



Governing Body Handbook

Claypole Church of England Primary School

Claypole Church of England Primary School

School Lane, Claypole, Newark NG23 5BQ

Telephone: 01636 626 268

email: adminoffice@claypoleprimary.org

website: www.claypoleschool.org

Welcome

WELCOME TO CLAYPOLE CHURCH OF ENGLAND PRIMARY SCHOOL

We hope that this handbook helps you understand the role of being a Governor, familiarise you with the Governing Body and the common procedures and help you gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care.

All schools have their own distinctive 'feel' which makes each one unique. We believe that the 'special feel' at Claypole Church of England Primary School is to do with our caring, friendly atmosphere. Our school continues to develop in many exciting ways, providing an even more enriching experience for our pupils. Claypole is a small, friendly and thriving village school in an attractive, rural location. This is a school where children and adults have fun, work hard and achieve our very best. We love sports, art and music and produce fantastic work. You will hear much laughter and see smiling faces when you visit us, but you will also see good quality work in every part of our school. Our children achieve high results and academic standards are very important to us. Alongside this, our children care about each other within our Christian Values and their behaviour is exemplary. We have talented children and staff who strive for excellence, promote harmony and value achievement. The school was last inspected by Ofsted in March 2017 when we were judged to be 'good' in all the key areas of inspection. The Inspection Report said: "The leadership team has maintained the good quality of education in the school since the last inspection. You have created a culture of high expectations and have not shirked the tough decisions required in order to make sure that pupils make the progress that they should. "Inspectors commented: "Pupils' behaviour is excellent; they listen to the instructions of their teacher and settle well to the tasks they are set. Many pupils were keen to say 'hello' to the inspector and to check whether any assistance was required. Many were keen to discuss their school and the value that they placed on their teachers." The full Ofsted Report is available on the School's website.

I am extremely proud to lead a team that is committed to achieving high standards and providing the very best opportunities for the children in our care. Staff, supported by governors, work hard to deliver a rich and challenging curriculum; to prepare children for future education; and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.



Martyn Wells

Head teacher

Chair of Governors

About our school

OUR VISION

We aim to instil in all the balance of academic, behaviour & character skills needed to succeed; inspire all to apply these skills through positive & proactive learning opportunities; and innovate our approaches so all take the lead, utilise their talents and flourish.

Our values and ethos are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our School Aims To provide a broad and balanced curriculum, set within the requirements of the National Curriculum.

To develop positive attitudes and patterns of behaviour within the context of Christianity and other world religions.

To continue to raise standards by providing teaching of high quality, enabling children to achieve their full potential.

To provide children with a variety of high quality opportunities additional and complimentary to the curriculum.

To enhance the facilities and learning environment of the school within planned budgetary constraints.

To promote the professional development and management opportunities for all staff.

To maintain an active and positive role within the local and wider community.

trust

We care about others showing gentleness, kindness, forgiveness and honesty in all our relationships. Trust is the very essence of faith; we rely on each other to be the best that we can be. We trust God and each other and know we help to keep ourselves and each other safe. **peace:**

We show forgiveness and tolerance towards everyone so we get along together. In moments of reflection we hope for peace for all. **contentment:**

We pray to show our thanks to God and the people around us. **justice:**

We believe in fairness. We know everyone in our school is important and has the right to be treated equally. **respect:**

We respect others from all cultures and religions. We learn about others to allow our respect to grow. We listen and learn from others.

koinonia

We believe quality relationships and partnerships are a central element of interdependence: all are needed and valued and each person is important to the whole. In John 17, Jesus prays that all his followers may be 'perfectly one' as he and the Father are one. **endurance:**

We know sometimes things can be difficult but we keep on going and with God's help we don't give up.

Our Governing Body

<i>Name</i>	<i>Type of Governor</i>	<i>Governor Role</i>
	Co-opted	
	Co-opted	
Stephen Jarman	Foundation	Safeguarding
Julie Johnson	Local Authority	Health & Safety
Canon Tony Tucker	Ex-officio Foundation	Health and Wellbeing(Whole School)
Deborah Beet	Co-opted	English
Mr James Tyrrell	Teacher Year 2	Staff
Martyn Wells	Head teacher – ex-officio	Head teacher – ex-officio
Charlotte Dodes	Parent	Maths
Emily Phillips	Parent	Attendance
	Foundation	

The Chair of committees are elected annually at the initial Autumn Term meeting(s).

