

ST ANNE'S SCHOOL AND SIXTH FORM COLLEGE



BOARD OF GOVERNORS

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- Code of Conduct

Foreword

Chair of Governors

The role of the school governor has become increasingly demanding during the last ten years and more is expected of the UK's largest volunteer workforce. However, governors adapt and bear the weight for the benefit of the children, students, parents, and staff at the school. These codes of conduct for the Governing Body of St Anne's School, Sixth Form College and Residence are not statutory or Local Authority policies but we have adopted them to assist in ordering our work and maintaining high standards of governance.

We have four core functions namely

- setting the strategic direction for the school, college and residence
- holding the headteacher to account for the educational performance of the school and the care of its pupils.
- ensuring that the pupils and young people attending the school and residence are safe at the school, home and in the community.
- ensuring financial health, probity, good leadership and best value

As governors we need to know how the school, college and residence is structured, what is in the curriculum, how policies are decided and implemented and who is responsible for what. This is very demanding in any school but more so in an 'additional needs' school like St Anne's because of the significant disabilities of our pupils. No individual governor can know everything about a school so we all work as members of a team. The ability of the Board of Governors to work as an effective team for the good of the school depends, essentially, on trust and an understanding of our common purpose. Current legislation gives us flexibility to decide upon our own procedures for conducting the business unless there is a specific legislative requirement to operate in a particular way.

Whilst some governing bodies prefer to conduct business in an informal manner, there is great benefit in having a formal framework for governance hence adopting these codes of conduct. This is particularly important in view of our responsibilities for governance in an 'additional needs' school where our pupils and parents face many difficulties in their lives. They ensure that all members of the team are aware of what is expected of them. They also act as a valuable guide for prospective new governors.

Geoff Ogden, MBE
Chair of governors

PRINCIPLES

Governors have adopted the 'Nolan Principles of Public Life' as follows:

- **Selflessness** – holders of public office should take decisions 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 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

These principles underpin the work and operation of the Board of Governors.

STANDING ORDERS

These are procedures and conventions accepted as good practice and adopted by the governing body some of these are a statutory requirement.

1. Meetings of the Governing Body

The Governing Body is legally required to meet at least three times per school year.

2. Committee Meetings

Committees are convened to discuss in detail important aspects of the life of the school, college and residence. They include finance, curriculum, human resources, safeguarding, health and safety, residence and as required buildings. They meet at least once a term and at times when tasks have to be carried out, such as for the appointment of new staff or in response to local events or national developments. Committees are the 'engine room' of the governing bodies and they feed back the outcomes of their meetings to full governing body meetings so that time in these is not expended in discussing minute detail. Some committees are afforded 'delegated powers' which means that they can make decisions independently of the full governing body (e.g. deciding whom they wish to appoint or whether to approve expenditure on particular items). All governors are involved in one or more committees. The committees are formally constituted with terms of reference agreed by the full governing body. The terms of reference list a committee's delegated functions and authority in detail in order that governors are clear on their aims and remit.

3. Chair and Vice-Chair – Term of Office

The Chair and Vice-Chair shall have terms of office as defined by the governing body. No governor should serve as Chair or Vice-Chair for a period longer than six years unless there are no alternative candidates. Governors will give due regard to succession planning for the chairing of the governing body when agreeing terms of office and electing the Chair and Vice-Chair.

4. Election of Chair and Vice-Chair

The Clerk shall take the chair for the item dealing with the election of the Chair. In the event of the governing body failing to elect either a Chair or Vice-Chair the governing body shall elect a Chair for the meeting. In the event of the governing body failing to elect a Chair for the meeting then the meeting shall stand adjourned and the Clerk, acting in consultation with the immediate past Chair and the headteacher, shall convene a further meeting within 28 days of the adjournment. No governor eligible to stand for election as a staff governor, nor the headteacher, may be elected Chair or Vice-Chair.

