



Skelton Primary School

Governing Body

CODE OF CONDUCT 2018



S.P.S. Governors are the school's accountable governing body. We are responsible for the conduct of the school and promoting high standards. We will always have the well being of the young people and children and the reputation of the school at heart and will do all we can to be ambassadors for the school, publically supporting its aims, value and ethos. At all times we must aim to ensure that our children and young people are attending a successful school which provides them with a good education and support their well being, upholding school mission statement within our Skelton goals.

Moral principles

We hope to promote a real sense of community and desire to contribute to the world at large. Children will be encouraged to respect and value all people and celebrate their similarities and differences.

The search for excellence

Our family members will be given every opportunity to develop their talents to the full. We aim to develop a culture of trust in which individuals are encouraged to take risks in their learning and getting something wrong is seen as an opportunity for growth

A happy school family environment

We aim to extend a warm welcome and provide stimulating and challenging learning opportunities for everyone. A constantly improving example of an exciting and enriching curriculum will be promoted offering opportunities for pupils to recognise, develop and share their wide variety of talents and skills within a healthy and safe environment.

The uniqueness of the individual

All pupils are valued and respected as individuals so that they may be helped to fulfil their unique role in the 21st century. We aim to promote self esteem and confidence and to celebrate achievement within the school family.

The education of the whole person

We aim to encourage all members of the community to develop a positive attitude and active involvement in school life. We also aim to promote the importance of positive relationships and partnership throughout the school family and beyond.

Our Skelton goals :

THE WIDER WORLD

- Knowledge of the physical world
- Skills required to succeed in life
- Sustainability

THE COMMUNITY

- Understanding of moral
- Developing the right attitude
- Understanding rights including Human rights
- Being a family member and part of a team

Governance at Skelton Primary School

Role of the Governing Body

The governing body is a corporate group bound by its commitment to the welfare of the school as a whole affording each member equal responsibility for decision making. Our Code sets out expectation of the commitment required from each governors in order for the governing body to work effectively and carry out its work within Skelton Primary School and the local community.

We will set the strategic direction for our school by:

- Setting the values, aims and objectives
- Agreeing the policy framework for achieving those aims and objectives
- Setting statutory targets
- Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure

We challenge and support our school by monitoring, reviewing and evaluating

- The implementation and effectiveness of the policy framework
- Progress towards targets
- The implementation and effectiveness of the school improvement strategy
- The budget and the staffing structure

We ensure accountability by

- Signing off the self evaluation form
- Responding to Ofsted report where necessary
- Holding the head teacher to account for the performance of our school
- Ensuring parents and pupils are involved, consulted and informed as appropriate
- Monitoring and reviewing our own performance
- Making available information to the community
- Ensuring compliance with statutory requirements

We appoint and performance manage the head teacher who deliver the aims (through day to day management of the school, implementation of the agreed policy framework and school improvement of the agreed policy framework and school improvement strategy and delivery of the curriculum) and report appropriately to the governing body.

COMMUNICATION

- We acknowledge that accepting office as a governor involves the commitment of a significant amount of time and energy
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities on committees or working groups
- We will diary meetings at the beginning of the year and make every effort to attend. If we subsequently become aware that we cannot attend a meeting we will inform the Chair or Clerk to Governors at the earliest possible opportunity.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- Our visits to school will be arranged in advance with the staff and undertaken within any framework established by the governing body and agreed with the Head teacher
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the school. Our actions within the school and community will reflect this. In responding to any criticism affecting the school we will follow the procedures established by the governors.

- We will consider individually and collective needs for training and development and will undertake relevant training.
- We are committed to actively supporting and challenging the Head teacher.

RELATIONSHIPS

- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so and therefore we only speak on behalf of the governing body when we have been specifically authorised to do so
- We will strive to work as a team and build constructive relationships in which views are expressed openly, courteously and respectfully
- We will seek to develop effective working relationships with the Head teacher, staff and parents and other relevant agencies and the community.
- We accept collective responsibility. Once decisions are made we are all bound by them and respect them regardless of our own personal beliefs. Should an individual governor be unable to accept and support the majority view they should consider whether they should remain a member of the school governing body.
- 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 acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will never say or do anything publically that would embarrass our school, our governing body or our staff
- We will always consider how our relationships and decisions may affect our community and other schools