New Governors sit on both committees for the first year to gain experience and will then decide which committee is best suited.

Our Curriculum

The School curriculum comprises all learning and other experiences that we plan for our pupils. The central aims of our curriculum are to provide opportunities for all pupils to learn and to achieve; to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full.

At Claypole Church of England Primary School, our curriculum comprises all the learning and other experiences that we plan to meet the needs and interest of our pupils. It is constantly evolving to develop the skills needed for children to become successful learners, help prepare them for life in modern Britain and empower them to achieve success in the future. Our aim, to deliver a dynamic and innovative curriculum that challenges, excites and inspires children to become successful and confident learners and achieve their best, is the main driving force behind how we design and deliver our curriculum.

The school's curriculum promotes and sustains a thirst for knowledge and understanding, and a love of learning. It covers a wide range of subjects and provides opportunities for academic, technical, creative and sporting excellence. It has a very positive impact on all pupils' behaviour and safety, and contributes very well to pupils' academic achievement, their physical well-being, and their spiritual, moral, social and cultural development.

Our curriculum is planned in themes, with topics chosen to capture the interests and imaginations of our children. Themes include Time Travel, I am Warrior, Land Ahoy, as well as many more exciting topics. Each theme is introduced through a Curriculum Launch Day which is designed to engage children in their learning, and finishes with a grand finale to celebrate all that has been achieved. Skills-based learning is developed by linking subjects such as history, geography, art, design technology and music to the topic being studying. This allows children to make purposeful links in their learning. We also use every opportunity to make further



links through reading, writing, maths, science and computing where relevant. PE and RE are often taught as discreet subjects to allow coverage of the main objectives and age appropriate skill development.

Scheduled Meetings & Committees

All meeting are held at Claypole Church of England Primary School, School Lane, Claypole. Apologies should be offered to the Clerk for approval if you are unable to attend a meeting. An agenda will be issued 7 - 14 days prior to the meeting together with notes for prior reading. Minutes will normally be issued 14 - 28 days post the meeting.

Full Governing Body meetings are three times a year (Autumn, Spring and Summer) with sub-committees meeting separately three times a year too - it is expected that the Chair of the committees feeds back to the Full Governing Body any celebrations, concerns/worries and possible action. The two sub-committees are:

- Finance, Personnel & Premises
- Curriculum and Pupils

Governors are on either committee. The Chair and Vice-Chair of each committee are voted for annually in September.

Points of Reference

Martyn Wells, Head teacher: 01636 626 268

Sara Booth, Clerk: 07940269614

Governor Helpline: 01522 553240

Governor Support and Development

Lincolnshire County Council governorsupport@lincolnshire.gov.uk

Nottingham County Council governors@nottscc.gov.uk

Communications

All governor email communications are carried out via a school email address issued to all governors ensuring compliance with GDPR. In addition as part of our agreement with Notts Governor Services we have access to GovernorHub for access minutes, agendas, and documents. Governor contact details and training information is also located on GovernorHub which can be accessed via a web link or a downloaded App for mobile devices.

<https://governorhub.com/#home> <https://app.governorhub.com/news>

Governor Training Courses

Please see below two links for governor training – Lincolnshire County Council

<https://www.lincolnshire.gov.uk/safeguarding/lisab/3>

NGA

<https://login.nga.org.uk/u/login?state=hKFo2SBxbzJObmX2VUh4dmN2T1BXUUxxQVdOSzIZcUIQTzdVb6Fur3VuaXZlcnNhbc1sb2dpbqN0aWTZlFVMbW1zZUNWQVZqaEZ2RXhMeWxWSzhTOVhwclZzTmUwo2NpZNkgOGtCc2ISSjl5dGd4SWN1NURVTTExbEQ0T0hmZnBmVEk>

If you have any problems with Governor Training then contact Graham Doney our governor training coordinator

Roles and Responsibilities

THE ROLE OF THE CHAIR OF THE GOVERNING BODY

- To ensure the business of the Governing Body is conducted properly, in accordance with legal, DfE and County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction

Disqualification – the Head teacher, Staff Governors, Pupils, Staff Members

THE ROLE OF THE CLERK TO THE GOVERNING BODY

- To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Head teacher

THE ROLE OF THE CHAIR OF A COMMITTEE

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the Governing Body, the Curriculum Committee whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies

- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions



Terms of Reference

Curriculum & Pupils

MEMBERSHIP: The committee shall consist of no fewer than four Governors. The Head teacher will attend these meetings.