5. Election of Chair and Vice-Chair – Procedure

The following procedure shall apply to the election of the Chair and Vice-Chair:

- Prior to the election taking place, the governing body shall decide whether to elect by show of hands or secret ballot.
- The Clerk shall invite nominations from the meeting. A governor may nominate him/herself.
- If only one candidate is nominated, that candidate must withdraw from the meeting whilst the remaining governors vote by secret ballot on whether to accept or reject the nominated candidate. In the event of a tie, the Clerk **does not** have a casting vote and a “no decision” shall be recorded in the minutes.
- The Clerk shall then invite further nominations from the meeting. If a further candidate is nominated but the result is the same, or the candidate is rejected, the Clerk shall move on to the election of the Vice-Chair. The election of the Chair shall then be placed as an item on the agenda for the next meeting of the governing body.
- If two candidates are nominated, both nominated candidates shall withdraw from the meeting whilst a show of hands/secret ballot takes place. The Chair shall be elected by a simple majority of the votes cast. In the event of each candidate polling the same number of votes then the successful candidate shall be decided by the toss of a coin.
- If three or more candidates are nominated and none of the candidates achieves a simple majority of the votes cast (e.g. 5.3.3) then there shall be a second secret ballot to try to achieve a candidate with a simple majority (e.g. 6.3.2) or, failing that, the candidate with the fewest votes (e.g. 5.4.2) shall be eliminated.
- The unsuccessful candidate may then return to the meeting and a further secret ballot takes place between the two remaining candidates.
- Following his/her election the Chair shall take over the meeting immediately and conduct the election of the Vice-Chair using the same procedure.
- If the governing body fails to elect a Chair or a Vice-Chair it shall elect a Chair for the meeting.
- If the governing body fails to elect a Chair for the meeting then the meeting shall stand adjourned and shall be re-convened within a maximum of **28 days**.
- A Chair or Vice-Chair may be removed from office by resolution of the governing body unless they were appointed by the Secretary of State. This matter must be specified as an item

of business on the agenda for the meeting. Before the resolution can be passed, the governor proposing the removal must first state their reasons for doing so and the Chair or Vice-Chair must be given the opportunity to make a response before retiring for the vote.

6. Urgent action by the Chair/Vice-Chair of the Governing Body

Where it is not reasonably practical to hold a meeting of the governing body (or of the relevant committee that has the delegated authority to deal with any matter) or where the relevant seven days notice of the meeting cannot be given and there will be a delay that would be seriously harmful to the school or to any pupil or member of staff if the matter is not dealt with then the Chair (or in their absence Vice-Chair) shall have authority to take such action as is deemed appropriate in the circumstances to deal with the matter. Such action must be reported to the next available meeting of the governing body or committee.

7. Notice of meetings and agenda

Every member of the governing body shall receive the following *at least seven clear days in advance of a meeting:*

- *Written notice of the meeting.*
- *A copy of the agenda for the meeting.*
- *A copy of any reports or papers to be considered at the meeting.*
- *Minutes of committee meetings.*

This standing order shall not apply where the Chair of the governing body so determines on the ground that there are matters demanding urgent consideration. In that case, the written notice of the meeting shall state that fact and the agenda, reports and other papers to be considered at the meeting are received within such a shorter period as the Chair shall direct.

The chair and clerk will meet three weeks prior to the scheduled meeting of the Governing Body to set the agenda for the meeting and agree the background reports required.

In the case of an emergency, where practical, governors may call an emergency governing body meeting without the prior circulation of an agenda. In any case, if the governing body consents, an extra meeting of the governing body may be held with an agenda circulated less than seven clear days before the meeting. This should not be a regular occurrence.

8. Agenda Items

With the agreement of the Chair of the Governing Body or of the relevant committee, any member of the governing body shall be entitled to include on the agenda for any governing body or committee meeting, item(s) on any particular issue provided that written notice thereof is given, as appropriate, to the Chair of the Governing Body, or of the relevant committee and to the Clerk at least 14 days prior to the meeting taking place.

