

### **Code of Conduct**

(By which we expect our Governors to abide during their term of office)

#### ***We agree to abide by the following principles:***

- To act with integrity, objectivity and honesty, in the best interests of the school
- To work as a member of a team (the Governing Body (GB)) and be loyal to collective decisions made by the GB
- To recognise that all Governors have the same rights and responsibilities unless specific responsibilities are conferred on them by the full GB

#### ***We are expected to:***

- Attend meetings promptly, regularly and for the full time (1 committee meeting and one full Governing Body meeting per term)
- Prepare for meetings by reading papers beforehand
- Listen to and respect the views of others
- Express my own views clearly and succinctly
- Take my fair share of work/positions of responsibility
- Attend training and take responsibility for my own learning and development as a Governor
- Know, understand and work within legal requirements
- Respect confidentiality
- Support decisions of the GB in public
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- Consent to a confidential Criminal Record check and provide 2 referees to ensure I am not disqualified to be a Governor and to meet child protection requirements

Thank you for taking the time to read our leaflet. Should you have any questions or queries we would be quite happy to answer these for you. Please do not hesitate to contact us via the school office.



# **Ashfield Governors 2018**

Welcome to Ashfields' Governing Body. As such, our role of Governors is to be 'critical friends' to the school. We do not run the school but we take a keen interest in making sure it is run as efficiently and professionally as possible. Listed below are some of the things that are expected of us as Governors. Being a Governor is not an onerous task, it does however give a more interesting, varied and different perspective on school life. We are looking to recruit parent governors in the new academic year so please give it some thought!

### **Purpose of Position**

The purpose of a Governor is to contribute to the work of the Governing Body (GB) in raising standards of achievement for all child, whilst working with an allocated budget. This involves providing a strategic view for the school, acting as a challenging friend and ensuring accountability.

The individual Governor has a responsibility, working alongside other members of the GB, to the staff and pupils of the school, the school's wider community and where they are representatives, to their constituency (parent, staff, teachers, community etc). Although some Governors may be asked to represent a constituency that they are not a delegate of.

A Governor has many responsibilities and they include to:

- Helping to develop the strategic plan for the school
- Determine aims, policies and priorities of the school
- Set statutory and non-statutory targets
- Monitor and evaluate the work of the school
- Appoint staff and ensure the implementation of a range of personnel procedures
- Manage the budget
- Monitor levels of attendance and good standards of pupil behaviour
- Ensure that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability and which nurture the whole child and encourages respect for others
- Ensure the health and safety of pupils and staff

There are several tasks for Governors to undertake and they include:

- To get to know the school, its needs, strengths and areas for development
- Attend meetings (Full GB and committees)
- Work as a member of a team

- Commit to training and development opportunities
- Act within the framework of the policies of the GB and legal requirements
- Speak, act and vote in the best interests of the school
- Represent the perspectives of constituencies, where appropriate, and respect all GB decisions and support them in public.

### **Personal Specification**

Governors have a variety of skills and knowledge but there are a number of **essential** qualities required of any Governor and they should include:

- An interest in the education of all children
- Sound communication skills in listening, speaking and writing
- Assimilation skills to help absorb and make use of wide ranges of information and data
- The capacity to develop specific knowledge and understanding of the school and its community
- A sense of fairness
- A commitment to equal opportunities
- A commitment to securing the best educational outcomes for all children
- Tact and diplomacy
- An ability to work as a member of a team
- An ability to respect confidentiality
- A willing and constructive work ethic to enable them to work with a team of Governors who have some or all qualities
- A commitment to participate in training and self-evaluation

The points below summarise what is expected of each Governor as a minimum requirement

- Attend full GB meetings (3 a year, read agendas, papers and minutes)
- Become members of committees (we currently have 3), which meet at least once a term, or as necessary and attend those meetings
- Try to attend training sessions as appropriate and remain aware of their own training needs
- Be a '**challenging friend**' ready to offer constructive criticism and support the school community
- Be prepared to visit the school at least once a year within the working day