QUORUM: No less than THREE members

MEETINGS (a) Frequency: The committee will meet at least once each term (Autumn, Spring & Summer) before the FGM and minutes of their deliberations will be available at the next Governors meeting. If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be minuted as normal meetings and the minutes will be circulated to Governors as above. The Chair may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

(b) Functions:

- To advise the Governing Body on the school's statutory requirements with regards to the National Curriculum and other such statutory issues of a curriculum nature.
- To advise the Governing Body on the school's statutory requirements with regards to pupil welfare and attendance
- To monitor how the curriculum is taught, evaluated and resourced
- To monitor how British Values are incorporated within the school curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review at each meeting the curricular aspects of the School Improvement Plan
- Ensure that the requirements of children with Special Educational Needs are met and that a school policy is in place in accordance with the SEN Code of Practice
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body to oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy.
- To receive regular reports from them and advise the Governing Body.

Functions Excluded

It is particularly important that **NO** issues of a Grievance and disciplinary nature are discussed at this meeting. The rules of appeal define that an appeal committee will have two more governors that on the committee which heard the initial issue. Thus with six members present at this meeting there would be insufficient governors to hear an appeal against any decision taken. The Chair will stop any discussion and his/her decision on this matter is **NOT** open to debate, ie it is final.

TOPICS: This committee will consider only topics of a curricular nature but may on occasion at the request of the Governing Body deal with other appropriate items.

VOTING: If it is necessary for a proposal to be put to the vote, then each member (including the Head teacher) shall have one vote. In the case of a tied vote the Chair of the Committee shall have a second or casting vote.

MINUTES OF MEETINGS: These will be circulated to the Head teacher and Chair of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chair and Vice Chair of Governors).

Finance, Personnel and Premises

MEMBERSHIP: The committee shall consist of no fewer than five Governors. The Head teacher will attend these meetings. They may also be attended by the School Senior Administrator.

QUORUM No less than THREE members

MEETINGS (a) Frequency: The committee will meet at least once each term before the FGM and minutes of their deliberations will be available at the next Governors meeting. If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be minuted as normal meetings and the minutes will be circulated to Governors as above. The Chair may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

Functions regarding premises: The main functions of the committee are to work with the Head teacher by contributing to and monitoring the relevant sections of the SDP; monitoring and evaluating the H&S policy and by advising the Governing Body, generally on matters relating to school premises. In particular, the committee will have the following specific annual tasks:

- a) to present the Governing Body with an annual planned maintenance, repair and replacement programme for the hall
- b) To monitor the effects of vandalism.
- c) To ensure that the school's statutory responsibilities relating to the security of the building, staff, pupils and visitors are met, in line with the school's H&S policy and related policies;
- d) To consider lettings policy matters, including charges and to advise the Governing Body on such matters.
- e) To consider any alterations and extensions to the building.
- f) To have an overview of the building's accessibility in line with the appropriate requirements.
- g) To review Health and Safety Premises report and Recommendations in the Summer Term meeting.
- h) To review the Educational Visits policy and regularly review requests for visits. Refer residential visits request to Full Governing Body.

Terms of reference:

- In consultation with the Head teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher
- In the light of the Head teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

Disqualification –Any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

These terms of reference for committees shall normally be reviewed at first meeting of the academic year.

Staff Disciplinary Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the head teacher*).
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action.
- To determine whether the Head teacher shall lead in initial decisions regarding a potential dismissal of a member of staff.
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Body's charging policy: *Additional items which individual Governing Bodies may wish to include*

Membership: not less than 2 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Head teacher

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of reference:

- To arrange to meet with the school's Education Advisor (EA) or an outside Education professional to discuss the Head teacher's performance targets
- To decide, with the support of the EA and/or Education professionals whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head teacher against the targets

- To make recommendations to the Finance / Pay Committee in respect of awards for the successful meeting of targets set.
- To actively support the Head teacher in relation to work-life balance issues for themselves and their staff.
- The governing body also need to appoint one of its non-employee members to be the 'Review Officer' to adjudicate on any complaint made by a teacher against a Head teacher handling their Performance Management.
- *Additional items which individual Governing Bodies may wish to include*

Membership: 2 or 3 - at least one of the members should be a Finance Governor.

