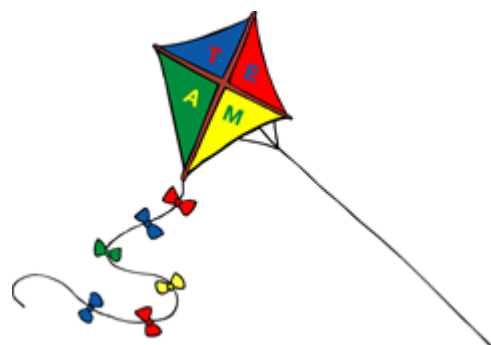


# Twyford St Mary's Church of England Primary School

## Code of Conduct for Governors



### Function

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of pupils, and the performance of staff;
- Financial oversight

The Headteacher is responsible for the day to day management of the school, the implementation of policy and the operation of the curriculum.

### Membership

- The make-up of the GB is defined in the school's Instrument of Government
- The GB will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full GB meeting of not less than four governors.
- Governors will be appointed for a 4 year term of office.
- The GB will seek to fill vacancies with people with the relevant skills and experience needed to deliver good governance.

### Election of Officers

- Elections of chair and vice chair of the Governing Body, and chairs and vice-chairs of committees, will be held in the final full GB meeting of the Summer term. The chair and vice chair will be elected for one year. Their term of office will commence on the first day of the Autumn term following their election, and will end on the day

before the first day of the subsequent Autumn term.

- Candidates should self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place. Self-nomination at the meeting will only be accepted if no one has put themselves forward on the agenda.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- Where an election is contested voting will be by secret ballot.

## Meetings

- Papers for meetings will be circulated at least seven days prior to the meeting.
- Governors will commit to reading all relevant paperwork prior to the meeting
- The GB will plan its business across the year to take account of the school's internal management cycle and the availability of information
- The GB will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- Meetings will focus the work of the GB on its three core functions and meeting its statutory and Diocesan responsibilities. They will demonstrate that the GB is monitoring progress, evaluating outcomes across the school and that it is ensuring that the school improvement plan is being successfully implemented.
- The submission of apologies should not be taken as the GB giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
- The GB will aim to complete full GB and committee meetings within two hours.
- Any items not on the agenda will only be dealt with if agreed by the Chair at the beginning of the meeting.
- Where a vote is needed, voting should normally be by written secret ballot, unless the Chair decides that a show of hands is sufficient.

## Committee Structure

- The GB will delegate day-to-day decisions to two committees:
  - Resources – finance, staffing, buildings, etc.
  - HT Performance Management
- Subject to regulations, the GB will set up panels for staff dismissal and appeal, pupil discipline, and complaints hearing panels, if and when required.
- The membership and terms of reference of these committees will be reviewed annually.

## Governor Commitment & Conduct

### All governors are expected to:

- attend meetings, be punctual and well prepared
- take on at least one other role (as a link Governor, for example)
- undertake training relevant to their role
- treat governor business as confidential, except that which is published in the minutes. The views and votes of individual governors should remain confidential.
- uphold '[The Seven Principles of Public Life](#)'
- only act within the delegated powers granted to them by the GB
- be respectful of the view of others and help to foster open and honest debate
- refer anyone with concerns about the school to its Complaints Policy
- accept collective responsibility for decisions made by the GB
- accept that all governors have equal status
- govern the school in the best interest of pupils, not to represent the interests of the

group from which they were elected or appointed

- contribute their view to meetings, and allow others' contributions to be heard

**The GB is expected to:**

- Consider carefully how our own decisions might affect other schools.
- Insofar as we have responsibility for the employment of staff, fulfil all reasonable expectations of a good employer
- Respect the Headteacher's role and maintain a professional and open relationship
- Publish accurate and succinct minutes of meetings

This Code Of Conduct for Governors was adopted at GB meeting on 17 October 2018