

Governing body of Cadishead Primary School

1. The purpose of the governing body

The governing body is the accountable body for the school. 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 well-being. Over the past decade the responsibilities of governing bodies have grown; and the 'Every Child Matters' agenda has meant that schools are now accountable for children's health and wellbeing in the community and for a wide range of extended services provision out of school hours.

The governing body:

- i. Sets the strategic direction of the school by:**
 - setting the values, aims and objectives for the school
 - agreeing the policy framework for achieving those aims and objectives
 - agreeing targets
 - agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure.
- ii. Challenges and supports the school by monitoring, reviewing and evaluating:**
 - the implementation and effectiveness of the policy framework
 - progress towards targets
 - the implementation and effectiveness of the school improvement strategy
 - the budget and the staffing structure.
- iii. Ensures accountability by:**
 - signing off the self evaluation document
 - responding to school improvement officer/consultant and OfSTED reports when necessary
 - holding the headteacher to account for the performance of the school
 - ensuring parents and pupils are involved, consulted and informed as appropriate
 - making information available to the community.
- iv. Appoints and performance manages the headteacher who will:**
 - deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.
- v. 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.

2. The role of a governor

In law the governing body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full governing body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, Local Authority community, foundation), the overriding concern of all governors has to be the welfare of the school as a whole.

3. A general statement of our governing body principles

- 3.1 We understand the purpose of the governing body and the role of the headteacher as set out above.
- 3.2 We are aware of and accept the Nolan Committee seven principles of public life as detailed in appendix 1 attached to this code.
- 3.3 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.
- 3.4 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 of a good employer.
- 3.5 We will encourage open government and will act appropriately.
- 3.6 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.
- 3.7 We will consider carefully how our decisions may affect the community and other schools.
- 3.8 We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- 3.9 In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.

4. Commitment

- 4.1 We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- 4.2 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.
- 4.3 We will make full efforts to attend all meetings and where we cannot attend submit our apologies in advance and explaining in full why we are unable to attend.
- 4.4 We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- 4.5 Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the headteacher.
- 4.6 We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
- 4.7 We are committed to actively supporting and challenging the headteacher.

5. Relationships

- 5.1 We will strive to work as a team in which constructive working relationships are actively promoted.

- 5.2 We will express views openly, courteously and respectfully in all our communications with other governors.
- 5.3 We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 5.4 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.
- 5.5 We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

6. Confidentiality

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

7. Conflicts of interest

- 7.1 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.
- 7.2 We 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.

8. Breach of this code of practice

- 8.1 If we believe this code has been breached, we will raise this issue with the Chair who will then investigate. In the case of a complaint against the Chair, the Vice Chair will investigate.
- 8.2 We understand that following an investigation if any allegation of a material breach of this code of practice by any governor is felt to be substantiated, the matter shall be raised at a meeting of the governing body. If a majority of the governors present at the meeting agree that a breach of the code has occurred, this shall be minuted.
- 8.3 Breaches of this code can lead to consideration of suspension of a governor by the governing body, however, the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- 8.4 We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school governor (held as a separate document)

9. Committees

9.1 The Governing body will delegate some duties to committees whose remit and terms of reference are set out below.

9.2 **The Curriculum Committee is responsible** for the monitoring and self-evaluation of achievements and standards within, and the overall effectiveness of the school.

Areas of Responsibility

- Curriculum delivery
- The standards of teaching and learning

Input Information

- RAISE online data
- The school self evaluation
- The school improvement plan
- OfSTED judgements
- Any School Improvement Partner/external consultant reports
- Headteacher reports
- Attendance data

- Reports from senior and middle managers
(*not an exhaustive list*)

Specifically the Committees terms of reference are:

- To advise the governing body on its statutory obligations under the National Curriculum requirements.
- To monitor the progress and attainment and achievements of pupils in all subjects of the National Curriculum, and in all statutory, and non-statutory areas, of school life.
- With the assistance of staff, to provide information to the governing body about how the curriculum is taught, evaluated and resourced and how it meets the needs of learners.
- To review and approve the policy and provision for collective worship, and for religious education.
- To review and approve the policy and provision for sex education.
- To evaluate the quality of teaching and learning in the school.
- To monitor the effectiveness and efficiency of leadership and management within the school.
- To monitor the effectiveness of the curriculum strategies within the school.
- To review performance data, any other relevant information, and evidence related to standards and achievement.
- To identify areas of underperformance in the school, and advise the governing body.
- To review and advise the governing body on strategies, priorities, and targets in order to raise the achievement of pupils and standards within the school.
- To review and approve the school's attainment targets.
- To review and monitor the effectiveness of the governing body and make recommendations to the governing body for the development of the governing body.
- To review the governing body code of practice and monitor its implementation ensuring that all governors sign their individual declaration on an annual basis.
- To contribute to, monitor and approve the school Improvement/development plan.
- To contribute to, review and approve the school's self evaluation.

Associated Documents:

Raise online data

School's curriculum statement/policy
Local authority's curriculum statement
National curriculum

Homework policy
Marking and assessment for learning policies
Policy for collective worship/policy for religious education
Policy for sex education
School evaluation form
School improvement/development plan
Numeracy strategy
Literacy strategy
OfSTED judgements
Governing body self evaluation
Other school policies as relevant

9.3 The Pastoral Committee is responsible for

- The approval of all the school safeguarding policies and evaluation of the schools implementation of its policies
- The approval of all the school SEND policies and evaluation of the schools implementation of its policies
- the state of the fabric, environment and grounds of the school;
- ensuring all policies and procedures are in place and are followed, as required under health and safety legislation, including those related to routine maintenance and larger projects;
- ensuring that all school trips take place in accordance with all the legislation, guidance, and school adopted policies, related to educational visits.

