



## 2024 – 2025 GOVERNING BODY TERMS OF REFERENCE & DELEGATION

### OUTLINE

**Core responsibilities for the Governing Body are laid out in the Department for Education’s Governance Handbook. To summarise:**

*The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.*

**All boards, no matter what type of schools or how many schools they govern, have three core functions:**

- 1. Ensuring clarity of vision, ethos and strategic direction**
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff**
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent.**

At Grayswood Primary School we do not delegate authority to sub-committees. Instead, The Full Governing Body meets twice a term, focussing on Finance and Resources and Teaching and Learning issues as well as any other business relevant at that time. Time at each meeting will be allocated to each main area according to its priority in the governance review programme. The Governing Body agrees assignments or activities arising from the business of the meeting; these are recorded in the minutes.

In addition to agreeing activities or actions on its behalf, the Governing Body may delegate monitoring activities to individuals or pairs. This can apply to statutory functions, the priorities of the Strategic Development and School Development Plans and national or local priorities.

In each case where a function has been delegated there is a duty to report any action or decision to the Governing Body at the next agreed meeting. Governors are expected to read reports and submit questions arising from them before the Governing Body meetings.

### ROLES & RESPONSIBILITIES

The Governing Body (GB) must allocate roles required by statute and terms of reference. It will then choose to allocate responsibilities which will best ensure the GB fulfils its duties and best suits the working of the school.

#### REQUIRED ROLES

1. Chairman
2. Vice-Chairman
3. Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher
4. Safeguarding & Child Protection
5. Special Needs & Disabilities
6. Looked After Children (LAC)

#### ADDITIONAL RESPONSIBILITIES

Additional responsibilities vary but the following are recommended:

7. Finance
8. Performance Management
9. EYFS
10. Curriculum
11. Data Protection
12. Health & Safety
13. Training & Skills

Plus other specific areas which reflect the priorities of the government, local area or the school e.g.

- Pupil and staff well-being
- Early reading
- Identifying and narrowing the educational attainment gap
- Marketing

Governors with specific responsibilities become the GB’s ‘expert’ in the area and ensure that the school is discharging its associated duties before reporting back to the Governing Body. Monitoring may take the form of school visits, telephone calls, emails etc., book scrutiny. A visit does not necessarily have to take place during the time when pupils are in school, and could be just as effective as a meeting between governors and the lead professional at the end of the day as mutually agreed. Monitoring can be undertaken by other governors in addition.

**Role descriptions and expectations for the above responsibilities are laid out in a separate document.**

## TERMS OF REFERENCE AND DELEGATIONS

The Governing Body must draw up terms of reference. It is essential that any delegation of responsibility is clearly specified:

1. The Governing Body
2. Delegation of Functions to Headteacher
3. Delegation of Functions to individuals or pairs.
4. Terms of Reference – Pay Committee
5. Terms of Reference – Governor Review Panel
6. Terms of Reference – Headteacher Performance Management Group
7. Alternative participation & voting protocol
8. Governors Code of Conduct

