

“Imagine, Believe, Strive, Achieve”

Code of conduct for Governors

As Governors at Ralph Butterfield Primary School, we agree to follow our code of conduct in order for the Governing Body to run as effectively as possible.

Commitment

Those accepting the office as a governor will need to be mindful that the role

- does require a significant level of commitment.
- Governors will be expected to regularly attend meetings of the full governing body, committees and working groups. Regular non-attendance at full governing body meetings can lead to eventual disqualification.
- Governors should ensure they attend meetings promptly and for the full duration whenever possible. On occasions, when this is difficult due to other commitments, governors should give as much notice as possible to the chair or clerk so that they can ensure that meetings will still be quorate and re-arrange agenda items if necessary.
- Governors should ensure they are prepared for meetings by reading all papers beforehand.
- New Governors will be expected to attend induction and other relevant training courses in order to aid their development.
- All Governors should keep their training up to date
- Governors should make every effort to get to know the school and involve themselves in school activities.
- 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 carrying out link governor roles.

Meetings

- Meetings of the FGB (Full Governing Body) or its committees will be overseen By the Chair of the FGB or committee. The Chair, in consultation with the Head, will decide which items are placed on the agenda, in which order, and how long is to be spent on each item.
- The Chair will oversee discussion of each item and will endeavour to allow all governors equal opportunity to participate. The Chair may limit discussion if time is not available or the matter is not relevant to that particular meeting.
- Items of AOB (Any Other Business) will be discussed if agreed by the Chair before the meeting starts. This enables the Chair to adjust timings of items to allow sufficient time for discussion of the AOB item/s. If Governors want to put something on the agenda, they should contact the Chair to discuss it. Please give as much notice as possible, bearing in mind that the Chair and Headteacher tend to meet to discuss the agenda about 2 weeks before the meeting.
- Governors will respect the opinions of others and discuss all matters in a polite and professional manner.

Declarations of Interest

- A governors' pecuniary interest sheet is distributed every year and must be completed and handed in at the first full governing body meeting of the year.
- At the start of each meeting there is an opportunity for any governor to declare any pecuniary or vested interest they may have in any item on the agenda.

Confidentiality

- Governors will respect the confidentiality of Governing Body proceedings.
- Free and frank expression is essential within meetings. Minutes of meetings are carefully written in order to convey the tone of discussion and the detail of decisions made; anything not contained within the minutes should not be revealed outside the meeting.
- Any papers distributed before a meeting are confidential.

- Items minuted in committee meetings may not be disclosed, even to other governors, until the minutes have been distributed.

Relationship with the school

- All governors are expected to take an interest in the day-to-day working of the school. Governors are expected to take advantage, where possible, of opportunities to visit the school, to observe lessons and/or attend assemblies, plays or other events. Governors can only effectively govern if they have a knowledge of the school, its staff, pupils and circumstances.
- All governors (except those in their first year) will be linked with a curriculum area or key aspect of school and will be expected to liaise with school staff regularly and update the governing body.

Roles of individual governors

- The Governing Body is a corporate body and individual governors may not act on their own unless specifically authorised by the school or governing body to do so.
- Governors are not trouble-shooters and should not expect to, or be expected to, deal with issues an individual, or group of individuals, has with the school.
- Governors may, as long as confidentiality is respected, attempt to explain issues that may cause concern, but must refer continuing issues via the correct channels, eg the school's complaints procedure.
- Any governor with an individual cause for concern should talk to the Head, the Chair of Governors or the Clerk to the Governing Body before taking any further action.
- No governor will talk to the press about the school unless specifically authorised by the school or FGB to do so.

This policy supports our school aims of:

- Care for and about each other, showing respect and understanding towards everyone, recognising and respecting individuality and children's differing experiences. Recognise cultural diversity and uphold British Values. (Articles: 1, 2, 3, 7, 8, 12, 13, 14, 15, 16, 28, 29, 30, 31, 34)
- Enable everyone to realise their full potential, to encourage self-motivation and encourage children to be proud of their own achievements. (Articles: 1,2,3, 23, 28, 29)
- Encourage everyone to have high expectations of themselves and others; to be open to challenge, curious and honest (Articles: 1, 2, 3, 23, 28, 29)
- Enable children to become confident and independent learners, who are reflective, resilient and collaborative (Articles: 1, 2, 3, 7, 8, 12, 13, 28, 29)
- Create a safe and stimulating environment where we respect the school environment, the property of others and ourselves (including individual safety, safeguarding and e safety (Articles: 1, 2, 3, 11, 19, 24, 28, 29, 31, 32, 33-37)
- Provide a rich, enjoyable, broad and balanced curriculum, enhanced by experiences and opportunities; a curriculum which prepares pupils and instils values for life such as safety and healthy living (Articles: 1, 2, 3, 28, 29, 31, 42)

Signed _____ (Chair of Governors)

Signed _____ (Headteacher)

Date September 2017

Date for review: September 2020