

# **‘WORKING TOGETHER’ - A CODE OF PRACTICE FOR THE GOVERNING BODY OF HORSLEY WOODHOUSE PRIMARY SCHOOL**

## **Introduction**

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

### **The governing board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Headteacher
- Monitoring progress towards targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The following information about each governor / associate member will be published on the school's website:

- Name
- Category of governor
- Which body appoints them
- Term of office
- The names of any committees the governor serves on
- Details of any positions of responsibility such as chair or vice-chair of the governing body or a committee.

From 1 September 2015, governing bodies will be under a duty to publish on their website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives. ([Statutory guidance for governing bodies of maintained schools and local authorities in England – March 2015](#))

## **The Governing Body accepts the following principles and procedures:**

### **General**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that our Headteacher is responsible for the implementation of policy and day-to-day management of the school and the implementation and operation of the curriculum.
3. We accept that all governors have equal status, and although appointed by different groups (i.e., parents, staff, LA) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
5. We 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, the employer.
6. We will encourage open government and should be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools.

### **Commitment**

8. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
9. We will each involve ourselves actively in the work of the Governing Body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups.
10. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
11. We will consider seriously our individual and collective needs for training and development.

### **Relationships**

12. We will strive to work as a team.
13. We will seek to develop effective working relationships with our Head, staff, parents, the LA, and other relevant agencies (including the Diocesan Authorities ((where appropriate)), and the community.

### **Confidentiality**

14. We will observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as governors.

15. We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
16. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body;

### **Conduct**

17. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents.
18. We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
19. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
20. Our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the Head and staff.
21. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

### **Suspension**

22. **If the need arise to use the sanction of suspending a governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.**

### **Removal**

23. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.

If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

### **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.

**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.

I understand that I must declare business interests and this information will be published on the school's website along with my name, details of my term of office and responsibilities as a governor. Failure to reveal information may be judged as bringing the governing body into dispute and could lead to my role as a governor being suspended.

Signed:.....

Printed name: .....

Date: .....