### 1. Governing Body

<b>Governing Body Terms of Reference</b>	
<b>Items in bold cannot be delegated.</b>	
<b>Operational</b>	<ul style="list-style-type: none"> <li>• <b>To draw up the Instrument of Government and any amendments thereafter</b></li> <li>• <b>To review the standing order for election of the Chair and Vice Chair including the length of the term of office.</b></li> <li>• <b>Elect (or remove) the Chair and Vice Chair.</b></li> <li>• <b>To appoint (or dismiss) the Clerk to the Governing Body.</b></li> <li>• <b>To hold at least 6 Governing Body meetings each year.</b></li> <li>• <b>To appoint and remove any associate members.</b></li> <li>• <b>To suspend or remove a Governor.</b></li> <li>• <b>To decide which functions of the Governing Body will be delegated and to whom.</b></li> <li>• <b>To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.</b></li> <li>• <b>To review the delegation arrangements annually.</b></li> <li>• To recruit new Governors as vacancies arise.</li> <li>• To set up and publish a register of Governors’ Business Interests.</li> <li>• To approve and set up a Governors’ Expenses &amp; Allowances Scheme.</li> <li>• To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders.</li> <li>• To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached).</li> <li>• To assign individuals or pairs of Governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.</li> <li>• To arrange a suitable induction process and mentoring for newly appointed or elected Governors.</li> <li>• To audit individual and collective development needs and promote appropriate training.</li> <li>• To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.</li> <li>• To receive reports on bullying, homophobic and racist incidents.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To update and review regularly the School Development Plan identifying monitoring opportunities for the Governing Body.</li> <li>• To review regularly how the school is regarded by pupils and parents.</li> <li>• To ensure the school has in place all <b>statutory policies</b> and to keep these under regular review, consulting with representative stakeholders as appropriate.</li> <li>• To approve policies on review.</li> <li>• To approve all school trips involving an overnight stay away from home.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a SEND Governor.</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the Governing Body complies with all other legal duties placed upon them.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To approve the first formal budget plan each year.</li> <li>• To engage in strategic planning.</li> <li>• To agree a 3 year budget.</li> <li>• To analyse and recommend the annual budget.</li> <li>• To annually review and approve the Finance Policy and recommend levels of delegation.</li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To ensure the school complies with the SFVS guidelines</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul> <p><b>Agreed delegations to Finance Governor:</b></p> <ul style="list-style-type: none"> <li>• To maintain an up-to-date ‘balanced’ three-year budget plan, which shows clear links to the School Development and Staffing plans.</li> <li>• To report monitoring and rollover to the Governing Body, highlighting any significant variances.</li> <li>• To evaluate any virement recommendations and report to the Governing Body.</li> <li>• Analyse and report on Tenders for Contract Services.</li> <li>• To keep in-school financial procedures under review.</li> <li>• To benchmark school financial performance against similar schools and report to the Governing Body.</li> <li>• To evaluate proposed expenditure following recommendations from the Headteacher and present to the Governing Body.</li> <li>• To ensure that the school is working within the guidance of the <b>Schools Financial Value Standard and Assurance (SFVS)</b> recommendations.</li> <li>• To ensure that all spending provides ‘Value for money’ in terms of raising standards in education.</li> <li>• To monitor and evaluate the management of the voluntary School Fund and to receive the audited accounts.</li> <li>• To operate and monitor the Governors Fund and report to the Governing Body.</li> <li>• To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Headteacher and Deputy Headteacher appointments.</li> <li>• To agree staffing policies which provide for governor involvement.</li> <li>• To determine the staff complement.</li> <li>• To agree a Pay policy and pay discretions.</li> <li>• To annually review the impact of and implementation of the Pay policy.</li> <li>• To establish a Governor panel to hear staff appeals against dismissal, redundancy or grievances.</li> <li>• To dismiss the Headteacher.</li> <li>• To end the suspension of staff or Headteacher.</li> <li>• To determine dismissal payments/early retirement.</li> <li>• To decide whether the Diocesan Director of Education or their representative should have advisory rights.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils, except for those children to whom disapplication has been applied.</li> <li>• To monitor the Curriculum policy if there is one in place.</li> </ul>

	<ul style="list-style-type: none"> <li>To establish a Charging policy for activities.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>To establish and review and approve annually the Performance Management policy.</li> <li>To determine the timing of the Headteacher appraisal review cycle and appoint two or three Governors to act as reviewers alongside an external advisor.</li> <li>To ensure the effective use of performance management amongst all staff to drive the school's objectives.</li> <li>To ensure performance management has a clear link to pay as specified in the Pay policy.</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>To establish a statement of behaviour principles from which the school can produce a Behaviour policy.</li> <li>To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see <a href="#">Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, point 102</a>).</li> <li>To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>To develop a school buildings strategy or master plan and contribute to the Local Authority (LA) or Diocesan Asset Management Planning arrangements.</li> <li>To procure and maintain buildings, including a properly funded maintenance plan.</li> <li>To seek advice from the LA, Diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability.</li> <li>To receive an annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>To institute a Health &amp; Safety policy</li> <li>To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> <li>To receive an annual Health &amp; Safety inspection report and agree any actions.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>To determine the school admissions criteria and procedure for managing admissions.</li> <li>To consider and agree in-year application decisions.</li> </ul>
<b>RE and Collective Worship</b>	<ul style="list-style-type: none"> <li>To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed Diocesan syllabus and has informed parents of their right to withdraw their child.</li> <li>To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>To set the time of the school sessions and the dates of school terms and holidays.</li> <li>To publish proposals to change category of school.</li> <li>To propose to alter or discontinue voluntary, foundation or special school status.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>To ensure that the school keeps parents and prospective parents informed by publishing school information online and considering the production of a school prospectus.</li> <li>To adopt and review home school agreements and parental codes of conduct.</li> </ul>
<b>Federations &amp; Academies</b>	<ul style="list-style-type: none"> <li>To consider forming a federation/academy or joining an existing federation/academy</li> <li>To consider requests from other schools to join a federation/academy.</li> <li>To leave a federation/academy.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>To decide to offer additional activities and agree what form these should take.</li> <li>To cease providing extended services provision.</li> </ul>

