

Code of Conduct for the Governing Body of St Joseph's Catholic Primary School, Guildford

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors, including Associate members will operate.

The Governing Body adopts the following principles and procedures:

General

1. We are entrusted by the Diocese with the ministry of school governance and will always act in recognition of the love of Christ for all members of the school community and one another.
2. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
3. We recognise that our headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
4. We accept that all governors have equal status, and although appointed or elected by different groups (i.e. Diocese, parents, staff, and local authority) our overriding concern will be the welfare of the school as a whole.
5. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
6. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all legal requirements as the employer.
7. We will encourage open government and shall be seen to be doing so.
8. We will consider carefully how our decisions may affect other schools and the wider community.

Commitment

9. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
10. We will each involve ourselves actively in the work of the Governing Body, attend regularly and accept our fair share of responsibilities, including serving on committees and working parties.
11. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
12. We will consider seriously and act on our individual and collective needs for training and development.

Relationships

13. We will strive to work as a team.
14. We will seek to develop effective working relationships with our headteacher, staff, parents, parishes, Diocese, local authority and other relevant agencies and the community.

Confidentiality

15. We will observe confidentiality regarding proceedings of the governing body in meetings and from our visits to school as governors
16. We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
17. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

Conduct

18. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the Governing Body meetings.
19. We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
20. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body
21. Our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the headteacher and staff.
22. In discharging our duties we will always be mindful of our responsibility to maintain and develop the Catholic ethos and reputation of our school.
23. We will always act in a professional and courteous manner in our interactions with each other, staff in the school, pupils, parents, visitors, and with any other person where it can be identified we are governors of the school.

Suspension

24. If the need arises to use the sanction of suspending a governor we will do so by following the Regulations so as to ensure a fair and objective process.

Removal

25. We recognise that removing a governor from office is a last resort and that it is the appointing bodies that have the power to remove those they appoint.
26. If the need arises to use the sanction of removing a governor, we will do so by following the Regulations so as to ensure a fair and objective process.

Publication of Governor's Details and Register of Interests

27. Statutory Guidance from the DfE requires a governing body to publish on its website up-to-date details of its governance arrangements in a readily accessible form (ie where there is no need to download or open a separate form). This includes:
 - the structure and remit of the governing body and any committees and the full names of the chair of each
 - for each governor/associate member who has served at any point over the past 12 months:
 - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the Instrument of Government);
 - relevant business and pecuniary interests (as recorded in the register of interests)

- their attendance record at governing body and committee meetings over the last academic year

Any governor failing to provide information to enable the governing body to fulfil their responsibilities as above may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body will consider suspending the governor/associate member.