



Kingsholm C of E Primary School and Nursery

Governing Body Code of Conduct

'Our Kingsholm Family, diverse, curious and kind, supporting and inspiring each other to reach our goals and shine'

This Code of Conduct has been seen and agreed by all governors and reflects our Christian ethos. It should be read in conjunction with Standing Orders.

General

The Headteacher is responsible for the day-to-day management of the school, the implementation of policy and the operation of the curriculum. Governors have a strategic responsibility for determining, monitoring and reviewing, the policies, plans and procedures within which the school operates.

The primary aim of the school is to raise the educational achievement of all its pupils. The governing board contributes most effectively to this by acting as a critical friend providing support, challenge and advice.

Meetings and visits are a key part of governance and are subject to the guidance set out in Annex A.

Governor Key Roles

To provide strategic direction by:

- Setting the school's vision, values and objectives.
- Agreeing the school improvement strategy with priorities and targets.
- Meeting statutory and Diocesan duties.

To hold the school to account for the educational standards achieved and the quality of the teaching provided by:

- Appointing the Headteacher.
- Monitoring progress towards targets.
- Performance managing the Headteacher.
- Contributing to school self-evaluation.

To 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.

Represent stakeholders by:

- Engaging with pupils, parents/carers and staff, gathering their views and feeding them back.
- Encouraging the wider community to play a part in school life.
- Using the views of stakeholders to shape the school's culture, strategy and policies.

Safeguarding and Security

Governors must:

- Be aware of, and comply, with the school's Safeguarding Policy.
- Undergo Disclosure and Barring Service (DBS) checks and Safeguarding training.
- Abide by the school's Acceptable Use and E-Safety policies.
- Recognise that activities related to the school are subject to the school's Data Protection and Freedom of Information policies.
- Only conduct email correspondence on governor business through their School Governor account.
- Regularly check their School Governor email account and respond promptly.

- Keep the passwords to the website's Governor's Secure Area and email system confidential.
- Ensure that confidential papers are held and disposed of appropriately.
- Understand that, in the interests of open governance, the following personal information is normally published on the school's website: full name (including title), type of governor and appointing body, date of appointment, date term ends or ended, role, attendance records and relevant business and pecuniary interests. Some of this information is replicated on the DfE's Get Information About Schools Service (GIAS) webpage.

Confidentiality

Governors must:

- Observe complete confidentiality especially in relation to matters concerning individual staff, pupils, parents/carers and contracts.
- Recognise that although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based, and details of any governing board votes, are confidential.
- Exercise the highest degree of prudence when discussing school business, or potentially contentious issues, outside the governing body.
- Accept requirements relating to confidentiality continue to apply after a governor leaves office.

Behaviour

Governors will:

- Act with decorum and courtesy towards pupils, parents/carers, staff, visitors and each other.
- Recognise and respect the School's Christian ethos.
- Appreciate that all governors have equal status.
- Act fairly and without prejudice.

Responsibilities

Governors agree:

- That as employers we will fulfil out statutory obligations and act as a good employer.
- To consider carefully how our decisions might affect the community and other schools.
- To encourage open governance.
- No to act alone but as of members of a team.
- They only have authority when it is delegated to them.
- To only speak on behalf of the School or Governing Body if they authorised to do so.
- When commenting publically on behalf of the School or Governing Body ensure their comments reflect current school policy.

Commitment

Governors have to:

- Act in the best interests of the school as a whole and not as a representative of any group.
- Commit significant amounts of time and energy to carry out their role effectively.
- Accept a fair share of the responsibilities, including service on committees, working groups and monitoring visits.
- Regularly attend meetings of the full governing body and committees.
- Take opportunities to experience the school, visit and be involved in school activities.

Relationships

Governors are expected to:

- Operate as a team in which constructive working relationships are promoted and others are encouraged to develop their leadership experience and skills.
- Develop effective working relationships with the Headteacher, staff, parents/carers, the Local Authority, the Diocese, other relevant agencies and the local community.
- Express views openly and be courteous and respectful in their communications.
- Solve difficulties and disagreements in a constructive and positive manner.

Complaints and Misconduct

In responding to criticism or complaints relating to the school, governors should advise the complainant of the school's Complaints Procedure and inform the Headteacher and Chair of the complaint.

Complaints about a breach of the Code of Conduct or misconduct by a governor should be made to the Chair, or Vice Chairs if about the Chair. The Chair, or Vice-Chairs, will investigate following the procedure laid out in the school's Complaint Procedure.

If a Governor is found to have committed serious misconduct or breach of the Code of Conduct, they may be suspended or dismissed from the Governing Body in accordance with the maintained schools the statutory guidance set out in Department of Education publication *The Constitution of Governing Bodies of Maintained Schools*.

Training and Development

Governor training and development for both individuals and groups is important. It benefits the school and individual governors, and can help to develop effective governance. Governors are encouraged to undertake training to further their individual interests. (N.B. Each year the school allocates money for governor training.)

Mentoring

A governor acting as a mentor can provide support, spread skills and knowledge and be a listening ear. Governors can request a mentor at any time or be prepared to act as mentors, as required.

The Code of Conduct is reviewed annually at the first Governors meeting of the academic year

Code of Conduct Kingsholm C of E Primary and Nursery Governing Body Annex A

Meetings

Meetings are the main mechanism for monitoring the school, receiving information and making collective decisions. To ensure they are effective governors should:

- Express their views openly but accept collective responsibility for the decisions made.
- Respect the authority of the Chair and the rules of debate.
- Answer questions from in relation to delegated functions and monitoring visits.
- At the start of meetings declare any pecuniary interest or conflict of interest (including those related to people they are connected with) relating to business on the agenda.
- Leave the meeting when that item is under discussion.
- If unable to attend, send apologies in advance explaining why they are unable to attend.

As governors, we expect:

- People to attend regularly and be punctual
- An agenda and relevant documents to reach us at least seven days before the meeting.
- An agenda that makes clear the purpose of each item.
- A Chair who keeps to the agenda, paces the meeting, allocates time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point.
- To be allowed contribute to the discussion and be listened to
- Views to be expressed openly, courteously and respectfully
- The decision making process and decisions made to be clear.
- Minutes that summarise views succinctly, record decisions accurately to available in draft form soon after each meeting.

Others can expect us to:

- Attend regularly and be punctual.
- Read the agenda, minutes and other papers before the meeting.
- Submit questions before the meeting.
- Bring our papers to the meeting.
- Listen openly, courteously and respectfully.
- Make relevant and positive contributions.
- Carefully consider what people say.

Visiting the School

Governors do not have an automatic right to enter the school or nursery. However, they need to visit to see governors' policies in action and to understand how the school works. Kingsholm has an agreed policy for governor visits:

- The number of monitoring visits per term is agreed with the Headteacher.
- The purpose, date and timing of a visit should be arranged with the Headteacher and the staff involved.
- Visits should have a clear focus, and be linked to a school policy, service, curriculum area or an aspect of the School Development Plan.
- A governor wanting to spending time in a classroom should discuss this with the class teacher and set the length and focus of the visit.
- Governor visits do not replace professional inspections or the monitoring role of the Headteacher.
- Governors should not make judgements about the effectiveness of the teaching that they see.
- Governors concerned about what they see, must raise it with the Headteacher as soon as possible.
- After the visit, the governor should report to the governing body using the monitoring visit form.
- The written report should be discussed with the Headteacher and staff involved before publication.