## 2. Headteacher

<b>Delegation of Functions to Headteacher</b>	
<b>The Headteacher is expected to work within the following terms of reference, and to provide the Governing Body with such reports in connection with his or her functions as the Governing Body requires.</b>	
<b>Budget</b>	<ul style="list-style-type: none"> <li>To make miscellaneous financial decisions up to an agreed limit of £5,000</li> <li>To enter into contracts with a total value of up to the limit of £5,000</li> <li>To monitor monthly expenditure.</li> <li>To make payments.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>To appoint teachers and non-teaching staff.</li> <li>To establish disciplinary, capability and grievance procedures.</li> <li>To suspend staff.</li> <li>To dismiss staff.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.</li> <li>To establish and implement a Curriculum policy.</li> <li>To decide which subject options should be taught.</li> <li>To be responsible for standards of teaching.</li> <li>To be responsible for each individual child's education.</li> <li>To agree the content of any Relationship &amp; Sex Education and to keep up-to-date a written policy for its delivery.</li> <li>To ensure the balanced treatment of political issues and to prohibit political indoctrination.</li> <li>To promote British values.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>To formulate and implement a Performance Management policy which has clear links to the Pay policy.</li> </ul>
<b>Target Setting</b>	<ul style="list-style-type: none"> <li>To set and monitor progress towards targets for pupil achievement.</li> </ul>
<b>Religious Education</b>	<ul style="list-style-type: none"> <li>To provide Religious Education to the agreed syllabus.</li> </ul>
<b>Collective worship</b>	<ul style="list-style-type: none"> <li>To provide collective worship with a distinctively Christian character.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>To ensure that Health &amp; Safety regulations are followed.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>To ensure that the school meets for 380 sessions in a school year.</li> <li>Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>To prepare and publish the School Prospectus, if used.</li> <li>To ensure that free school meals are provided to those pupils meeting the criteria.</li> <li>To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Relationship &amp; Sex education.</li> <li>To ensure that a report on each child's educational achievement is forwarded to parents /guardians.</li> </ul>
<b>Extended Schools</b>	<ul style="list-style-type: none"> <li>To put into place the additional services agreed.</li> <li>To ensure delivery of services provided.</li> </ul>

### 3. Individuals or Monitoring Pairs

#### Terms of Reference for Individuals or Monitoring Pairs

**Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.**

To monitor an identified target on the School Development Plan or a statutory function of the Governing Body and report to the Governing Body. It is expected that a minimum of 3 monitoring visits will be made to the school during the year. Other forms of communication such as phone/video calls emails etc. may be substituted for one or more visits. A visit does not necessarily have to take place during the time when students/pupils are in school, and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the target or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.

Reports will be submitted for review by the Headteacher within 2 weeks of the visit, and then uploaded to the Monitoring folder of the School Governors SharePoint. Each report will be reviewed at the next Full Governing Body meeting.

### 4. Pay Committee

#### Terms of Reference for Pay Committee

##### 1. AUTHORITY AND SCOPE

The Pay Committee has delegated authority from the Governing Body to implement the pay policy for the school in accordance with regulations.

