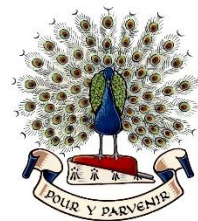


Lady Manners School



Code of Conduct for Governors

Introduction

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

The Governing Board accepts the following principles and procedures.

General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures for Lady Manners School.
2. We recognise that our Headteacher is responsible for the implementation of policy and day-to-day management of the school, and the implementation and operation of the curriculum.
3. We accept that all governors have equal status. Although appointed by different groups (e.g. parents, staff, Local Authority) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the Governing Board has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
6. We will encourage open governance and will be seen to be doing so.
7. We will consider carefully how our decisions may affect other schools.

Commitment

8. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
9. We will each involve ourselves actively in the work of the Governing Board, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups.
10. We will get to know the school well and respond to opportunities to involve ourselves in school activities.

11. We will consider seriously our individual and collective needs for training and development.
12. We realise that information will be published on the school's website about the members of the Governing Board. The information for each governor will contain:
 - their name
 - their category of governor
 - which body appoints them
 - their term of office
 - the names of any committee they serve on
 - details of any positions of responsibility such as chair or vice chair of the Governing Board or a committee of the Governing Board
 - attendance at meetings

Relationships

13. We will strive to work as a team.
14. We will seek to develop effective working relationships with our Headteacher, staff, parents, the Local Authority, other relevant agencies including the Peak 11 group of schools and the community.

Confidentiality

15. We will observe confidentiality regarding proceedings of the Governing Board 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 Board, 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 Board.

Conduct

18. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Board or its delegated agents.
19. We will only speak or act on behalf of the Governing Board 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 Board .
21. Our visits to school will be undertaken within the framework established by the Governing Board , in agreement with the Headteacher and staff. See **Appendix 1** and **Appendix 2**.
22. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

Suspension

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

Removal

24. We recognise that removing a governor from office is a last resort.

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

Appendix 1 - Protocol For Governors' Visits

1. The aims of the visiting governor programme at Lady Manners School are:
 - to enable governors to develop a greater understanding of the way the school operates
 - to enable 'Link Governors' to find out more about their designated area and contribute ideas and suggestions
 - to enable governors to become better informed about the school
 - to build up good relationships between governors and staff and students
 - to contribute to the Governing Board's monitoring role
2. Visits are arranged through the Clerk to Governors as appropriate during the year.
3. All visits are planned, and the purpose and scope of each visit will be agreed in advance.
4. Visits may begin with a meeting with the Headteacher or delegated representative to ensure any last minute changes to the arrangements are discussed. The Headteacher is free to change the arrangements if necessary, including postponing the visit.
5. Any issues arising from the visit will be discussed with the Headteacher in the first instance. The Headteacher may ensure time is available for a brief meeting with the visiting governor(s) at the end of the visit.
6. The school will provide visiting governors with relevant information before the visit.
7. The Headteacher and other key leaders will promote governor visits as valuable and positive.
8. Reporting of the visit to the Governing Board will be in accordance with agreed protocols. The content of any written report will be checked with the Director of Learning and Headteacher before the meeting.
9. Reports should not contain evaluative or judgmental comments about the quality of teaching and learning.

Appendix 2 - Protocol For Reporting Governor Visits To The Governing Board

1. Visits will be reported, in writing, at the first convenient opportunity following the visit.
2. Reports from visiting governors will be an agenda item in the most relevant governors committee.
3. There is a proforma for visit reports and this includes:
 - date and time of visit
 - purpose of visit
 - brief factual summary of what was seen
 - constructive comments about the visit
4. Reports may include:
 - any evidence that school policies are being implemented
 - specific factual information requested by the Governing Board
5. Reports should not contain evaluative or judgmental comments about the quality of teaching and learning.
6. The report may be made available to the Headteacher before it is circulated to the next Governing Board meeting.
7. The Headteacher may advise the visiting governor(s) about the content of each report and may, following consultation with the Chair of Governors, request amendments.