CONFIDENTIALITY

- Decisions reached in governing body meetings are normally made public through meetings or otherwise however we understand that discussions on which decisions were based must be regarded as completely confidential
- We will report any concerns around confidentiality directly to the chair

CONFLICT OF INTEREST

- We will register any pecuniary or other business interest that we have in connection with the governing body's business in the Register of business Interests
- We will declare any pecuniary interests or personal interest which could be perceived as conflict of interest – in a matter under discussion at a meeting and withdraw from the meeting for the duration of discussion and any subsequent vote on the matter
- Parent Governors will ensure that their child uphold all school policies eg uniform, holiday policy

BREACH OF THIS CODE OF PRACTICE

- In the event of concerns about a governor's conduct that may be in breach of the Code of practice, the chair will discuss the concerns with the governor in question and try to resolve the matter informally wherever possible. In some circumstances it might be necessary to carry out an investigation which may ultimately lead to the suspension of the governor or for some governor categories, removal from office.
- The criteria and provisions relating to the suspension of governors are outlined in regulation 15 of the School Governance procedures 2003.

Skelton Primary School adopted this code of practice **Autumn 2017** and will review it annually at the first ordinary termly meeting of the year.

Signed (Chair)
(Head teacher)

Appendix

Accountability is demonstrated by:

Stakeholder	Opportunities to meet/ engage	How the Governing Body demonstrate accountability
Parents	<ul style="list-style-type: none"> • Parent's evenings • One off meetings re specific issues • Possible involvement of parents in school improvement planning groups/ focus groups • Pupil discipline meetings • Complaints meetings • Parent questionnaires • Links between GB & Friends & Parent Partnership 	<ul style="list-style-type: none"> • Provision of additional information/ reports during the year • Information in newsletters/ website • Prompt response to and effective handling of complaints • Ensure parents are consulted • Make available non confidential meeting papers
Staff	<ul style="list-style-type: none"> • Staff invited to meetings/ committees to make presentations • Staff appointed as associated members • Staff governor representation on the governing body • Governors attend leadership/ staff meetings/ joint training • Governor attendance at school events, performances • Meetings between chair and Head teacher • Staff questionnaires 	<ul style="list-style-type: none"> • Ensure significant decisions are communicated/ explained to staff • Hold meetings where necessary on important issues • Ensure staff are consulted on significant staffing issues and policies • Ensure that the performance management process is in place and working effectively • Make available non confidential meeting papers
Pupils	<ul style="list-style-type: none"> • Invite pupil voice groups to make presentation to GB (Council, Eco, Learning team etc) • Give Governors the opportunity to attend pupil voice meetings • Visit during the school day – assembly, classes, performances etc • Questionnaires 	<ul style="list-style-type: none"> • Listen to pupil views and respond • Consult pupils where appropriate • Explain relevant decision to pupils where appropriate (eg through the School Council)
LA	<ul style="list-style-type: none"> • Consultation meetings for Heads/ Chairs • Training sessions • Governor representation on bodies such as Schools Forum, Admissions Forum • Governor's Association meeting • Attendance at LA meeting for annual report 	<ul style="list-style-type: none"> • Ensuring targets are agreed and submitted to the LA • Demonstrating through minutes that GB are carrying out their role • Ensuring that statutory requirements are met • Consult LA when required eg changing: session holidays/ admissions policy etc
Local Network of schools	<ul style="list-style-type: none"> • Participating in East Cleveland Governor network 	<ul style="list-style-type: none"> • Sharing training and best practice through learning walks • Supporting each other
Community	<ul style="list-style-type: none"> • Ensuring the good representation of community on member of the GB • Involvement of community members on community related committees • PR meetings with members of the community to promote positive contribution the school makes or address any concerns 	<ul style="list-style-type: none"> • Listening to views and responding • Dealing promptly and effectively with complaints • Consulting on proposals where relevant • Providing information under the Freedom of Information Act • Information through press, websites
DFE/ OFSTED	<ul style="list-style-type: none"> • Involvement of chair as a minimum at meetings with the inspector • Attendance at regional/ national conferences 	<ul style="list-style-type: none"> • Meetings with inspector • Minutes demonstrating GB carrying out its role • Ensuring statutory requirements are met • Involvement in completion/ validation of self evaluation form