9. Quorum

- *The quorum for a meeting of the governing body shall be not less than 50% of the number of governors in post at the time of the meeting*
- *The quorum for a meeting of any committee of the governing body shall be at least three (3) governors who are members of that committee.*
- *Associate members shall not be included in the calculation for quorum purposes.*

10. Voting

- Every proposition shall be seconded prior to the vote being taken.
- Every proposition shall be determined by a show of hands, or at the discretion of the Chair of the meeting, by general consensus.
- Only those governors at the meeting and present in the room at the time of the proposition being put by the chair shall be entitled to vote.
- In the event of a tied vote, the Chair shall have a second, or casting, vote.
- After a proposition is put from the Chair, but before the vote is taken, any two governors by show of hands may require that the voting be recorded in the minutes of the meeting to show whether each governor present gave his/her vote for or against the proposition or abstained from voting.
- After a proposition is put from the Chair, but before the vote is taken, any two governors by show of hands may require that the voting shall be by secret ballot.
- In the event of requisitions for both a secret ballot and a recorded vote then the requisition for the secret ballot shall take precedence and no action shall be taken on the requisition for a recorded vote.

11. Confidential Minutes

Prior to the consideration or discussion of any matter on any agenda for a meeting of the governing body or of any committee, consideration shall be given as to whether the matter includes confidential information and the governing body or committee shall determine whether the public or any other person, not being a member of the governing body, should be excluded from the meeting during the consideration of the matter. Normally any items have been pre-identified as confidential and included under Part B of the agenda.

In the event that any matter is deemed to be confidential, the minutes of the discussion and decision ***shall be excluded*** from the minutes of the meeting to be made available for public inspection (Part B Minutes). This standing order is additional to the requirement for governors to withdraw from a meeting and take no part in the consideration or voting on any item in which they have a declarable interest as required by standing order 16.

12. Minutes of Meetings

The draft minutes of all governing body and committee meetings shall be approved by the chair of the meeting within 21 term-time days of the meeting having taken place. Thereafter the approved draft governing body minutes shall be circulated to all members of the governing body with the agenda for the next meeting of the governing body/committee. The minutes of committee meetings shall be circulated with the agenda for the next succeeding governing body meeting.

All non-confidential minutes shall be made available for public inspection only after they have been submitted for approval to the next succeeding meeting of the governing body or committee, as appropriate.

The Chair however will draft and publish a short summary of matters discussed at the meeting for the information of parents and staff as soon as possible after the meeting in accordance with 'openness'.

13. Record of Attendance

Every governor attending a meeting of the governing body or of any of its committees of which she/he is a member shall sign her/his name on the attendance sheet provided for the purpose.

14. Apologies for non-attendance at meetings of the Governing Body

All apologies together with the reason(s) for non-attendance at a meeting of the governing body shall be submitted to the Clerk or to the Chair not later than the commencement of the meeting. *The governing body shall then determine whether such absence(s) should be treated as a 'consented' or 'non-consented' absence(s) and recorded as such in the minutes of the meeting.* The failure to submit an apology shall be deemed to be a 'non-consented' absence and recorded as such in the minutes of the meeting.

15. Disqualification for non-attendance

Any governor, with the exception of the headteacher, who fails to attend any meeting of the governing body for a consecutive period of 6 months without the approval of the governing body, and such approval being recorded in the minutes, shall be automatically disqualified from serving as a governor. The period of 6 months shall begin from the date of the first meeting missed by the governor. Foundation (but not ex-officio foundation) governors, co-opted governors, partnership governors or sponsor governors so disqualified shall not be eligible for nomination, election or re-appointment as a governor of any category for a period of 12 months immediately following his/her disqualification.

Parent or staff governors are eligible for nomination and election (or appointment in the case of parent governors) immediately following their disqualification.

