak against decisions outside a Governors meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage an open culture and will act appropriately.
- We will consider carefully how our decisions may affect the school and community.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing Board.
- We will actively support and challenge the Headteacher.

Commitment

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy – a minimum commitment of 8 hours each month may be expected.
- We will each involve ourselves actively in the work of the Governing Board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will fully read and digest all documentation that is sent for governors to read and come to meetings prepared to ask challenging questions
- We will visit the school at least once per term, with all visits arranged in advance with the designated contact or Headteacher in accordance with governors visits policy and report to the governing body using the agreed documentation.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of our preferred open culture, our full names, date of appointment, terms of office, roles on the Governing Board, attendance records, relevant business and pecuniary interests and the category of governor may be published on the school's website.
- In the interests of transparency we accept that information relating to Governors will be collected and logged on the DfE's national database of governors (Edubase).
- New Governors will have a full induction to the school and the role and responsibilities of the Governing Board. An experienced Governor will be appointed to 'Buddy' new Governors through the initial months.
- We will ensure all online communication in relation to governor business will be conducted via the designated school governor email addresses
- We will ensure we comply fully with all safeguarding procedures and policies agreed by the school and/or local authority
- We will be committed to continual training and development as governors and will attend at least 1 training course each academic year.

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 other Governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will be prepared to answer queries from other Governors in relation to delegated functions and take into account any concerns expressed, 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 our fellow Governors, The Headteacher, staff and parents.

Confidentiality

- 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 Governors meeting.
- We will not reveal the details of any vote taken by the Governing Board outside of the FGM.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests may be published on the school's website.
- We will also declare any conflict of interest at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Governing Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should the Chair be suspected of breaching this code, another governing board member, such as the Vice Chair will investigate.

Meetings Charter

As a governor I expect:

- People to attend regularly and be punctual
- An agenda and relevant documents to reach me at least seven days before every meeting
- An agenda that makes clear the purpose of each item
- A Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point
- To refer comments through the Chair to keep the focus of the discussion
- My contribution to be heard and others to contribute to the discussion
- The decision-making process to be quite clear
- Governors to work together and not to be stubbornly partisan
- Governors to take collective responsibility for decisions
- Minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Adopted by the Governing Board of Cassiobury Junior School on 6th March 2017.

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