



## **Local Governing Bodies Responsibilities & Code of Practice**

### **Woodseaves CE Primary Academy**

#### **1. Introduction**

This Policy sets out the division of responsibilities between the West Stafford Multi-Academy Trust (WSMAT), the Officers of WSMAT, and the Local Governing Body (LGB) of each of the three schools in the WSMAT - namely Gnosall St Lawrence CE Primary Academy and Gnosall St Lawrence Pre-School, Haughton St Giles CE Primary Academy and Woodseaves CE Primary Academy.

It also contains a Code of Practice, which sets out the expectations on and commitment required from Governors in order for the LGB to properly carry out its work within the school and the community as accountable to the Board of Directors of the WSMAT.

#### **2. The Purpose of the Local Governing Body:**

The LGB is the school's local representative and accountable body. It is responsible for aspects of the conduct of the school and for promoting high standards through offering support and challenge to the Head. The LGB aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The LGB operates in legal terms as a Committee of the Board of the WSMAT and receives its delegated powers from WSMAT. Final responsibility resides with WSMAT.

#### **3. Earned Autonomy**

The WSMAT believes that best results will be achieved when each school's Governing Body has a level of responsibility and autonomy appropriate to its specific circumstances. Where the school is in an Ofsted category, close supervision of the school by WSMAT through its Officers is needed. Where a school

is Good or Outstanding, minimal supervision by WSMAT is needed, and the LGB will operate with maximum autonomy.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The Governing Body is legally responsible for the conduct of the school with a view to promoting high standards of educational achievement.

The Governing Body should:

- Ensure clarity of vision, ethos and strategic direction
- Operate in such a way that statutory duties are met and priorities are approved
- Provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety
- Use performance management systems, including the performance management of the Headteacher, to improve teaching, leadership and management
- Support and strengthen school leadership
- Contribute to the school's self-evaluation and understand its strengths and weaknesses
- Engage with key stakeholders
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively
- Ensure that the pupil premium and other resources is used to overcome barriers to learning, including reading, writing and mathematics.

#### **4. Core Functions of the Governing Body**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 set out core functions which the Governing Body must strongly focus on and retain oversight of.

- a) **Ensuring that the vision, ethos and strategic direction of the school are clearly defined**

It is the job of the Governing Body to:

- i. Set the school's strategic framework
- ii. Ensure the school has a long-term strategic vision

- iii. Agree the strategic priorities, aims and objectives for the school
- iv. Sign off the policies, plans and targets for how to achieve them
- v. Check on progress and review regularly their strategic framework for the school in the light of that progress.

**b) Ensuring that the Headteacher performs his or her responsibilities for the educational performance of the school**

The Governing Body is responsible for the appointment and performance management of the Headteacher. Part of their role is to support and strengthen the Headteachers' leadership and to hold them to account for the performance of pupils and staff. This is particularly important in relation to the educational performance of the school.

**c) Ensuring the sound, proper and effective use of the school's financial resources**

The Governing Body is responsible for making sure the school's money is well spent. They should do this by ensuring they have at least one governor with specific skills and experience of financial matters.

The Governing Body should play a strategic role and leave the running of the school to the Headteacher they have appointed. The Governing Body must not interfere in the day-to-day running of the school.

## **5. The Role of a Governor**

In law the LGB is a committee of a corporate body, which means:

- No Governor can act on her/his own without proper authority from the full LGB;
- All Governors carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. Foundation, Parents, Staff, co-opted), the overriding concern of all Governors has to be the welfare of the pupils and staff of the school as a whole and to respect the Christian distinctiveness.

## **6. Ways of Working**

- The way the Local Governing Body operates and organises itself should be kept under review.
- The Local Governing Body should consider how to use their powers to delegate functions and decisions to committees or individual governors
- The Local Governing Body must review the establishment, terms of reference, constitution and membership of any committee of the governing body annually.
- The Local Governing Body must meet at least three times a year.
- Headteachers and Chairs should work together to ensure that meetings are well planned at appropriate intervals and that agendas are fit for purpose.
- The Local Governing Body must appoint a clerk to advise them on the nature of their functions and duties and ensure the governing body operates efficiently and effectively.

## **7. The Headteacher**

- The Headteacher's responsibilities include the internal organisation, management and control of the school and the educational performance of the school.
- The Headteacher will deliver the aims of the Governing Body through the day-to-day management of the school, implementation of the agreed policy framework and school improvement strategy and the delivery of the curriculum.
- It is the Headteacher's legal duty to provide the Governing Body with all the information they need to do their job well. This means they should help the Governing Body access the data published by the DfE and Ofsted. They should also provide regularly a wide range of other management information so that the Governing Body can monitor different aspects of life in the school throughout the year.
- The Headteacher must comply with any reasonable direction of the Governing Body.
- The Headteacher is accountable to the Governing Body for the performance of all his or her responsibilities.

