



Gedney Church End and Lutton St Nicholas Federated Primary Schools

Code of Conduct for Governors

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Aims

People who become Federation governors make a positive contribution by giving their time and bringing their experience to help the Federation provide the best possible education for each of its pupils and encouraging high standards of achievement for all.

All governors are expected to contribute to the development of the Federation in setting the strategic framework within which the schools operate; determining the character, aims and ethos of the Federation and writing, updating and monitoring Federation policies, plans and procedures.

Governors need to have a clear understanding of the role of the Head Teacher which is to deliver a creative, holistic and child-centred education through the implementation of policies, plans and procedures agreed by the Governing Body.

The aim of the code, therefore, is to provide governors with a clearer understanding of their role and provide a framework within which they will be able to carry out their duties effectively.

Commitment

1. Those accepting office as a governor will need to be mindful that the role does require a significant level of commitment
2. Governors will be expected to attend meetings of the full Governing Body, committees and working groups regularly. Regular non-attendance at full Governing Body meetings can lead to governors being asked to leave their position.
3. Governors should ensure they attend meetings promptly and for the full duration
4. Governors should ensure they are prepared for meetings by reading all papers beforehand
5. Governors should attend induction and other relevant training courses in order to aid their development
6. Governors should make every effort to get to know the Federation and involve themselves in the broad range of activities offered at both schools
7. All governors should involve themselves actively in the work of the Governing Body and be willing to carry out their fair share of responsibilities, including serving on committees and working parties and monitoring curriculum subjects/specific areas of special responsibility

Relationships

1. Governors should operate as a team and always in the best interests of the Federation
2. Governors should recognise that each member of the Governing Body has equal status irrespective of their appointing body (i.e. parents, staff, Local Authority or the Governing Body itself) unless particular responsibilities are conferred on them by the full Governing Body

3. Governors should listen to and respect the views of others and be loyal to collective decisions made by the Governing Body
4. Governors should develop effective working relationships with the Head Teacher, senior management team, teachers, support staff, parents, Local Authority and other relevant agencies where appropriate

Confidentiality

1. Decisions reached at Governing Body meetings are normally made public through minutes and reports. Governors must ensure confidentiality in respect of the conversations on which decisions were based.
2. Individual governors should observe complete confidentiality in all matters discussed at Governing Body meetings especially in relation to staff or pupils and also any other matters agreed by the Governing Body.
3. Governors should exercise the highest degree of caution when involved in sensitive issues arising outside the Governing Body that may have an impact on the work of the Governing Body or the successful operation of the Federation

Conduct

1. Governors must accept collective responsibility for all decisions taken by the Governing Body, that is, they do not have the legal authority to act individually except when the Governing Body has delegated authority for them to do so
2. Governors should never speak out against decisions, in public or in private, outside the Governing Body
3. Governors have a duty to act fairly and without prejudice with the overall good of the Federation overriding any personal feelings or individual concerns they may have
4. When discharging their duties governors will need to be mindful of their responsibility to maintain and develop the ethos and reputation of the Federation and act in the best interests of all concerned
5. Apart from very specific instances where the Chair has to act or take decisions on behalf of the Governing Body, governors should recognise that they have no individual powers and should only speak or act on behalf of the Governing Body when specifically authorised
6. Governors should be able to express their views openly within meetings but should ensure that they relate to matters that are part of the agenda
7. Governors' decisions should always take account of the views of staff, parents, pupils, the community and other interested parties and governors will need to be mindful of how their decisions may affect all stakeholder groups
8. Governors who wish to raise matters for discussion by the full Governing Body should make a request to the Chair for the item to be included on the next meeting's agenda, giving at least 14 days prior notice. Some items may be brought up at meetings but only with the Chair's permission.

9. Governors have the right to request any matters discussed at meetings to be recorded in the minutes, subject to confidentiality
10. Governors will be required to declare any personal or financial conflict of interest arising from a matter before the governors or from any other aspect of governorship and should not use their position as governor to benefit themselves or other individuals/agencies.
11. When governors are unable to attend meetings they should ensure that the Clerk to the Governors is notified in advance of the meeting
12. All governors' visits to the Federation should be carried out within a framework that has been established by the Governing Body and agreed with the Head Teacher. This is known as the Governor Visits Protocol (December 2015).
13. Governors should be aware of the procedures established by the Governing Body for responding to criticism or complaint relating to the Federation. This is known as the Complaints Procedures (January 2016).

Signed by Head Teacher:

Ratified by Governors: May 2011

Last Updated: January 2016