



Little Paxton Primary School

Policy: Code of Practice

Last reviewed & approved: October 2017

Next review due: October 2018

General

- The Governing Body has three roles:
 - To provide a strategic view, setting the vision, ethos and strategic direction for the school
 - To act as a critical friend, ensuring accountability of HT for educational standards
 - To ensure accountability, making sound, proper effective use of financial resources
- Governors have responsibility for determining, monitoring and keeping under review, the broad policies, plans and procedures with which the school operates.
- The Head is responsible for the implementation of policies, day to day management of the school and operation of the curriculum. Specific duties for the HT:
 - Responsible for the educational performance of the school
 - Must comply with reasonable direction from the GB.
- The Governing Body should to be prepared to explain its decisions and actions.
- The Governing Body should have regard to procedural advice from the Clerk.
- Governors should maintain contact and be involved with the school and school life.
- Governors should familiarise themselves with developments in education nationally and parochially.

Commitment

- All governors should involve themselves actively in the work of the governing body and accept a fair share of responsibilities, including serving on committees.
- Governors should attend meetings punctually.
- Where governors are unable to attend a meeting or have any changes in their circumstances regarding the governing body, they will inform the clerk.

Relationships

- Governors should strive to operate as a team in which constructive working relationships are actively promoted.
- Governors should develop effective working relationships with the Head, staff, parents, the Local Authority (LA) and other relevant groups in their local community.

Confidentiality

- Governors will respect the confidentiality of meetings, especially in relation to matters concerning individual staff, pupils and parents.
- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Conduct

- Governors have a responsibility to maintain and develop the ethos and reputation of the school.
- At least once a term the governing body will select a governor to formally visit the school and report back to the governing body in writing. All visits by governors should be agreed with the Head.
- Governors should ensure that all documents for discussion at a meeting are circulated in good time.
- Governors should ensure that they have prepared for a meeting, including reading documents circulated prior to the meeting.
- Governors should not table non-agenda items during the meeting.
- Should urgent matters arise, representation should be made to the Chair prior to the meeting. The Chair should then make a decision on whether to include the matter as an extraordinary item.
- The Chair of the governing body and the Chairs of committees should conduct meetings in such a way that everyone has a voice.
- Requests by non-governors to attend full governors' meetings should be considered on a case by case basis by the governing body as an agenda item. In exceptional circumstances, requests may be considered by the Chair alone.
- The governing body should accept a member of the Senior Management Team (SMT) at a meeting of the full governing body as a representative of the Head in his/her absence.
- Guests will attend as observers unless otherwise indicated.
- Chairs of committees may invite expertise for a particular agenda item of a committee meeting without reference to the full governing body.
- Governors should not voice personal opinions as those of the governing body.
- Governors should support majority decisions.
- In responding to criticism or complaints relating to the school, governors should direct complainants to the school's Complaints Policy.
- Any pecuniary interest that a governor may have in connection with any aspect of the governing body's business must be recorded in the register of pecuniary interests. The member must leave the meeting whilst the item is under discussion.

Training and Mentoring

- Governor training is optional but important as it benefits the school and helps develop effective teamwork.
- New governors should be supported by an experienced governor to act as mentor.