## **8. The Chair**

- The Governing Body must appoint a Chair to lead and manage the Governing Body.

- The chair plays a crucial role in setting the culture of the governing body and is first among equals, but has no individual power.
- The Chair may only make decisions or act on behalf of the Governing Body if:
  - The Governing Body have delegated that decision to the Chair of Governors
  - The Chair is of the opinion that a delay in exercising a function would be detrimental to the school, anyone who works at the school or any pupil at the school or their parent.
- The Chair is the principle link between the Governing Body and the Headteacher. The Headteacher and Chair should meet regularly at mutually convenient times to discuss school matters and the Chair should be a critical friend by offering support, challenge and encouragement.
- The Chair works with the clerk to set Governing Body agendas and approves draft minutes of Governing Body meetings.

## **9 .The Vice-Chair**

In the absence of a Chair of Governors, the Vice-Chair will take on that role.

## **10. Chairs of Committees**

Chairs of committees work with the Headteacher to set committee meeting agendas and approve draft minutes for those meetings. They have responsibility for ensuring that if a function of the governing body has been delegated to the committee or a function of the governing body has otherwise been exercised by the committee, it is reported to the governing body.

## **11. LGB Commitment:**

- The Governors understand the purpose of the Local Governing Body, the Board of Directors of the WSMAT and the role of the Headteacher, Chair, Vice Chair and Chairs of Committees as set out above.
- The Governors will encourage open governance and will act appropriately.
- The Governors understand that communication via social networking sites in a variety of formats is deemed comparable to one to one interaction for the

purposes of this code of conduct. The Governors agree to abide by the Staff Code of Conduct adopted by Staff in September 2015. (Appendix 1)

- The Governors are aware of and accept the Nolan seven principles of public life: (see Appendix 2).
- The Governors accept that they have no legal authority to act individually, except when the LGB has given delegated authority to do so, and therefore a Governor will only speak on behalf of the LGB when he/she has been specifically authorized to do so.
- The Governors have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, they will fulfil all that is expected of a good employer.
- The Governors will encourage open and transparent governance and will act appropriately.
- The Governors accept collective responsibility for all decisions made by the LGB or its delegated agents. This means that they will not speak against majority decisions outside the LGB meeting.
- The Governors will consider carefully how their decisions may affect the community and other schools.
- The Governors will always be mindful of their responsibility to maintain and respect the Christian ethos and reputation of the school. Their actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school, The Governing Body will follow the procedures established by the WSMAT.

## **12. Commitment:**

- The Governors individually and collectively agree to respect the Christian distinctiveness, ethos and Christian foundation of the school and not to behave in a manner which would tarnish this reputation.
- The Governors acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- The Governors will each involve themselves actively in the work of the LGB, and accept their fair share of responsibilities, including service on committees or working parties.
- The Governors will make full efforts to attend all meetings and where they cannot attend explain in advance in full why they are unable to. If a member of the Governing Body fails to attend 3 consecutive meetings (committee and/or a Full Governing Body meeting) without good reason, they will be removed and a replacement will be recruited.
- The Governors will get to know the school well and respond to opportunities to involve themselves in school activities.

- Their visits to the school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the head teacher.
- The Governors will consider seriously their individual and collective needs for training and development, and will undertake relevant training.
- The Governors are committed to actively supporting and challenging the Head Teacher.

### **13. Relationships**

- The Governors will strive to work as a team in which constructive working relationships are actively promoted.
- The Governors will express views openly, courteously and respectfully in all their communications with other Governors and with the Directors of the WSMAT.
- The Governors will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- The Governors are prepared to answer queries from other Governors in relation to delegated functions and take into account any concerns expressed, and will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- The Governors will seek to develop effective working relationships with the Head Teacher, staff and parents, WSMAT, the local authority and other relevant agencies and the community.

### **14. Confidentiality**

- The Governors will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the school.
- The Governors will exercise the greatest prudence at all times when discussions regarding school business arise outside a LGB meeting.
- The Governors will not reveal the details of any LGB vote.

