

Hartford Infant School

Code of Conduct for School Governors 2021/22

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Local Governing Body and individual Members of that body will operate.

General

1. The school is part of the CAM Academy Trust and operates within the context of the Trust's objectives and responsibilities.
2. The governing body will contribute most effectively to this aim by focusing on its three roles:
 - Ensuring clarity of vision, ethos and strategic direction.
 - Holding the headteacher to account for the educational performance of the school and its pupils.
 - Overseeing the financial performance of the school and making sure its money is well spent.
3. Governors have responsibility for determining, monitoring and keeping under review school policies, plans and procedures within which the school operates.
4. Governors recognise that the headteacher is responsible for the implementation of policy, day-to-day management of the school and operation of the curriculum.
5. All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
6. Governors have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of CAM Academy Trust, the employer.
7. Governors have no legal authority to act individually, except when the local governing body has given us delegated authority to do so.
8. Governors should encourage open government and should be seen to do so.
9. Governors will consider carefully, how their decisions may affect CAM Academy Trust and other schools that are part of the multi academy trust.

Commitment

1. Being a governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the governing body of a school.
2. All governors should involve themselves actively in the work of the governing body and accept a fair share of responsibilities, including service on committees or working groups.
3. Regular attendance at meetings is essential. A record of governors' attendance will be published on the school website.
4. Governors will get to know the school well and respond to opportunities to involve themselves in school activities.
5. Governors should play an active part in monitoring the work of the school.
6. Governors will use their existing skills and be committed to developing themselves in the role.
7. Governors will get to know the Trust and its wider role and responsibilities and support its objectives within our capacity as Members of the local governing body.

Eligibility

1. Governors will confirm their eligibility to be a governor in writing and inform the clerk immediately if there is any change.

Relationships

1. Governors should strive to operate as a team in which constructive working relationships are actively promoted.
2. Governors should develop effective working relationships with the headteacher, staff, parents, the local authority and their local community.
3. Governors will need to disclose any relationships with other governors or staff at the school and that this information will be published on the school website.

Confidentiality

1. Governors will observe complete confidentiality when required or asked to do so by the Trust or the local governing body, especially regarding matters concerning individual staff or students.
2. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the views of individuals or how they voted should remain confidential.
3. Governors will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the Trust or school arises outside the local governing body.

Conduct

1. Governors should express their views openly within meetings but accept collective responsibility for all decisions. This means we will not speak out against decisions, in public or private, outside the local governing body.
2. Governors will support the Trust in the development of strategies for managing and improving schools and accept that decisions made by the Trust or its delegated committees or delegated agents. This means we will not speak out against decisions, in public or private, outside the local governing body or the committee or Board meetings of the Trust.
3. Governors will only speak or act on behalf of the local governing body when we have been specifically authorised to do so.
4. In making or responding to criticism or complaints affecting the school governors will follow the procedures established by the Trust.
5. School visits will be undertaken within the framework established by the local governing body, in agreement with the head teacher and staff.
6. In discharging our duties governors will always be mindful of our responsibility to maintain and develop the ethos and reputation of the Trust and our school.
7. Any pecuniary interest that a governor may have in connection with the governing body's business must be recorded in the register of pecuniary interests. Governors should withdraw from any item at a meeting in which they have a direct or indirect pecuniary interest. This needs to be recorded in the minutes.

Suspension

1. If the need arises to use the sanction of suspending a Member, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

Removal

1. We recognise that removing a Member from office is a last resort, and that it is the Trust which has the power to remove those it appoints.

Adopted by the Local Governing Body (Date)

Signed: _____ (Chair of Local Governing Body) Date: _____

Section two: Code of Conduct for individual members of the LGB

In order to support the aims, ethos, principles and procedures of Hartford Infant School and the CAM Academy Trust, and to fulfil my responsibilities to the LGB, other members can expect me to:

- Attend regularly and be punctual
- Come prepared to the meeting and be ready to play an active part in the meeting
- Make relevant and positive contributions
- Listen to and consider what others say
- Accept my share of collective responsibility, even for those decisions I do not personally agree with.

As a governor I expect:

- other members to attend regularly and be punctual
- an agenda and relevant documents to reach me at least seven days before every meeting
- that the meeting keeps to the agenda, meetings are paced so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point
- my contribution to be heard, and others to contribute to the discussion
- the decision-making process to be clear and fair
- governors to work together
- governors to take collective responsibility for decisions
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Adopted by _____ as a member of the Local Governing Body of Hartford Infant School, which is part of the CAM Academy Trust on Date: _____

Signed: _____

Operational notes

It is recommended that Section one is discussed, adopted and signed by the chair at the first LGB meeting of the academic year before copies are distributed to the other members. Each member will receive a copy signed by the chair, which they will then sign and keep. The clerk will keep a record of all those who have signed the code of conduct.