##### 2. DUTIES

- To agree, review and implement the pay policy for the school in accordance with regulations.
- To achieve the aims of the whole school pay policy in a fair and equal manner.
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion.
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.

##### 3. MEMBERSHIP

Three governors, to include no more than one governor who currently sits on the Headteacher's performance review panel. This will normally be the Finance Governor, one governor from the Headteacher's performance management review panel plus one other governor.

Where the pay committee has invited either a representative of the LA or the Diocese as an external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

##### 4. DISQUALIFICATION

The Headteacher and staff governors.

##### 5. QUORUM

A minimum of two governors.

## 6. MEETINGS

The Committee shall meet at least once a year and report back to the Governing Body.

## 5. Governor Review Panel

### Terms of Reference for Governor Review Panel Hearings

#### 1. AUTHORITY AND SCOPE

Governor Review Panel Hearings have delegated authority from the Governing Body to make decisions under the school's personnel procedures, parental complaints policy and pupil exclusions in accordance with regulations.

#### 2. DUTIES

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, pay, where the Headteacher is the subject of the action.
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, pay, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians no not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Body.

**N.B. Any governor who has participated on a panel for a staffing decision cannot sit on the review panel.**

#### 3. MEMBERSHIP

Any three governors from a pool of governors who are:

1. suitably qualified to undertake the role, and
2. available on the date specified

This pool may include governors from other local schools.

#### 4. DISQUALIFICATION

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

#### 5. QUORUM

A minimum of two governors, at least one of whom will normally be from Grayswood Primary school.

#### 6. MEETINGS

As required.

## 6. Headteacher Performance Management Review Panel

### Terms of Reference of the Headteacher Performance Management Review Panel

#### 1. AUTHORITY AND SCOPE

The Headteacher Performance Management Review (PMR) Panel has delegated authority from the Governing Body to determine the Headteacher's performance objectives in accordance with regulations.

#### 2. DUTIES

- To meet annually with an independent advisor to discuss and determine the Headteacher performance management objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the Headteacher against the agreed PMR objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Headteacher appraisal review statement, and report to the Governing Body.
- To monitor through the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Pay Committee in respect of pay progression.

#### 3. MEMBERSHIP

Any two or three governors from a pool of governors who are:

1. suitably qualified to undertake the role, and
2. available on the dates specified.

At least one of the governors must be a Foundation Governor. If the membership is three, at least 2 must be Foundation Governors.

#### 4. DISQUALIFICATION

The Headteacher and staff governors are disqualified from serving in this role.

#### 5. QUORUM

A minimum of two governors.

#### 6. MEETINGS

At least once a term.

## 7. Alternative participation & voting protocol

### Alternative participation & voting protocol

The Governing Body expects governors to be present on site at all meetings. Where this is not possible it is agreed that members of the Governing Body of Grayswood Primary school are able to participate and vote virtually at full Governing Body meetings. Virtual participation includes, but is not limited to, telephone, *Teams* or other video link platforms.

Governors who use these alternative arrangements should:

- under normal circumstances, inform the Clerk to the Governing Body that this is their intention as soon as possible but no later than 24 hours before the meeting is due to take place
- communicate and co-operate with the Clerk to the Governing Body, school or trust as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned
- ensure they have a reliable connection
- ensure they are able to take part through a secure method in an environment conducive to confidential and private communication
- contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and the appropriate use of ICT
- restrict themselves to using the arrangements agreed by the Governing Body
- where there is no visual connection, start their comments by stating their name.
- abide by the normal rules, procedures and code of conduct adopted by the GB and give particular regard to the duty to maintain confidentiality.