Disqualification –The Head teacher and Staff Governor(s)

APPEALS COMMITTEE

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include* ***cannot be delegated to an individual**

Membership: no fewer members than the Hearings Committee **Disqualification**

– The Head teacher

Any members of the Hearings Committee. It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

PUPIL DISCIPLINE COMMITTEE

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*) □ To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- To differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions). See guidance in Autumn Director Report 2006. □ *Any items which individual governing bodies may wish to include*

Membership: Three*

*The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head teacher.

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

PAY COMMITTEE**Terms of reference**

MEMBERSHIP: The committee shall consist of no fewer than four Governors. The Head teacher will attend these meetings. They will normally be clerked by the Clerk to the Committees.

QUORUM: No less than THREE members

MEETINGS Frequency: The committee will meet once a year and minutes of their deliberations will be available at the next Governors meeting. If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above. The Chair may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

THE REMIT OF THE COMMITTEE WILL BE:

1. To draft the whole school pay policy, (based on the appropriate DfES model pay policy) in consultation with the Head teacher, staff and representatives of the recognised professional associations and unions with members in the school;
2. To conduct an annual review of the pay policy and its application;
3. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Body for formal approval;
4. To agree any salary progression on the Leadership Scale for the Head teacher in the light of recommendations;
5. To agree any salary progression on the Leadership Scale for the Deputy Head teacher in the light of recommendations;
6. To review annually – with a September 1st implementation date - the salaries of all teaching staff in the light of recommendations and to provide a statement to them;
7. To recommend to the Governing Body the powers to be delegated to the Head teacher;
8. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;
9. To ensure that there is consistency between the application of the pay policy and the Governing Body's policies on advertising, job descriptions and equal opportunities;
10. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;
11. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and LA advice on grading

levels in respect of employees, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;

12. To establish appropriate differentials/relativities within the school;
13. To seek a balance between pay and other conditions of service, for example: noncontact time for teaching staff;
14. To keep in touch with the pay policies of other schools by seeking advice from the LA and to be aware of the impact of their decisions on other schools;
15. To have regard to guidance issued by the Authority, Diocese/Church Authority and professional organisations as appropriate, and where necessary to seek advice.

The Committee has delegated responsibility to exercise all discretions in respect of pay. *(These powers under the staffing regulations may be delegated to the Head teacher – except in her own case; they may also be delegated to an individual appropriate governor, including the Chair. It is not however recommended to delegate these powers to one individual, unless in exceptional situations.)*

NB: the terms of reference given above relate to the Whole School Pay Policy.

Where the committee has responsibility for other functions (eg appointment procedures, equal opportunities, staffing establishment, staffing review, staff welfare, trade union matters/staff liaison, the establishment of disciplinary/grievance procedures) additional terms of reference will be necessary.

TOPICS: This committee will consider only topics of pay but may on occasion at the request of the Governing Body deal with other appropriate items.

VOTING: If it is necessary for a proposal to be put to the vote, then each member (including the Head teacher) shall have one vote. In the case of a tied vote the Chair of the Committee shall have a second or casting vote.

MINUTES OF MEETINGS: These will be circulated by the Clerk to the Head teacher and Chair of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chair and Vice Chair of Governors).

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year.

Annex A:

Code of Conduct for Claypole Church of England Primary School Governing Body

The Code of Conduct sets out the common understanding of broad principles by which the **Claypole Church of England Primary School Governing Body** and individual governors will operate, in order to effectively carry out its role within the school and community.

For Church of England Schools Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the school at all times. In a Church of England school, governors have a special responsibility for ensuring that the Christian distinctiveness of the school is preserved and developed and that the school conducts itself in a way that is in accordance with its ethos statement. Mindful of these responsibilities, governors will strive to discharge their duties in a manner that upholds and demonstrates Christian values in the school, the parish, the local community and the wider educational community. Governors actions should at all times reflect their responsibility to secure the Christian ethos of the school and governors should consider carefully how their actions both corporately and individually will be perceived by all stakeholders.

