

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

GOVERNORS CODE OF CONDUCT

The purpose of this code of conduct is to enable individual governors to have a clearer understanding of their role. People who become school governors make a positive contribution by giving their time and bringing their expertise to help with school improvement.

New governors will be given a copy of this code on their appointment and will be asked to record their understanding of the expectations by signing this document and passing it back to the clerk to be kept with governing body records. All governors will be asked to re-read and sign this code of conduct at the start of each new academic year.

Individual governors should:

- a) Support the aims and objectives of Lethbridge Primary school and safeguard the interests of the school and its students in the wider community
- b) Work co-operatively with other governors in the best interests of the school placing a high priority on attending and contributing to meetings and sending apologies in advance of the meeting to the clerk to the governing body when unavoidable absence is necessary. The clerk will highlight the 3rd apology/absence during that academic year to the meeting who will then decide whether to accept the apology and if any further action needs to be taken.
- c) Note that the chair, clerk and head teacher will share the responsibility for ensuring that the agenda and supporting papers for all full governing body meetings are distributed a week in advance of the meeting. All governors will read the papers before attending the meeting to ensure that the most efficient use is made of the meeting time. Governors wanting to suggest an agenda item for a full governing body meeting should do this by contacting the chair of governors two weeks prior to the meeting. The governing body will refer to the suggested agenda items issued by Swindon Council's governor support team when preparing agendas.
- d) Remain loyal to the consensus decisions reached, even when these go against their own view.
- e) Base his or her view on matters before the governing body on an impartial assessment of the available facts.
- f) Take due account of views of parents, pupils, staff and other interested parties
- g) Make all decisions as set out in the scheme of delegation, which will be reviewed annually as legally required. No governor will act, speak or send correspondence on behalf of the governing body without delegated authority to do so. In exceptional circumstances the chair may act on behalf of the governing body but must report these actions to the governing body as soon as possible after the action has been taken.
- h) Ensure that, where possible, the dates of the meetings of the full governing body and its committees set annually at the start of the academic year are on dates when the majority of governors are able to attend.
- i) Treat each other and the clerk to the governing body with respect at all times, valuing each other's contributions to the work of the governing body.

- j) Respect that it is the head teacher’s responsibility to manage the school on a daily basis and will always try to ensure that their input is strategic and constructive.
- k) Be confident that the head teacher will respect the governors’ strategic oversight role and will provide the governing body with the information it needs to hold the school to account for the standards achieved
- l) Refer parents to the school’s complaints procedure in the event of receiving complaints relating to any aspect of the school.
- m) Resist the temptation or outside pressure to use their position of governor to benefit himself or herself or other individuals or agencies. Governors will make known any personal interest that might affect their ability to participate in particular discussions or decisions. This will be done through an annual declaration of interest, and also through the standard declaration on each agenda. It is the clerk’s responsibility to ensure that all governors complete the annual declaration of interest form.
- n) Be mindful of the criteria disqualifying individuals from being a governor (as listed in the Governors’ Guide to the Law) and will immediately stand down from the governor position if any of the criteria should apply.
- o) Observe the confidentiality of any matters deemed confidential by the governing body.
- p) Seek to be good ambassadors for the school in the wider community and make every effort to get to know the school well and respond to opportunities to involve themselves in school activities. Each non-staff governor is expected to make at least one visit to the school during a normal school day.
- q) Ensure that the governing body does its utmost to ensure that it fulfils all statutory requirements, taking due account of information sent by the Department for Education, Swindon Borough Council and other regulatory bodies.
- r) Take or seek to participate in training and development opportunities

New governors to sign and return copy to clerk

I agree to abide to the above code of conduct whilst being a governor of Lethbridge Primary School

Name..... Date.....

All governors to be given a copy of this code annually and to sign register of acceptance at start of each school year.

***Reviewed by Governors July 2018
To be reviewed July 2019***