16. Records of the Governing Body

The Clerk to the governing body shall be responsible for maintaining and keeping up to date the records of the governing body which for the purpose of this standing order shall comprise the following:

- The minutes of the meetings of the governing body and its committees.
- The record of attendance.
- Copies of acceptance forms and self-declaration forms to confirm that governors are not disqualified for any of the criteria listed.
- Any such other records as may be determined from time to time by formal resolution of the governing body.

17. Register of Business Interests and Declarations of Interest

Every governor shall complete the register of business interests within one month of their election/appointment as a governor. Entries in the register shall be updated as and when necessary and, in any event, annually. In the event of any governor having no registrable business interests then a NIL return shall be recorded for that governor.

If any member of the governing body has any interest, whether pecuniary or otherwise, in any items on the agenda for any meeting at which they are present, they shall declare such interest prior to the consideration of that item and shall immediately leave the room and take no part in the consideration of or voting on that item.

18. Conduct

All members of the governing body shall abide by the Nolan Principles on Public Life (1996) as outlined on page 2 of the codes of conduct.

19. Variation and Revocation of Standing Orders

Any motion to add to, vary or revoke these standing orders, unless appearing in full on the agenda for the meeting, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the governing body. Any decision to add to, vary or revoke standing orders shall take effect when specified in the resolution or immediately in default of a time and date being specified.

20. Interpretation of Standing Orders

The ruling of the Chair as to the construction or application of any of these standing orders, or as to any proceedings of the governing body, shall be final and shall not be challenged at any meeting of the governing body or committee.

21. Associate Members

Any reference in these standing orders to a governor shall, where the context so admits, include associate members. Standing Orders cannot replace regulations or statutory guidance but are additional and supplementary to them.

22. Governor Expenses

The Governing Body has decided that it is appropriate to repay governors for expenses incurred as a result of carrying out their duties. A policy has been approved and adopted. This does not include attendance allowance but purely out of pocket expenses

CODE OF CONDUCT

Code of Conduct for the Governing Body of St Anne's School and Sixth Form College.

1. Rationale

- 1.1 Principles contained in this Code of Conduct are based on the Nolan Report and the Principles of Standards in Public Life (1996).
- 1.2 The purpose of this Code of Conduct is to help promote best practice in the governance of St Anne's School and Sixth Form College. The governing body aims to make a significant contribution to our school's performance, working as a team and involving ourselves in the life of the school, college and residence.
- 1.3 All members of the Governing Body are expected to conduct themselves in a manner that is acceptable. This Code of Conduct seeks to express those expectations.
- 1.4 This Code of Conduct will be reviewed on an annual basis at the autumn term meeting of the full governing body.

2. Aims and Standards

- 2.1 The governing body will help our school, college and residence provide the best possible education for each of its pupils and to enable them to reach the highest standards of progress and attainment. In doing so, we accept accountability to those who fund the school, to those who inspect the school and to parents and carers, their children and the wider community for the way in which our school carries out its functions.
- 2.3 All members of the governing body are expected to contribute to the development of the school, college and residence. They will do this by helping to establish and maintain the strategic framework which operates determining the character, aims, ethos and values and policies.
- 2.4 Governors are expected to act as 'critical friends' to our school at all times. This includes monitoring and evaluating the work of the school, college and residence offering support, providing constructive advice, acting as a sounding board for ideas, offering a second opinion on proposals and offering help where needed. This will also include asking challenging questions of the headteacher and senior leaders. Governors will politely question facts presented so that they are satisfied with their accuracy.
- 2.5 In order to ensure that all governors are equipped with a basic standard of governance knowledge, each governor is expected to attend a governor induction course within two terms of their appointment/election but will have good knowledge of the terms of the codes of conduct.
- 2.6 The governing body will act at all times in accordance with the requirements laid down by Acts of Parliament and associated Regulations.

