

# **Mutual Expectations and Code of Conduct for all members of Hebden Bridge Infant Schools Federation**

## **General**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
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, and although appointed by different groups (i.e., parents, staff, LEA) 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 Body 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 on behalf of, the employer.
6. We will encourage open governance and should 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 Body, 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.

## **Relationships**

12. We will strive to work as a team.
13. We will seek to develop effective working relationships with our Head, staff, parents, the LEA, and other relevant agencies (including the Diocesan Authorities (where appropriate), and the community.

## **Confidentiality**

14. We will observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as governors.

15. We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
16. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body;

### **Conduct**

17. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents.
18. We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
19. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
20. Our visits to school will be undertaken within the framework established by the Governing Body, in agreement with the Head and staff.
21. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

### **Suspension**

22. 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**

23. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.
24. 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.

### **Our mutual expectations of one another are that the Headteacher should:**

- Share information with governors, whether it be good or bad.
- Trust governors to act professionally regarding this information and any discussion that may take place in governing body meetings or committee meetings.
- Be familiar with legislation to help governors to make the right decisions.
- Encourage the governing body to improve (through training and self-review) and be a part of the planning process.
- Know and value individual governors' skills and talents.
- Encourage all governors, new and experienced, to participate fully in the business of the governing body.
- Promote the role of the governor in school and in the community, so that staff and others understand the purpose and responsibilities of the school governor.

**The Governor should:**

- Attend meetings regularly, making the governing body meeting a priority once per term.
- Read the paperwork prior to the meeting.
- Be prepared to be a member of at least one committee.
- Observe confidentiality and never discuss an individual teacher or pupil at a meeting or the content of a discussion outside the governing body.
- Put the interests of the pupils and staff at the heart of their actions.
- Be willing to learn by visiting the school in an appropriate manner.
- Understand the difference between governance and management and never step over the "invisible line", remembering that a governor is not an inspector.
- Be a supportive ear for parents but not the receiver of complaints.
- Be committed to training and agree to undertake appropriate training in order to develop their own skills and support the development of the team of governors.
- Be an ambassador for the school, publicly supporting its aims, values and ethos.
- Never say or do anything publicly that would embarrass the school or the headteacher.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_