Core Strategic Role of the Governing Body

- 1 **Ensuring clarity of vision, ethos and strategic direction by:**
 - Setting the vision, values, and objectives for the school
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties.
- 2 **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff by:**
 - Appointing the Headteacher
 - Monitoring progress towards targets
 - Performance managing the Headteacher
 - Engaging with stakeholders and ensuring the voices of stakeholders are heard
 - Contributing to school self-evaluation.
- 3 **Overseeing the financial performance of the organisation and making sure its money is well spent by:**
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring value for money is obtained
 - Ensuring risks to the organisation are managed.

The following information about each governor/associate member will be published on the school's website:

1. Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government)
2. business and financial interests relevant to the role of school governor
3. governance roles in other educational institutions
4. any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)
5. attendance record at governing body and committee meetings over the last academic year,
6. details of the structure and responsibilities of the governing body and its committees, and
7. the school are also required to submit personal information about governors to the Department of Education's national database of governors (Get Information About Schools – GIAS) some of which will be publicly available.

The Governing Body accepts the following principles and procedures:

Role & Responsibilities

1. We understand the purpose of the board and the role of the Headteacher and accept that our role is strategic and will not therefore involve ourselves in the day to day management of the school.
2. We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so (as detailed in the scheme of delegation or evidenced in full governing body minutes), and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.

3. We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting, including by the use of any social media.
4. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
5. We will encourage open government and will act appropriately upholding the school's reputation in our communications.
6. We will consider carefully how our decisions may affect the community and other schools.
7. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
8. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
9. We will actively support and appropriately challenge the headteacher.
10. We will follow school policies and procedures as well as adhering to regulations applying to school governance including equality legislation.

Commitment

1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. We will prepare well for our meetings having read the papers presented and be equipped to positively contribute to the meeting.
3. We will each involve ourselves actively in the work of the governing board, accept our fair share of responsibilities, including service on committees or working groups.
4. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
5. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
6. We will undertake our fair share of our role to monitor by visiting the school, with all visits arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the Headteacher. We will complete a monitoring report for each visit we undertake which will be shared with the Full Governing Body.
7. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
8. We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.

Relationships

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. We will express views openly, courteously and respectfully in all our communications with other governors and staff.
3. We will support the Chair, Vice Chair and Chair of Committees in their role of ensuring appropriate conduct both during meetings and at all other times.
4. We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
5. We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies/partners and the community.

Confidentiality

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school, including by the use of any social media.
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
3. We will not reveal the details of any governing board vote.
4. We will ensure confidential papers are securely held and disposed of at all times in line with school procedures.
5. We will maintain confidentiality even when we are no longer a governor at the school.

Conflicts of interest

1. We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
3. We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board by such group (e.g. parent or staff governors).

Breach of this Code of Conduct

1. Governing bodies should ensure that prior to appointment (or as soon as possible thereafter), all new governors/associate members agree to the expectations for behaviour and conduct, as set out in this Code of Conduct, and that the governor understands the circumstances in which the governing body may suspend or remove a governor. The governing body will provide support to a new governor/associate member via good induction, training and mentoring and any potential issues will be addressed promptly.
2. If we believe this code has been breached, we will raise this issue with the Chair and the Chair will follow the procedures as detailed in Appendix A. The governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes informally as detailed in Appendix A. The responsibility for the suspension/ removal of a governor can only be undertaken by the Full Governing Body or the appointing body in accordance with the regulations and cannot be delegated elsewhere. The Chair will seek advice from Governor Services should a governor be considered for suspension/removal.
3. Should it be the Chair that we believe has breached this code, another governor, such as the Vice Chair (or independent governor/person appointed by the Vice Chair) will follow the procedure detailed in Appendix A.
4. All governors will adhere to the principles as detailed below:

The Seven Principles of Public Life (The Nolan Principles)

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Declaration

As a member of the Governing Body I will always have the well-being of the children, staff and the reputation of the school at heart. I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos. I will never say or do anything publicly (including by the use of any social media), which would embarrass the school, the Governing Body, the Headteacher, staff or any other member of the school community. I understand that I must declare business/personal interests and this information will be published on the school's website along with my name, details of my term of office and responsibilities as a governor. Failure to reveal this information may be judged as bringing the Governing Body into disrepute and could lead to my suspension or removal as a governor.

Adopted by the governing body/board of
Claypole Church of England Primary School Governing Body on 10th November 2025