3. Roles and Responsibilities – Individual Governors

- 3.1 Governors will acknowledge that the office of governor involves commitment of time and energy beyond attendance at meetings each term. Governors are expected to be actively involved in the work of the governing body, attending meetings regularly and accepting a share of responsibility, including serving on committees, working in groups and visiting the school.
- 3.2 Governors are elected or appointed to the governing body by different groups. These include: the local authority, parents, staff and the governing body. Although chosen by different groups, each of our governors has a responsibility to make his/her own mind up about issues that are considered by the governing body and not necessarily in accordance with the views of the body through which they were elected. Once decisions are made by the governing body (or under delegated authority of the governing body for example by a committee), individual governors are bound by them and are expected to support and abide by them. Governors will not expose the details of a vote taken in a governing body meeting and should remain conscious of governors' corporate responsibility when discussing governance issues.
- 3.4 Our governing body respects the right of individual governors to be able to express their ideas openly in meetings and have them heard. Governors will accept that others may not share their views and may strongly disagree with them. However, governors will show respect for each other and be courteous when there are differences of opinion. Individual governors will accept that all governing body decisions are made collectively and will accept majority decisions made. Disagreement in the privacy of a governing body meeting will not be considered as grounds for removal or suspension of a governor.
- 3.5 Governors will accept the necessity of addressing individual and collective needs for training and development and will corporately monitor and evaluate the effectiveness of the governing body on a regular basis.
- 3.6 Governors have a responsibility to maintain and develop the ethos and reputation of our school. Their actions and behaviour within the school and the wider community should reflect this. It is expected that all governors will demonstrate allegiance to the school and not proffer individual views or opinions to any third party that may be construed as views of the governing body.
- 3.7 In responding to criticism or complaints about any aspect of the school, governors will refer the complainant to the school's Complaints Procedure for the correct procedure to be followed. No individual governor will be expected to respond to criticism or complaint other than for informal resolution by the chair if appropriate. Governors will ensure that they do not become too embroiled in complaints in order that they will remain eligible to serve on an associated complaints or disciplinary panel. The same will apply to pupil/student/staff disciplinary issues; each having their own relevant procedure.
- 3.8 Should one governor wish to register concern about the conduct of another, the issue will first be discussed with the governor directly. Where this is not practical or reasonable, the governor will address the issue with the Chair. Our governing body encourages informal mediation before progression to paragraph 9 and we agree that politely addressed disagreements on matters of governance do not constitute a concern.

4. Roles and Responsibilities – the Governing Body

- 4.1 All governors will understand that the headteacher is responsible for the day-to-day management and operation of the school, the implementation of policy and delivery of the curriculum. The governing body will have responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.
- 4.2 Our governing body is a corporate entity and acts as a group. No one category of governor or individual governor has any right to act individually, except when the governing body has given delegated authority to do so (or when the Chair has to take urgent action).
- 4.3 The strength of our governing body lies in the skills, professional background and commitment of its members and in their ability to work together as a team for the good of the school. Every governor will have an equal right to participate and to state his or her own views.
- 4.4 Our governors will support the headteacher with his/her responsibilities for the day-to-day internal organisation, management and control of the school and for advising on and implementing the governing body's strategic framework. Governors will not seek to perform any duties delegated to the headteacher (such as the appraisal of staff) but, instead, perform their strategic duty to develop and adopt appropriate policies and frameworks under which the headteacher will operate.
- 4.5 Our governors will have a responsibility to act fairly and without prejudice at all times.
- 4.6 Our governing body will always carefully consider how the outcomes of decisions made might affect other schools whether in the maintained sector or academy networks.
- 4.7 As governors, we are responsible for the selection and recruitment of all staff employed at our school (though much may be delegated to the headteacher). As such, the governing body will fulfill all that is expected of a good employer. Concerns about individual members of staff will be dealt with through the headteacher in accordance with school policy and where necessary referral made to the [human resources] committee. Concerns shared with any governor will not be aired publicly.
- 4.8 Our governors have a duty to get to know the school and are encouraged to involve themselves in school activities. All governors will be delegated a responsibility (*e.g.* for disadvantaged pupils, curriculum, residence, finance, human resources, health and safety, Safeguarding or educational visits) and will be expected to visit the school in relation to these at least once per term. Visits to school will be undertaken within the framework established by the governing body and agreed with the headteacher (see paragraph 6 below).
- 4.9 Our governors will seek to develop effective working relationships with the headteacher and leadership team, staff, parents, the Local Authority, other schools and academies and relevant agencies particularly the NHS and those based in the wider community.
- 4.10 Our governing body will be inclusive in its approach to school governance. All groups within the school community will be made welcome and encouraged to contribute to the work of the governing body. Needs of governors who require extra support to fulfill their role will be addressed, including physical accessibility to meeting rooms, timing of meetings to take into account governors' working hours or caring responsibilities and access to IT.

