



**The Federation of The Downs & Northbourne
Church of England Primary Schools**



Code of Practice for Governors

Last Review Date:

April 2012

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CODE OF PRACTICE FOR GOVERNORS

As a Church of England Federation this paper is read within the context of the Christian values and teachings of our school.

The Governors of this federation carry forward their work through the Finance & Plant Committee and the Curriculum & Staffing Committee which serves the Main Body of Governors and meet once each half term.

Specific tasks and responsibilities are delegated to designated sub-committees and working groups as appropriate. All decisions are referred to or ratified by the Main Body

The Governors operate on the following principles

General

- We will conduct the school with a view to promoting high standards of educational achievement.
- We will take responsibility for determining, monitoring and keeping under review, the broad policies, plans and procedures within which the school operates.
- We recognise that it is the headteacher who is responsible for the implementation of policy, day-to-day management of the school and operation of the curriculum. We are not expected to become involved in day-to-day management issues. [This section may be revised subject to the publication of terms of reference, definition of roles of headteachers and governors, and confirming of functions out-lined in the 1998 Act].
- We have a general duty to act fairly and without prejudice at all times.
- In so far as we have, or share, responsibility for the employment of staff, we will strive to fulfil all reasonable expectations of a good employer.
- We will consider carefully how our own decisions might affect other schools.
- We will encourage open government and will endeavour to be seen to do so, through the Annual Report and Parents meetings
- We understand that all governors have equal status and although governors are appointed by different groups (e.g. parents, staff and the LEA), their central concern should be the welfare of the school as a whole.
- We have a responsibility to attend relevant governor training sessions to obtain basic information on our role and responsibilities and to keep updated with changes brought about by legislation and innovations in education.
- We will be pleased to receive enlightened views from Governors who have professional expertise. They do not however operate in a professional capacity as Governors and cannot be held liable for outcomes following advice.
- We will establish and publicise procedures for dealing with complaints.

Commitment

- We will involve ourselves actively in the work of the governing body and accept a fair share of responsibilities, including service on sub-committees and work groups.
- We shall work within a time frame of two and a half hours per meeting, unless a majority vote support an extension.

Relationships

- We will strive to operate as a team in which constructive working relationships are actively promoted.
- We will develop effective working relationships with the headteacher, staff, parents groups, LA and other relevant agencies including the Diocesan Education authorities (where appropriate) and note the particular position of the headteacher who elects to be a governor.
- A home-school agreement for the school will be adopted, together with a parental declaration which complies with requirements of the 1998 Act.
- We will respect complete confidentiality when either required or asked to do so by the governing body, especially in relation to matters concerning individual staff or pupils.
- Although decisions reached at governors' meetings are normally made public through minutes of otherwise, the discussions on which the decisions are based will be regarded as confidential.
- We will exercise the highest degree of prudence when discussion of potentially contentious issues arise outside of the governing body.

Conduct

- We will express our views openly within meetings but accept collective responsibility for all decisions.
- We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
- All visits to the school will be undertaken within a framework which has been established by the governing body and agreed with the headteacher.
- In responding to criticism or complaints relating to the school, we will follow procedures established by the governing body.
- We have a responsibility to maintain and develop the ethos and reputation of the school; our actions within the school community will reflect this.