Buildings and Premises Function

Specifically the terms of reference are:

- To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security, and health and safety.
- To be aware of the specific responsibilities of governors in regard to premises and to ensure that the local authority is informed of any matters for which it has responsibility.
- To review the costs, and arrangements, for maintenance, repairs, and redecoration and the contracts associated with these functions.
- To inspect the premises and grounds, at least annually (*ideally once per term*), and prepare a report on their condition with a proposed order of priority for maintenance and development, in accordance with the priorities identified within the school asset management plan (AMP).
- Monitoring the implementation of the asset management plan.
- To provide support and guidance to the headteacher on matters relating to refurbishment/adaptation/alteration/extension construction projects including: -
 - Health and safety requirements (including CDM requirements)
 - Planning requirements
 - Building regulation requirements
 - Department for Education (DfE) requirements
 - Disability Discrimination Act guidance
 - DCSF building bulletins
 - Ensuring that the school Asset Management Plan (AMP) is updated
 - Notification of projects to the Children's Services Directorate health and safety section
 - Ensuring all contractors' competence and that adequate insurance is taken out

Health and Safety Function

- To review annually the school's health and safety policy and make any necessary decisions and/or recommendations to the governing body.
- To undertake an annual health and safety audit of the school premises and report on the same to the governing body, and to receive regular updates from school staff.
- To undertake an annual (termly) health and safety inspection of the school premises and report on the same to the governing body. (N.B. Quarterly/termly, partial inspections can be undertaken to reduce the burden of undertaking a single inspection annually. The local

authority's inspection tool should be used as this is the tool used by the health and safety team. This can be downloaded from:

http://intranet.salford.gov.uk/customer/humanresources/conduct-health_safety/hr-audit-tools.htm and right clicking the mouse to save the file onto a PC before opening. (NB Microsoft ACCESS is required to open the file).

- To ensure that the school complies with the Health and Safety at Work Act (1974), associated regulations including the:
 - Control of Asbestos 2006,
 - Construction (Design and Management) Regulations 2007,
 - Environmental Protection Act 1990.
- To ensure that the school complies with the Health and Safety at Work Act (1974), and all other primary and secondary health and safety legislation.
- To ensure that the school has an education visits policy in place and that the school organises educational visits that comply with the Educational Visits guidelines adopted by the governing body (Salford Children's Services produce guidelines reflect current legislation).
- To ensure that the school has an emergency plan and business continuity plan agreed and in place and it is reviewed every 12 months.
- To monitor that school security policies and practices are in place and monitor that all pupils, persons who work at the school, or on the school site, or visit the school are made aware of the policies and practices.
- To ensure that all persons working at, or visiting, the school site are aware of the relevant health, safety and security requirements.
- To ensure that all new school staff undertake the relevant health, safety, and security, induction training.
- To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
- To prepare a lettings policy (if appropriate) for the approval of the governing body.
- To consider and make recommendations of risk management and insurance arrangements with regard to vandalism, and other matters relating to the security of the premises.
- To monitor all accidents which take place on the school site, and take appropriate and timely action, as and when necessary.
- To contribute to the school Improvement/development plan as appropriate.

NB: The day to day management of the safety of staff/pupils and visitors to school during normal school activities is primarily the responsibility of the headteacher.

9.4 Finance Committee is responsible for

Finance Function

- To ensure that the Schools Financial Value Standard (SFVS) criteria are met at all times and that procedures are in place to ensure this.
- To advise and make recommendations on all financial matters.
- To ensure that a three year financial plan and or projections, for the school, are in place and to review the plans on an annual basis.
- To review and recommend to the governing body the financial delegation policy for approval.
- To implement, and monitor, the scheme for financial delegation for the school.
- To ensure that all Department for Education and local authority financial regulations are followed and adhered to.
- To set the school budget and monitor its implementation and management on a termly basis.
- To approve and monitor capital expenditure.
- To review and approve any service level agreements and contracts entered into by the school and monitor the service provided.

- To monitor the expenditure of specific designated funds.
- To receive and approve the audited accounts for the school including the school fund.
- To liaise on a regular basis with the staffing committee, with regards to staffing structures, and staff appointments.
- To review all financial audit reports for the school and ensure all recommendations are implemented within the required timescales.
- To provide reliable information and make appropriate recommendations and decisions to enable the governing body to comply with required financial regulations.
- To ensure that appropriate financial procedures are in place for all other school held funds, including annual audit of the accounts, and the school fund.

Pay Function

- To hold an annual meeting (excluding any paid staff but including the headteacher) to review changes in the pay and conditions arrangements for staff, incorporating recommendations from the headteacher and the council, and where required, the results of consultations with staff and their union representatives.
- To receive recommendations from the headteachers Performance Management Review Panel when considering the headteachers pay (paid staff of the school and the headteacher should withdraw for this item).
- To consider (following the withdrawal of the headteacher and other paid members of the school staff from the meeting), the payment of the head teacher for the forthcoming year.
Human resources are to be consulted regarding any proposals for changes in the ISR.

To ensure that proper liaison takes place with the city council in respect of the pay function and that procedures are in place for all necessary documentation to be supplied to the council for payroll purposes.

Governors will sign their individual declaration for a code of conduct at the first governing body meeting of each school year.

The Governing Body Code of Practice

Governing body of Cadishead Primary School

Individual Governor's Declaration:

As a member of this Governing Body I commit to following the approved code of practice.

I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the governing body, the headteacher or staff.

Signed:

Printed name:

Date:

Appendix 1.

The Nolan Committee - Seven Principles of Public Life

Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

Selflessness

Holders of public office should act 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 seek to 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.