



Governors' Code of Conduct Policy

For the following schools:-
St Philip Howard Catholic School
St Mary's Catholic Primary School
Annecy Catholic Primary School
St Joseph's Catholic Primary School

This Policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved: March 2017	For review: March 2020
--------------------------------	----------------------------------

CONDUCT AND ROLE OF GOVERNORS

As an Academy, governors are the employers and we have responsibility for buildings and premises, the recruitment of staff, and all health and safety matters.

All governors should support the aims and values of the school. The purpose of the governing body is to help the school provide the best possible education for its pupils.

We have responsibility for the broad policies, plans and procedures within which the school operates. We are accountable to the Trust and the Diocese and also to parents and the wider local community.

We should act at all times:

- In accordance with the requirements laid down in Acts of Parliament and the Guide to the Law for School Governors.
- Fairly, without prejudice, and in accordance with the principles laid down by the Committee on Standards in Public. (*see attachment*)

We have appointed the headteacher to manage these responsibilities and we should recognise that the headteacher, together with the Senior Management Team, is responsible for the implementation of policy, day to day management of the school and delivery of the curriculum.

No governor has any individual power or authority (unless legally delegated), we can only act corporately. To achieve this, all governors will be expected to adhere to the following code of conduct and act for the good of the school.

All members of the Governing body are required to complete a declaration of any pecuniary interest. Dated nil returns are also required. The register is reviewed annually, but governors should declare any changes as and when they occur.

Chair of Governors or in their absence the Vice Chair of Governors will be responsible for making public statements on behalf of the governing body. The COG is also able to take action on behalf of the governing body in exceptional or emergency circumstances.

It is recognized that governors may have other relationships with the school, e.g. employee, union representative or parent and should not put themselves in a position where there is a conflict between their personal interest and their duties as a governor. For example, governors should withdraw from meetings where their child or their employment is being discussed.

Any governor with concerns about a specific policy, staffing or other matter should in first instance discuss concerns either with COG/VCOG. If following this it is agreed, with COG, the individual may seek advice from the relevant authority; governors should not use their position to gain information, which would not otherwise be available to them, for purposes outside of their remit as a school governor. Each governor should be careful to ensure that their relationship with the school is conducted in a proper and ethical manner to avoid their standing as a Governor being compromised or open to misinterpretation.

Confidentiality –

- Any matter concerning a named pupil, prospective pupil, parent, employee or prospective employee will remain confidential at all times.
- The content of meetings should not be discussed outside the meeting other than as appears in the minutes which are public property after they have been approved by the Governing Body.
- A decision agreed by the Governing Body to be supported by all governors regardless of their personal viewpoint.
- We will only record decisions and indicate action, not individual views or behaviour.
- Items which GB agrees to remain confidential will be minuted separately. (On coloured paper)
- Outside of meetings governors need to be aware that any conversations held, or comments made, in a public place which deliberately or unintentionally identifies another governor, member of staff, parent or pupil could be misinterpreted or taken out of context or may be a breach confidentiality the same would be of any email or telephone conversation which could be overheard or intercepted.

Commitment –

- School governance takes time and commitment from all members of the Governing Body.
- While recognising that individual personal, social and work commitments may vary every effort should be made to spread the work of governance evenly between the Governors.
- This will involve all Governors attending meetings regularly, sitting on at least one Committee and all non-staff governors undertaking monitoring responsibilities.
- All governors should read all the papers sent to them in preparation for meetings and arrive promptly.
- If anyone is aware that they will not be available and are unable to attend a meeting they must email or telephone the clerk with as much notice as possible, this allows for meetings to be reconvened if necessary. In the event of unexpected circumstance, they must notify ahead of the start time of the meeting so those in attendance are not inconvenienced.

Critical Friend - governors should be critical friends to the school inside its walls and loyally committed to it outside. A critical friend offers support, constructive advice, a second opinion on proposals and help when needed. They also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution.

Mutual respect - all governors should respect the work of other Governors, the Headteacher and staff. We should support new governors and each be given the opportunity to be involved in decision making.* Differences of opinion should be respected.

*It needs to be noted that particularly when decisions relate to the Catholic teachings, ethos or spirituality of the school Foundation Governors should be in the majority. It is expected that the post of Chair and Vice Chair of Governors should be Foundation Governors