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Headteacher: Mrs Paula Ford

Green Lane  
Church of England



Primary School



## **CODE OF CONDUCT FOR GOVERNORS**

This code sets out the expectations of and commitment required from school governors in order for the governing board to carry out its work properly within the school and the community.

### **Aims**

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the school are managed

### **Roles and Responsibilities**

We

- Understand the purpose of the board and the role of the headteacher.
- Accept that we have no legal authority to act individually, except when the board has

given us delegated authority to do so, and therefore we only speak on behalf of the governing board when we have been specifically authorised to do so.

- 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.
- Have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we fulfil all that is expected of a good employer.
- Encourage open government and act appropriately.
- Consider carefully how our decisions may affect the community and other schools.
- 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.
- Will follow the procedures established by the governing board in making or responding to criticism or complaints affecting the school.
- Will actively support and constructively challenge the headteacher.

## **Commitment**

We

- Will be mindful that the role does require a significant level of commitment.
- Undertake to attend meetings of the full Governing Body as well as Committees and Working Groups where necessary. Regular non-attendance at full Governing Body meetings can lead to disqualification.
- Will endeavour to arrive promptly for meetings and stay for the full duration whenever possible. When this is difficult we will give as much notice as possible to the Headteacher or Chair so that they can ensure that meetings will still be quorate and / or to rearrange agenda items if necessary.
- Will ensure we are prepared for meetings by reading all papers beforehand.
- Will consider seriously our individual and collective needs for training and development, and undertake relevant training.
- Will make every effort to get to know the school and involve ourselves in school activities
- Will involve ourselves actively in the work of the Governing Body and carry out our fair share of responsibilities including serving on Committees and working parties and taking on links with other areas of special responsibility.
- 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**

We

- Will strive to work as a team in which constructive working relationships are actively promoted.

- Recognise that each member of the governing body has equal status irrespective of their appointing body (i.e. parents, staff, Local Authority, Diocese or the governing body) unless particular responsibilities are conferred on them by the full governing body. This also applies to the chair and vice chair.
- Will listen to and respect the views of others.
- Will develop effective working relationships with the headteacher, senior management team, teachers, support staff, parents, Local Authority and other relevant agencies and the community.
- Will support the chair in their role of ensuring appropriate conduct.
- Will be 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.

## **Confidentiality**

We

- Will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.
- Will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- Will not reveal the details of any governing board vote.
- Ensure all information relating to the school is returned to the school for disposal as soon as possible, on ceasing to be a Governor or Associate Member.

## **Conflicts of interest**

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.
- Will also declare any conflict of loyalty or interest at the start of any meeting should the situation arise.
- Will act in the best interests of the school and not as a representative of any other group.

## **Conduct**

We

- Will not use the governing body to enhance or influence the education of our own children or pursue personal agendas. Governors with issues regarding their own

children should raise the matter in the normal way for any parent.

- Will not make any judgements about the quality of teaching when carrying out our monitoring role,
- Will carry out governor visits within a framework that has been established by the governing body and agreed with the headteacher
- Will have a specific responsibility to support and promote the development of a strong counter fraud culture in school including mechanisms to monitor and report inconsistencies and risks.
- Will recognise that we have no individual powers and should only speak or act on behalf of the governing body when specifically authorised to do so by the corporate body (apart from very specific instances where the chair has to act or take decisions on behalf of the governing body).
- Will conduct discussions in a respectful manner to ensuring that views are expressed openly and constructively, whilst also ensuring that they relate to matters proper for discussion by the governing body.
- Will follow the procedures established by the governing body for responding to criticism or complaint relating to the school, not allow ourselves to be included personally, instead we will refer parents to the General School Complaints Procedure.

Adopted by the Governing Body on 7<sup>th</sup> March 2016

Due for review: Spring 2019