

CODE OF CONDUCT – FULL GOVERNING BODY

This code sets out the expectations on and commitment required from Stopsley High school governors in order for the governing body to effectively carry out its work within the school and the community.

It is reviewed in full by the full Governing Body annually.

The Governing Body 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

As individuals on the body we agree to the following:

Role & Responsibilities

- We understand the purpose of the governing body and the role of the headteacher.
- We accept that we have no legal authority to act individually 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 meeting.
- 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 encourage transparent and open governance and will act appropriately.
- We will consider carefully 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 affecting the school we will follow the procedures established by the governing body.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.

- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on 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.

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.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions 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 and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete 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 body meeting.
- We will not reveal the details of any governing body vote.

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 Business 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 conflict of loyalty 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 to the governing body.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

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.

TERMS OF REFERENCE – FULL GOVERNING BODY MEETING

Membership

- a) The governing body shall consist of not less than 13 Governors. Membership shall include the members of School Senior Management responsible for finance and school buildings.
- b) The headteacher shall be entitled to attend each meeting but may not take part in any discussion or decision in which he/she has a pecuniary interest.
- c) The senior member of the support staff responsible for financial matters and the Site Manager, shall be required to attend the meetings as non-voting participants unless they are members of the governing body.
- d) The governing body shall have the power to co-opt members subject to ratification.
- e) The chair shall not be an employee of the school and will be elected annually by the governing body.

Quorum

Quorum shall be at least 7 governors, one of which is a non-staff governor.

Meetings

The governing body shall meet at least once every term and otherwise as requested by the headteacher or the chair of governors.

The agenda and supporting papers shall, whenever possible, be circulated to members at least one week prior to the meeting.

The clerk to the governing body shall take minutes of all meetings and in his/her absence the governing body shall nominate such person as necessary for the occasion.

Terms of Reference

1. The governing body shall deal with all buildings, finance, resources and curriculum issues appertaining to the school with the exception of dealing with pay decisions, such matters being the province of the Pay Committee.
2. The governing body shall be responsible for monitoring the school's objectives, activities and budgets in all matters relating to the finance, and buildings, grounds and maintenance.
3. The governing body shall be responsible for reporting on the school's compliance with the appropriate sections of the school strategic plan, OfSTED inspection action plans and all legislation relating to finance, buildings and grounds including use and maintenance thereof.
4. The governing body shall be responsible for making recommendations for all matters concerning finance in accordance with the financial regulations of the School.
5. The governing body shall annually review the Pay Policy.
6. The governing body shall nominate a member of the governing body to liaise with the school's finance team and external auditors.

7. The governing body shall review annually the staffing structure of the school in accordance with the strategic plan.
8. The governing body shall be responsible for reviewing the staffing and resourcing needs of individual departments.
9. The governing body shall decide on any matters relating to restructuring including staffing levels in accordance with the Security of Employment Agreement.
10. The governing body shall monitor governor and staff training in order to ensure that those involved in recruitment and selection are aware of their responsibility particularly in respect of equal opportunities and safeguarding.
11. Members of the governing body shall act as the Disciplinary Committee in respect of any disciplinary procedures that requires governors' involvement.
12. The governing body shall be responsible for considering curriculum developments and making recommendations on all major changes to the curriculum.
13. The governing body shall be responsible for reviewing the curriculum content and its delivery in individual departments.
14. The governing body shall be responsible for ensuring compliance with the regulations and guidance issued from time to time by the DFE, particularly with those relating to the National Curriculum, collective worship, sex education and religious education.
15. The governing body shall be responsible for monitoring and evaluating the relevant sections of the school development plan and assist, advise and contribute to the school targets implicitly and explicitly included in it.
16. The governing body shall be responsible for scrutinising, evaluating and reporting on school and public examination results.
17. The governing body shall be involved in the formulation of policies and keeping them under review, specifically the Disciplinary, Grievance and Security of Employment policies.
18. The governing body shall be responsible for reviewing the content of the school prospectus as and when required.
19. The chair of the governing body may take such decisions as are necessary by reason of urgency between meetings and shall consult as appropriate with other members of the governing body where possible. Such decisions shall be ratified at the next meeting of the full governing body.

TERMS OF REFERENCE – STRATEGIC DEVELOPMENT COMMITTEE

Membership

- a) The Committee shall consist of the chair of governors and vice chair of governors.
- b) The headteacher shall be entitled to attend each meeting of the committee but may not take part in any discussion or decision in which he/she has a pecuniary interest.
- c) The committee shall have the power to co-opt members subject to ratification by the governing body.
- d) The chair shall not be an employee of the school.

Quorum

The Quorum shall be 2 governors, which may include the headteacher.

Meetings

The committee shall meet at least once every term and otherwise as requested by the headteacher or the chair of the committee. The chair of the committee shall report such matters as are relevant to the next full governing body meeting.

Terms of Reference

1. The committee shall deal with all matters relating to the schools strategic direction.
2. The committee shall review annually the SIP & SEF.
3. The committee shall periodically review the school profile and Policies.
4. The committee shall review annually the staffing structure of the school in accordance with the Strategic Plan.
5. The committee shall decide on any matters relating to restructuring.
6. The agenda and supporting papers shall, whenever possible, be circulated to members at least one week prior to the meeting.
7. The clerk to the governing body shall take minutes of all meetings and in his/her absence the committee shall nominate such person as necessary for the occasion. In the absence of the chair, the vice chair will run the meeting.
8. The chair of the committee may take such decisions as are necessary by reason of urgency between meetings and shall consult as appropriate with other committee members. Such decisions shall be ratified at the next committee meeting or the next meeting of the full governing body.

TERMS OF REFERENCE – PAY COMMITTEE

Membership

The Pay Committee will comprise three governors; staff governors may not join the Pay Committee.

Establishment of the Policy

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, staff, and trade union representatives and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- Formal approval of the Policy

Monitoring and review

The Pay Committee is responsible for:

- Reviewing the policy annually and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- Considering an annual report on decisions taken in accordance with the terms of the policy

Application of the policy

The Head Teacher is responsible for:

- Ensuring that pay recommendations for the deputy and assistant (s), classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme
- Advising the Pay Committee on its decisions and
- Ensuring that staff are informed of the outcome of decisions of the Pay Committee and the right of appeal

The Pay Committee is responsible for:

- Taking decisions regarding the pay of the deputy and assistant (s), classroom teachers and support staff following consideration of the recommendations of the Head Teacher
- Taking decisions regarding the pay of the Head Teacher following consideration of the recommendations of the governors responsible for the Head Teacher's appraisal
- Submitting reports of these decisions to the Governing Body and
- Ensuring that the Head Teacher is informed of the decision of the Pay Committee and of the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- Taking decisions on appeals against decisions of the Pay Committee in accordance with the terms of the appeal procedure.