

Code of Conduct for the Governing Body

Our Lady & All Saints Catholic Primary School

The Governing Body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school which provides them with a good education and supports their wellbeing.

As governors of a voluntary aided school with a religious character we have a legal responsibility to ensure that the school is conducted according to Christian values and the teachings of the Catholic Church. However, whilst all governors share the same generic responsibilities, it is the foundation governors who are appointed in order to fulfil special legal responsibilities. Briefly, these are:

* to preserve and develop the school's religious character; and

* to ensure that the school is conducted in accordance with the trust deed of the Archdiocese of Liverpool

The governing body 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 Head teacher
- Monitoring progress towards targets
- Performance managing the Head teacher
- 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 organisation are managed

As individuals on the governing body we agree to the following:

Roles and Responsibilities

- We understand the purpose of the governing body and the role of the Head teacher

- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting
- 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 as a good employer
- We will encourage open government and will act appropriately
- We will consider carefully how our decisions may affect the community and other schools
- We will always be mindful of our responsibilities to maintain and develop the ethos and reputation of our school; our actions with the school and the local community will reflect this
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body
- We will actively support and challenge the Head teacher
- We are aware of the Seven Nolan Principles of Public Life

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy
- We will each involve ourselves actively in the work of the governing body and accept our fair share of responsibilities, including service on committees or working groups
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to
- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- We will visit the school, with all visits to school arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the head teacher
- We will consider seriously our individual and collective needs for training and development and will undertake relevant training

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted
- We will express views openly, courteously and respectfully in our communications with other governors
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times
- 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

- We will seek to develop effective working relationships with our Head teacher, staff and parents, the local authority and other relevant agencies and the community

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 the school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting
- We will not reveal the details of any governing body vote

Conflicts of Interest

- We will record any pecuniary or other business interest that we have in connection with the governing body'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
- Similarly, we will declare any personal interest, such as friend and family connections, and offer to leave the meeting for the appropriate length of time
- We will act in the best interests of the school as a whole and not as a representative of any groups, if elected to the governing body

Breach of this Code of Conduct

- If we believe this Code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
- Should it be the chair we believe has breached this Code, another governor, such as the vice chair, will investigate

Adapted from the NCA Code of Practice for School and Academy Governing Bodies, August 2014 with further additions relating to the role of a Foundation Governor.