



PERIVALE
PRIMARY SCHOOL

Code of Practice for School Governors

Committee with oversight for this policy – Management Committee	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Management Committee	
Policy last ratified and adopted by Full Governing Body (if appropriate)	22/09/2017
Policy / Document due for review	September 2020

Perivale Primary School

Code of Practice for School Governors

This code sets out the expectations of and commitment required from Governors to enable the Governing Body to efficiently carry out its work within the school and the community.

Members of the Governing Body of Perivale Primary School are committed to supporting the vision of the school and providing effective strategic direction and support to the school. In carrying out their responsibilities as Governors, all members of the Governing Body will act in accordance with these guidelines.

The purpose of the Governing Body

The Governing Body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The Governing Body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The Governing Body:

- Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting targets
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- Challenges and supports the school by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategy
 - The budget and the staffing structure
- Ensures accountability by:
 - Signing off the school's own self-evaluation report
 - Responding to Ofsted reports when necessary
 - Holding the headteacher to account for the performance of the school
 - Ensuring parents and pupils are involved, consulted and informed as appropriate
 - Making available information to the community
- Appoints and performance manages the Headteacher who will deliver the aims through the day to day management of the school, implementation of the agreed policy framework (the school improvement strategy, and delivery of the curriculum) and report appropriately to the Governing Body.

For Governing Bodies to carry out their role effectively, Governors must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

The role of a Governor

In law the Governing Body is a corporate body, which means:

- No Governor can act on her/his own without proper authority from the full Governing Body
- All Governors carry equal responsibility for decisions made
- Although appointed through different routes (i.e. parents, staff, Local Authority, Co-opted), the overriding concern of all Governors has to be the welfare of the school as a whole

General

- We understand the purpose of the Governing Body and the role of the headteacher as set out above.
- We are aware of and accept the Nolan seven principles of public life: see appendix.
- We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.
- Decisions made by the Governing Body are binding on all its members. Even where Governors have previously dissented from a decision, they share in the collective responsibility of the Governing Body and will support the decision within the school and the wider community.
- We have a duty to act fairly and without prejudice and we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school, we will follow the procedures established by the Governing Body.
- Governors are role models within the school community and we will demonstrate this by our evident adherence to school policies and procedures and to the school's code of conduct for staff members when on school premises.

Commitment and attendance at meetings

We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.

- We will each involve ourselves actively in the work of the Governing Body and accept our fair share of responsibilities, including service on committees or working groups. We will prepare for meetings by reading documents in advance, ensuring that we have considered key issues and asking pertinent and searching questions at meetings.
- We will make full efforts to attend all meetings and where we cannot attend we will ensure that an apology for absence is sent to the clerk of the Governing Body at least 3 days before the meeting takes place. If this is not possible due to unavoidable/unforeseen events (personal/family illness/work emergency) the Chair of Governors/committee is to be informed at the earliest opportunity. Absences will only normally be authorised in these exceptional circumstances at the discretion of the appropriate Chair. Three consecutive unauthorised absences will result in disciplinary action which may include dismissal.
- We will respect and value the contributions of all members of the Governing Body to the work of the school both during meetings and in other school focused activities.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities. We will ensure that we develop sound knowledge of the school and its strengths and weaknesses through activities such as focus visits to the school, learning walks and classroom observations.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the Governing Body and agreed with the headteacher.
- We will take responsibility for our own training and development by accessing training provided by the Local Authority, attending development sessions provided within the school and participating in other development opportunities that may arise.
- We are committed to actively supporting and challenging the headteacher.

Removal of Governors

With effect from 1 September 2017, Parent and Staff Governors can be removed in the same way as co-opted Governors (by majority decision of the GB).

With effect from 1 May 2017 where a Parent or Staff Governor is removed during their term of office, they cannot serve as a School Governor for 5 years from the date of removal.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors and members of the school community.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Governors in relation to delegated functions and take into account any concerns expressed. We will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

- We will seek to develop effective working relationships with the headteacher, staff, parents, the local authority and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school. Where items are identified as confidential and discussion addresses sensitive issues, Governors will respect the need for confidentiality both within and outside the meeting. Where appropriate, separate confidential notes will be prepared by the clerk.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any Governing Body vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the Governing Body's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Breach of this code of practice

- If we believe that this code has been breached, we will raise this issue with the Chair and the Chair will investigate.
- The Governing Body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that we believe has breached this code, another Governor, such as the Vice Chair will investigate.
- We understand that any allegation of a material breach of this code of practice by any Governor shall be investigated by the Chair and raised at a meeting of the Governing Body, and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension from the Governing Body.
- We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school Governor, Schedule 6 of the School Governance (Constitution) (England) Regulations 2007 and Schedule 4 of the School Governance (Constitution) (England) Regulations 2012, relating to the disqualifications from the role of school Governor (held as a separate document).

The Governing Body of Perivale Primary School adopted this code of practice on 22 September 2017. Governors will sign the Code on an annual basis.

Undertaking:

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed

Printed name

Date:

Appendix: The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.