### **15. Conflicts of interest**

- The Governors will record any pecuniary or other business interest that they have in connection with the LGB business in the Register of Business Interests.
- The Governors will declare any pecuniary interest -or a personal interest which could be perceived as a conflict of interest -in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

## **16. Breach of this code of practice**

- If any or all of the Governors believe this code has been breached, the matter will be raised with the Chair and the Chair will investigate; the LGB should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- Should it be the Chair that any Governor believes has breached this code, the Chair of the WSMAT will be informed and will designate appropriate roles and actions;
- The Governors understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the LGB and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension from the governing body.

**The Governing Body of Woodseaves CE Primary Academy adopted this code of practice on.....**

### **Signatories**

Governors will sign the Code at the first Governing Body meeting of each school year. Anyone joining the Governing Body during the year will be asked to sign the agreement at the time of appointment.





# APPENDIX 1:

## Woodseaves CE Primary Academy

# Staff Code of Conduct

### 1 INTRODUCTION

The Governing Body is required to set out a Code of Conduct for all school employees. The following code has been recommended for adoption by the Governing Body.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

### 2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. Under the 'duty of care', the code also enables staff to protect their professional integrity.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

### 3 SETTING AN EXAMPLE

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

- 3.3 Staff should dress in a professional manner appropriate to the setting and the age of the children they are working with. Jewellery and footwear should be appropriate and not pose a health and safety risk. Prominent tattoos or those with inappropriate images/wording for children should be covered.
- 3.4 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. All staff should read and follow the school's Child Protection Policy and guidance in 'Working Together to Safeguard Children 2015'.
- 3.5 Children and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Relationships between staff should be characterised by fairness, openness and respect. Where differences occur, they should be dealt with calmly, fairly and privately in a professional manner.
- 3.6 This Code helps all staff to understand what behaviour is and is not acceptable.

## **4 SAFEGUARDING PUPILS/STUDENTS**

- 4.1 Staff have a duty to safeguard pupils/students from:
- physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
- 4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 Staff are briefed about and have access to copies of the school's Child Protection Policy, Whistleblowing Procedures, E-Safety Policy and staff must be familiar with these documents.
- 4.4 Staff must not demean, ridicule or undermine pupils, their parents or carers, or colleagues/volunteers.
- 4.5 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

## **5 PUPIL/STUDENT DEVELOPMENT**

- 5.1 Staff have a responsibility to make themselves aware of and comply with school and Multi-Academy Trust Board policies, codes of practice and legal and professional responsibilities.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies, as necessary, to support the development of pupils/students.
- 5.3 Staff must follow reasonable instructions as set out in school policies that support the development of pupils/students.

## **6 HONESTY AND INTEGRITY**

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" small token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 Staff must proactively ensure that they adhere to the E-Safety Policy and Teacher Standards concerning professional conduct.
- 7.2 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school, West Stafford MAT Board or the employee's own reputation or reputation of other members of the school community.
- 7.3 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.
- 7.4 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

- 7.5 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the expectations of your school contract or affect an individual's work performance.
- 7.6 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

## **8 CONFIDENTIALITY**

- 8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 All staff are likely at some point in their career to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. Similarly, the outcomes of HR decisions, for example, individual pay and leave of absence decisions, should not be shared with other staff and remain confidential to the individuals concerned, to the employee and the leadership team member/governors/staff managing those decisions.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead (DSL) for Child Protection any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## **9 DISCIPLINARY ACTION**

- 9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **10 EMPLOYEE WELLBEING**

- 10.1 All staff are encouraged to look after their physical and mental well-being. This includes maintaining a healthy work life balance. We take issues of stress very seriously and look to provide appropriate support and help in these cases. Staff are encouraged to speak to their line manager if they feel they are struggling to cope or need extra help or support.

Staff can access a series of self-help programmes provided through the Health, Safety and Well-being Service which can also be found on the Staffordshire Learning Net and accessed at any time through this site. Further details are found below:

### CALM Self Help

As part of the prevention services CALM is an online multimedia health information and self-help package. Through interactive assessment tools and personal multimedia programmes, Calm is designed to let the individual take control again, whether they are feeling down, worried sick, under pressure or having sleepless nights.

CALM is designed to be used when it is convenient for the individual and can be accessed completely confidentially 24 hours a day, 365 days a year from any PC with internet access. To create a secure personal account you will need to create a username and password. You will also need to provide a postcode from within Staffordshire or of a Staffordshire County Council workplace (you can use your school postcode).

Access CALM by visiting [www.sccthinkwell.calmyou.com](http://www.sccthinkwell.calmyou.com)

Adopted: September 7<sup>th</sup> 2015

To be reviewed annually.

## **APPENDIX 3: Nolan's Seven Principles of Public Life**

### **The Seven Principles of Public Life**

#### **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.