Where the Body decides that a meeting should take place using alternative arrangements that have been previously agreed then the following will apply:

- i. There is no limit to the number of governors who may attend virtually for any single meeting.
- ii. The usual (statutory) notice and arrangements for issuing papers, except where the Chairman has exercised their right to waive the usual notice.
- iii. All participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty.
- iv. All participants will note and follow any instructions given on how to manage their participation at the meeting e.g. confirming attendance, speaking through the Chairman of the meeting, voting on matters etc.
- v. Virtual participation may be limited to the discussion of a single agenda item on which there is a vote.
- vi. The minutes of the meeting will be taken by the Clerk to the Governing Body and the meeting should *not* be recorded by any governor or the Clerk without the approval of all members of the FGB and only for a specified purpose.
- vii. If the communication connection fails with a governor and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed; the Clerk will note the time that the connection was lost.
- viii. Quorate meetings are the responsibility of the Clerk who will monitor this throughout meetings involving virtual participation and advise governors if the meeting becomes inquorate.
- ix. Any vote by secret ballot must be planned in advance to allow for a suitable anonymous process which covers governors participating virtually. If no such process is in place, governors participating virtually will *not* be able to vote.
- x. If there is no visual connection the outcome of any vote taken through a show of hands will be communicated to the individual attending virtually. The virtual attendee will need to cast their vote by stating if they wish to vote in favour or against.

**For any formal proceedings, such as staff grievance and discipline, considerations of exclusion, admission or complaints and for any review hearings physical attendance will be the norm (unless national restrictions preclude meeting within an acceptable time limit) therefore this protocol will not apply.**

### Code of Conduct for the Governing Body

#### Introduction

This code sets out the expectations on and commitment required from Grayswood Primary school governors in order for the Governing Body to function effectively and for us to fulfil our duties and responsibilities.

#### The Governing Body has the following strategic functions:

Establishing strategic direction, by:

- Ensuring clarity of 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 the educational performance of the school and progress towards agreed targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to the school self-evaluation

Overseeing financial performance, by

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

#### As individual Governors or Associate Members, we agree to the following:

#### Role & Responsibilities

- We understand the role of the Governing Body and that of the Headteacher.
- 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 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 meetings.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will always reflect open governance and act appropriately.
- We will consider 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 we will follow the procedures established by the Governing Body.
- We will actively support and challenge the Headteacher.
- We will accept and respect the difference in roles between the Governing Body and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the Headteacher and their responsibility for the day to day management of the school and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the Governing Body as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

## Commitment

- We acknowledge that being a governor involves the commitment of time and involvement in school life.
- We will each involve ourselves actively in the work of the Governing Body and accept our fair share of responsibilities, including serving on committees/ working groups and regular visits to the school.
- We will make every effort to attend all meetings and where we cannot will submit our apologies and explain, in advance, why we are unable to attend.
- We will get to know the school well, respond to opportunities to get involved in school activities and attend school functions whenever possible.
- We will visit the school, with all visits arranged in advance with the Headteacher and undertaken within the framework established by the Governing Body.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance and in compliance with statutory regulation, our names, date of appointment, terms of office, roles within the Governing Body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Get Information About Schools).

## 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, the clerk to the Governing Body and school staff both in and outside of meetings.
- We will support the Chair in their role of ensuring appropriate conduct both during meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated function and take into account any concerns expressed, and 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 any other relevant agencies and the community, and promote these in the best interests of the school.

## Meetings

- We will expect to receive the agenda and papers at least 7 days before the meeting.
- We will read the agenda, minutes and other papers before the meeting and submit questions to the authors in advance of the meeting whenever possible.
- We will make relevant and positive contributions.
- We will listen to and consider what people want to say.
- We will accept our share of collective responsibility, even for those decisions with which we do not personally agree.
- We will work with other governors and not be partisan.
- We will expect to receive minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, within one week of each meeting.

## Confidentiality

- We will observe total confidentiality when matters are deemed confidential or 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 school business arise outside a governing board meeting.
- We will not reveal the details of any Governing Body vote.
- We will ensure all confidential papers are held and disposed of appropriately.

## Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Body's business in the Register of Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any potential conflict at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected or appointed to the Governing Body.

#### **Ceasing to be a governor**

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

#### **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the Chair, who will investigate: the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in a more constructive way.
- Should it be the Chair that we believe has breached this code, another governor, such as the Vice Chair will investigate.

**The Governing Body of Grayswood Primary school adopted this Code of Conduct on 26.04.24** Governors will review the code annually and confirm their commitment to the Code at the last Governing Body meeting of each school year.

**End**