

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



CODE OF CONDUCT

&

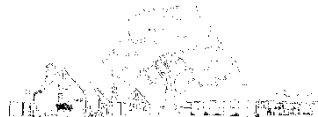
VISITS POLICY FOR GOVERNORS

DATE: October 2011

TO BE REVIEWED: October 2013

Signed Chair of Governors

Date



Code of Conduct

Individual governors should:

- Undertake to successfully complete a Criminal Records Bureau check
- Support the aims and objectives of the school and safeguard the interests of the school and the students in the wider community
- Support and promote appropriate partnership and collaboration with other schools in the area and Local Authority
- Work co-operatively with governors in the best interest of the school, and attend meetings regularly
- Acknowledge that differences of opinion may arise in discussion of issues but when a majority decision of the governing body prevails, it should be accepted
- Base views on matters before the governing body in an impartial light and make decisions on the available facts
- Take due account of the views of parents, pupils, staff and interested parties
- Acknowledge that the day to day running of the school and implementation of plans and policies of the governing body is the responsibility of the Head teacher and senior managers of the school
- Understand that an individual governor has the right only when the Chair and governing body have given their agreement to make statements or express opinions on behalf of the governors
- Resist any temptation or outside pressure to use the position of governor to benefit himself/herself, other individuals or agencies
- Declare openly and immediately any conflict of interest arising from a matter before the governors or any other aspect of governorship
- Respect the confidentiality of those items of business which the governing body deems to be confidential
- Take or seek opportunities to enhance his/her effectiveness as a governor through participation in training, development programmes and increasing his/her own knowledge of the school
- Have regard to their broader responsibilities as a governor of a public institution. This will include the need to ensure public accountability for the actions of the governing body
- acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy
- get to know the school well and respond to opportunities to be involved in school activities

The Governing Body should:

- Recognise that the Headteacher is responsible for the implementation of policy, day to-day management of the school and the implementation of the curriculum
- Support the ethos of the school and keep the education and safeguarding of the students as the main priority
- Have responsibility for keeping under review the broad view of the Policies and Procedures of the school
- Acknowledge responsibility for the legal obligations placed on governing bodies by the government and local authority
- Consider seriously individual and collective training needs to enable the governing body to fulfil its role
- Accept that all Governors have equal status, and although appointed by different groups (i.e. parents, staff, Local Authority), the overriding concern will be the welfare of the school as a whole
- Have a duty to act fairly and without prejudice, and in so far as its responsible for staff, fulfil all that is expected of a good employer
- Encourage open governance and be seen to be doing so
- Consider carefully how decisions may affect other schools.

Confidentiality

Governors must:

- Observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students
- Not identify individual students by name in governing body discussions
- Exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body
- Ensure all governing body papers are stored securely including electronic records
- Upon ceasing to be a governor, continue to work to the principles in this Code of Conduct, particularly those relating to confidentiality.
- Return all papers accumulated during time as a governor to the Clerk to the Governing Body, except any which are publicly available; such as signed off minutes, these may be retained or destroyed.
- Sign and follow the Internet and Computer Use Agreement having particular regard to the advice on use of social networking sites.
- Support the ethos of the school and not bring the school or Governing Body into disrepute by inappropriate comments or actions.

Visiting the School

Governors have a duty to monitor the progress of the school and one of the ways this can be done is to visit the school during the working day. The following guidelines should be observed.

- The school welcomes involvement from members of the governing body but not all times will be convenient and it is courteous to ask.
- Remember that a governor has no automatic right to enter the school without prior arrangement.
- To arrange a visit the Headteacher should be contacted and a mutually convenient time should be agreed. Give at least seven days notice.
- The visit should have a focus previously discussed with the Headteacher which should be adhered to. The Headteacher will arrange your visit to best advantage for your focus.
- If the visit involves observing a class in action please remember that staff should be treated with friendliness and respect; you are not there to judge but to inform yourself.
- Agree beforehand the level of involvement during the visit.
- Be punctual.
- Follow normal safeguarding procedures; signing in, visitor badges etc.
- Avoid too much note-taking, it is off-putting to pupils and staff.
- Be prepared to leave the visit early should an unexpected problem arise.
- A brief report should be written on the outcome of the visit and presented to the governing body at the next full governing body meeting. A form is available if required.
- No student names should be included in the report.
- If you feel any issues arise from your visit that need addressing urgently please make an appointment to see the Headteacher.
- You may be invited to attend or help at school functions, please remember to follow the code of conduct.
- The member of staff responsible for a governor's particular area may also request a visit takes place and this will be arranged by the Headteacher.

Barton Primary School and Early Years Centre

Governor Visit Report Form

Name

Date of Visit

Focus of Visit.....

Signed.....

Date.....