- 4.11 Governors will, wherever possible, seek to establish secure lines of communication in order to protect the sensitive data which is necessarily shared with them. In practice, this will mean ensuring that governors have school email addresses or that the security credentials of governors' email servers can be verified. We consider that family email addresses or addresses to which more than one person has access are inappropriate and do not constitute responsible stewardship of our school's data. Our preference is that governors make use of school email addresses, managed through mail servers which we know to be secure.

5. Confidentiality

- 5.1 All discussions that take place in our full governing body and committee meetings will be minuted and made available to parents and any other interested party once they have been approved by the full governing body and signed by the Chair. Until the minutes have been agreed and signed as an accurate record, they remain confidential. The governing body will decide if an item for discussion is confidential and all governors are expected to abide the decision.
- 5.2 All items of a confidential nature will be considered under Part B of each full governing body agenda. Individual governors are expected to respect this confidentiality and not disclose information deemed as confidential in any other forum. All discussions in reaching a decision will remain confidential to those present at the meeting and the minutes of these discussions will not be made available to the general public.
- 5.3 Reports made to the governing body and its committees are public documents after the meeting has considered them and will be available at the school to anyone wishing to view them unless the governing body decides that they should remain confidential.
- 5.4 Equally, the governing body will not be obstructive to interested parties, only withholding information as confidential when appropriate and will ensure that the school makes non-confidential minutes and documents available to interested parties in a timely fashion.
- 5.5 Only those governors specifically authorised to do so will speak or act on behalf of the governing body.
- 5.6 Governors will exercise the highest degree of prudence should discussions of potentially contentious issues arise outside the governing body. Individual governors will not express a personal view of any contentious issue and will refer comments made to them by external parties back to the governing body.

6. Visiting the School

- 6.1 All governors will recognise that they do not have an automatic right to enter the school but will have the opportunity to arrange visits in order to see school policies in action and to understand how the school works. They will however make unannounced visits to the Residence in accordance with Standard 20 of the Residential Special School National Minimum Standards.
- 6.2 The protocol for visits by governors to school is as follows:
- The approximate number of governor visits per term will be agreed in advance with the headteacher. Visits will have a clear focus, linked to school policy, a curriculum area or an

aspect of the school development plan and will reflect the special responsibility of each governor.

- The date and timing of each visit will be arranged in advance with the headteacher and other staff involved.
- If a governor is going to spend time in a classroom, this will be discussed with the class teacher so that both are clear on the boundaries and outcomes of the visit.
- Governors will understand that their visits do not replace professional inspections or the monitoring role of the headteacher. Governors will not make judgments about the effectiveness of the teaching that they see. If a governor is concerned about any aspect of what they have seen, this will be passed to and discussed with the headteacher.
- After each visit or series of connected visits, the governor will report back either verbally or in writing to the governing body. Written reports will be via a pro-forma agreed and approved by the headteacher and the governing body. Written reports provide a valuable evidence base which helps the governing body in undertaking our monitoring responsibilities. However, if a written report is to be produced, the content will be shared with the headteacher before it is considered at a governing body meeting.

