

# A working protocol for the Governing Body of The Firs Lower School



## The Core purpose of the Governing Body (GB)

It has responsibility for:

- Determining the aims and values of the school
- Monitoring and keeping under review the broad policies, plans and procedures within which the school operates
- Ensuring accountability
- Insisting that the best interests of all pupils are paramount in decision making
- serving as a board of Members and Trustees

As a Trustee or Member, each Governor has statutory financial responsibility, and in addition the GB expects individual Governors to observe the following:

### General

1. The GB recognises that the headteacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum.
2. The GB recognises and values the different perspectives of governors. We accept that all governors have equal status
3. With the exception of the Chair, when urgent action is needed, individual Governors have no legal authority to act individually except when the governing body has given the delegated authority to do so.
4. Governors have a duty to act fairly and without prejudice, and in so far as the governing body has responsibility for staff, individual Governors will fulfil the expectations of a good employer.
5. Governors recognise that they are accountable and will encourage open government and effective communication.
6. Governors will consider carefully how governing body decisions may affect other schools within our Learning Community.

### Commitment

1. Governors acknowledge that the office of a governor involves the commitment of significant amounts of time and energy.
2. Governors will become actively involved in the work of the governing body, attend regularly and accept fair share of responsibilities, including service on committees or working groups.
3. Governors will get to know the school well and respond to opportunities to be involved in school activities, both on a formal and informal level, at the invitation of the headteacher.
4. Governors will consider the individual and collective needs for training and development.

### Relationships

1. Governors will strive to work as team members.
2. Governors will seek to develop effective working relationships with the headteacher, the staff of the school, parents, the LA, the Learning Community, any other relevant agencies and the local community.

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3. Governors will seek to celebrate success and along with fellow governors will collectively thank those who have made a positive contribution to the success of the school and its community.

## Confidentiality

1. Governors will observe confidentiality when required to do so by the governing body, especially on matters concerning individual staff, pupils or parents.
2. Governors recognise that some information the governing body receives is not confidential, but may be sensitive and will abide by the proper means of disseminating this information to the school community.
3. Governors will exercise great prudence if a discussion of a potentially contentious issue, affecting the school, arises outside the governing body.

## Conduct

1. Governors will encourage the open expression of views at meetings, but accept will collective responsibility for all decisions made by the GB or its delegated agents. This means that no governor will speak out against majority decisions in public or in private outside the GB.
2. Governors will only speak on behalf of the GB if they have been specifically authorised to do so.
3. In making or responding to criticism or complaints affecting the school governors will follow the procedures laid down by the GB.
4. Governor's visits to school will be undertaken within the framework established by the governing body and agreed with the headteacher. Such visits to the school will only take place with the prior consent of the headteacher.
5. In discharging their duty Governors will always be mindful of their responsibility to maintain and develop the ethos and positive reputation of our school.
6. Governor's conduct, both in and out of school will be such that it does not bring into disrepute either the role of governor or the school. Governors will abide by the Nolan principles for 'Standards in Public Life' as set out below:

## The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**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.

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**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.