



# Code of Conduct for the Governing Body

Policy Schedule	
Written	September 2017
Agreed by Staff	N/A
Ratified by Governing Body	20 September 2017
Next Review	Autumn 2018

## **Milford Infants School**

### **Code of Conduct for the Governing Body**

#### **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 and associate members will operate.

#### **Our Mission**

Milford Infant School is dedicated to providing a safe learning environment where:

- the children enjoy a stable and happy school life
- all members of the school community are safe and valued
- we foster the all round development of each individual
- learning experiences are stimulating and well-resourced
- the children explore their own imaginative play in a safe, diverse environment
- we recruit and retain high quality staff
- strong partnerships between school, home and the local community are maintained.

As governors we are focussed on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

It is our job to set the school's strategic framework and ensure that it meets all of its statutory duties.

#### **1. General**

- 1.1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
- 1.2. We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
- 1.3. We accept that all governors have equal status and although appointed by different groups (i.e. parents, staff, Local Authority, Church) our overriding concern is the welfare of the school as a whole.
- 1.4. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
- 1.5. We have a duty to act fairly and without prejudice and in so far as we have responsibility for staff, we fulfil all the legal expectations as, or on behalf of, the employer.
- 1.6. We encourage open governance and act accordingly.
- 1.7. We, and our Associate Members, have a duty to complete the annual Register of Interests which will be published on the school website. Any governor failing to reveal information to enable the Governing Body to fulfil our responsibilities may be in breach of the code of conduct and as a result be bringing the Governing Body into disrepute. In such cases the Governing Body should consider suspending the governor.
- 1.8. We have a duty to safeguard the children and staff within the school and will undertake a DBS check and formal safeguarding training as part of our induction, including our Prevent and FGM reporting duties and a review of the government's latest safeguarding documentation. We will receive updates at least annually from the school's designated safeguarding lead and re-new our formal training at least every **three** years.
- 1.9. We consider carefully how our decisions may affect other schools.

## **2. Commitment**

- 2.1 We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- 2.2 We each involve ourselves actively in the work of the Governing Body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
- 2.3 We get to know the school well and respond to opportunities to involve ourselves in school activities.
- 2.4 We consider seriously our individual and collective needs for training and development and will undertake at least two training sessions a year in addition to safeguarding.
- 2.5 We enable meetings to run effectively and efficiently by being prepared, listening to and considering what others say and making relevant and positive contributions.

## **3. Relationships**

- 3.1 We strive to work as a team.
- 3.2 We seek to develop effective working relationships with each other, our Headteacher, staff, parents, the community, the Diocese, the Local Authority, the Godalming Confederation and other relevant agencies.
- 3.3 We show courtesy to each other and to members of the school staff.
- 3.4 We send apologies, at least 24 hours in advance if we are unable to attend meetings, unless shorter notice is unavoidable.

## **4. Confidentiality**

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

## **5. Conduct**

- 5.1 We 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.
- 5.2 We only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
- 5.3 In making or responding to criticism or complaints affecting the school we follow the procedures established by the Governing Body.
- 5.4 Our visits to school are undertaken within the framework established by the Governing Body, in agreement with the Headteacher and staff.
- 5.5 In discharging our duties we are always mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- 5.6 We ensure that we do not bring the school into disrepute through our use of social media.

## **6. Suspension**

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

## **7. Removal**

- 7.1 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.
- 7.2 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.

## Governing Body of Milford School

### GOVERNING BODY CHARTER

I accept the principles laid out in the Code of Conduct for the Governing Body.

Recognising that much of the work of the Governing Body is carried out through meetings, I also agree the following expectations:

**As a Governor or Associate Member I expect:**

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

**Others can expect me to:**

- Attend meetings regularly and be punctual;
- If unable to attend, inform the clerk;
- Attend school functions whenever possible;
- Read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- Make relevant and positive contributions;
- Listen to and consider what people want to say;
- Accept my share of collective responsibility, even for those decisions with which I do not personally agree.

Print Name	Signature	Date
Mr Andrew Stear		
Mrs Melissa Wells		
Mrs Emma Hardy		
Ms Linda Chung		
Mr Luke Bozeat		
Mr Jimmy Heslop		
Mrs Melanie Isherwood		
Mrs Jacqueline Morris		
Mrs Fiona Campbell		
Mrs Maureen Holland		