7. Governing Body Meetings

7.1 All our governors will recognise that, individually, they do not have any authority in our school and that it is the collective decisions of the governing body that carry authority. If that authority is to be respected and our governing body is to carry out its functions well, the way it conducts its meetings is crucial.

7.2 With regard to scheduled meetings, as a governor you can expect:

- An agenda and relevant documents to reach you at least seven days before a meeting is due to take place.
- An agenda that makes clear the purpose of each item.
- A Chair who will keep to the agenda, pace meetings so that time is given to each matter in proportion to its importance, draw upon all members for contributions and keep discussions to the point.
- Your contribution in meetings to be heard.
- To receive minutes of meetings that summarise views succinctly and record decisions accurately.

7.3 It is expected that as a governor you will:

- Attend meetings regularly and be punctual.
- Read the agenda, minutes and other papers before the meeting.
- Bring all papers with you to the meeting.
- Make relevant and positive contributions.
- Ask questions to clarify and enable your own understanding.
- Listen to and consider what other people have to say.
- Support new and inexperienced governors to enable their participation and understanding.
- Accept your share of collective responsibility, even for decisions made with which you do not personally agree.

8. Committee Meetings

8.1 The expectations of governors described in paragraph 7.3 also apply to committee meetings. It must be remembered that committees may be responsible for either presenting decisions made to the full governing body or recommending particular actions to be taken. It is very important to remember that as a committee member you will also need to:

- Develop a good understanding of the committee's field of interest (e.g. finance, curriculum, safeguarding, human resources etc.).
- Be open to new ideas.
- Ensure that you do not allow any personal opinions or grievances to cloud your views.
- Willingly volunteer to undertake any tasks required by the committee (e.g. researching policy models, seeking views of those who may be involved in carrying out policies made by the committee).
- Be prepared to explain at full governing body meetings how the committee's decisions were reached.

9. Implementation of this Code of Conduct

9.1 Governors will understand that any allegation of a material breach of this Code of Conduct by any governor shall be raised at a meeting of the governing body and, if agreed and substantiated by a majority of governors, shall be minuted.

9.2 Governors will understand that any governor whose conduct is minuted twice in a period of twelve months shall be suspended for a period of six months from the date of the second minute.

9.3 Governors will be aware of the provisions of regulation 15(1) of the School Governance (Procedure) (England) Regulations 2003, which pertain to qualification and disqualification for the role of school governor and grounds for suspension (held as a separate document).

9.5 Where governors find cause to consider the suspension or removal of a governor outside of the provisions in 9.1 and 9.2, they will treat the issue sensitively and with strict confidence.

9.6 Should a governor breach the Code of Conduct in a serious way but in such a way that they are not automatically disqualified from governance, the governing body will convene a meeting with a specific agenda item relating to the suspension or removal of the governor in question. The agenda must be circulated not less than seven clear days before the date of the meeting.

9.7 At the meeting, a governor must be prepared to present the case for removal or suspension. This process and address may never be undertaken or led by the headteacher. The governor whose suspension or removal is to be considered must be given the right to address the governing body in reply. Both governors will then retire for the vote which will decide whether the governor should be suspended or removed. (Note: either suspension **or** removal must be specified on the agenda). Every reasonable effort will be made to ensure that all governors are able to attend a meeting with this purpose.

- 9.8 If the decision is taken to suspend or remove the governor, a further full governing body meeting must be held not less than 14 days after the decision to suspend or remove. The governing body must ratify its decision at this meeting. The governor being considered for suspension or removal may not attend this second meeting.
- 9.9 While suspended, a governor is entitled to receive agendas and documents as normal and may not be removed for non-attendance.
- 9.10 In the event that a complaint is made about a governor, the school's Complaints Procedure will be followed. Following investigation in accordance with the Complaints Procedure, the governing body will consider whether that governor has breached this Code of Conduct, following the procedures set forth in paragraph 9.

The Governing Body of St Anne's School and Sixth Form College adopted this Code of Conduct on 18 May 2017

Signed:Geoff Ogden Chair of the Governing Body