

# St Andrew's CE High School for Boys, Worthing

## Code of Practice for School Governors 2019-20



This code sets out the expectations and commitment required from governors in order for the Governing Body to properly carry out its work within the school and the community.

### **The purpose of the governing body**

The governing body is the school's accountable body. It aims to ensure that students attend a good or outstanding school, which will not only provide them with the best possible education but will also nurture their well-being, spiritual and social development. The Governing Body is responsible for conduct within the school; for promoting high standards; for ensuring that the school complies with all statutory requirements and that the school is properly funded.

### **The governing body will:**

#### 1. Set the strategic direction of the school by:-

- setting the values, aims and objectives for the school;
- agreeing the policy framework for achieving these aims and objectives;
- setting targets;
- agreeing the school development plan, which includes approving the budget and agreeing the staffing structure.

#### 2. Challenge and support 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's improvement strategy;
- the budget and the staffing structure.

#### 3. Ensure accountability by:-

- approving the school's own self-evaluation report;
- responding to Ofsted reports;
- holding the headteacher to account for the performance of the school;
- ensuring that, where appropriate, parents and pupils are involved, consulted and informed;
- making appropriate information available to the community.

#### 4. Appoint the Headteacher and carry out regular performance management reviews in accordance with statutory requirements.

## **The role of a governor**

In law the governing body is a corporate body, which means that:-

- no governor can act on his/her own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made;
- although appointed from different sources (i.e. parents, staff, local authority, community, foundation), the overriding concern of all governors has to be the welfare of the school as a whole.

For governing bodies to carry out their role effectively, each governor must be:-

- prepared and equipped to prioritise and take their responsibilities seriously;
- acknowledged as part of the accountable body by the Headteacher and Senior Leadership Team;
- supported by the appropriate authorities;
- willing and able to monitor and review their own performance.

## **Statement of Intent**

- 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 (a)*.
- 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.
- We have a duty to act fairly and without any prejudice and in so far as we have responsibility for staff, 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 of governing body meetings.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to support, maintain and develop the Christian ethos and reputation of the school but we will never work to impose any individual or collective held belief on the school or on any person within the school. Our actions within the school and the local community will reflect this.
- In responding to criticism or complaints against the school, we will follow the procedures established by legislation and approved by the whole governing body.

## **Statement of Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy and we will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities.
- We will make every effort to attend all meetings and where we are unable to attend, give timely apologies to the Clerk and Chair. We also understand that, in accordance with current legislation, we will be disqualified from holding office if we have failed to attend any meetings within a period of six months beginning with the date of the first missed meeting.

- We will develop a good knowledge of the school and, where appropriate, make every effort to involve ourselves in school activities.
- We will continue to consider our individual and collective needs for training and development and be committed to undertake relevant training as is deemed necessary.
- We are committed to actively supporting and challenging the Headteacher.

### **Statement of Relationships**

- We will strive to work as part of 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.
- We will support the Chair in his/her role of ensuring appropriate conduct at all times.
- We are prepared to answer queries from other governors in relation to any 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 and parents; the community; the local authority; the Diocese of Chichester and any other relevant agencies.

### **Statement of Confidentiality**

- We will observe complete confidentiality when school matters are debated and particularly where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding the school arise outside of governing body meetings.
- We will not reveal the details of any governing body vote.

### **Statement of Conflicts of Interest**

- We will record any pecuniary or other business interest that we have in connection with the school 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 accordingly.

### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. For my professional and personal safety:-

- I understand that the school will monitor my use of its ICT systems including email and other digital communications technologies;
- I understand that this agreement will also apply to use of school ICT systems out of school (e.g. laptops, email, VLE etc);
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school;
- I will keep my usernames and passwords private and will not try to use anyone else's username and password;

- I will immediately report any illegal, inappropriate or harmful material or incident, to the appropriate person in school.

I will be professional in my communications and actions when using school ICT systems or any other forms of electronic communication:-

- I will not access, copy, delete or otherwise alter any other user's files, without their permission;
- I will communicate with others in a professional manner;
- I will ensure that if I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published it will not be possible to identify pupils by name, or other personal information;
- I will not share any personal information with a pupil (including personal phone numbers or email address), nor will I request or respond to any personal information from a pupil;
- I will only use chat and social networking sites in school in accordance with school policy. i.e. I will not accept invitations from pupils to add me as a friend to their social networking sites; I will also be careful with who has access to my pages through friends and friends of friends, especially connected with my professional role in any way;
- I will only communicate with pupils and parents/carers using official school systems and in a professional manner;
- I will not engage in any on-line activity that may compromise my professional responsibilities, and I will ensure that any private social networking sites, blogs etc that I create or actively contribute to are not confused with my professional role in any way.

#### **Breach of this Code of Practice**

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate. Should it be the Chair that we believe has breached this code, a sub-group of governors selected by the Vice Chair will investigate.
- The results of any investigation into a breach of the code of practice shall be raised at a meeting of the next full governing body, and, if agreed to be substantiated by a majority of governors, shall be minuted and consideration then given to the suspension of the person or persons committing the breach from the governing body. The governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- At all times, we will take account of the Statutory Regulations and support the right of appeal.

#### **Ways of working**

- A provisional timetable for Governor's meetings will be agreed at the first full governor's meeting at the start of the school year.
- Agendas (and discussion papers) for each governor meeting will be circulated at least one week before the agreed date of the meeting and include start and finish times. It is expected that governors will come to the meeting fully prepared.
- All meetings will be governed by the usual code of conduct i.e. no interruptions, never more than one person speaking at a time and only speaking with the assent of the Chair.

- In order to fully cover the agenda, a discussion time specified by the Chair will be allocated to each item.

**The Governing Body of St Andrew's CE High School for Boys adopted this code of practice on 10 July 2018.**

Each governor will sign the Code at the first governing body meeting of each school year.

**Undertaking:**

As a member of the Governing Body, I will always have the well-being of the students and the reputation of the school at heart; I will do all I can to be an ambassador for the school by 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 the staff.

Signed .....

Printed name .....

Date: .....

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## **Appendix (a): 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.