



Mary of the Cross Federation Code of Conduct for Governors 2017/18

This Code is not a definitive statement of responsibilities but sets out the common understanding of the broad principles by which governors, supported by the senior management team, will operate:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

The governors of Mary of the Cross Federation accept the following principles:

Governors and the senior management teams are in accord with their commitment to uphold the aims of the schools and college and the actions of governors must reflect this.

- The ability of a local governing body to work together for the good of the school depends essentially on trust and an understanding of common purpose.
- Governors have responsibility and accountability for being strategic; they will determine and actively monitor the policies of the schools and shall annually review all statutory policies according to the DFE and CAST timescales.
- Governors acknowledge that the day-to-day management of the schools and implementation of plans and policies approved by the governing body is the responsibility of the Executive Headteacher and the Heads of Learning.
- Governors and staff should share mutual respect and staff must feel that their views are valued by governors.

- Governors should develop good working relationships with the senior leadership team, staff, parents, carers, CAST, the LA (Local Authority) and other agencies ensuring the views of stakeholders are obtained whenever possible.
- We accept that all governors have equal status, and although appointed by different groups (e.g. parents, staff, Diocese) our overriding concern will be the welfare of the school as a whole.
- We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
- Governors should be objective and feel able to raise issues in a constructive manner; their role is to question and support in equal measure.
- Governors are free to express their own views within meetings and acknowledge that differences of opinion may arise. However, when a majority decision is made all governors must accept the collective responsibility for the decision.
- Governors are expected to conduct themselves in a professional manner at all times.
- Only those items listed on the agenda will be discussed at the meeting. Governors may ask the chair to include an item on the next agenda.
- Confidentiality is expected. We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students.
- As a matter of trust we will not discuss the views of fellow governors with members of the public outside our meetings.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.
- However, it should be noted that all recorded decisions will enter the public domain except for those discussed under Part II procedures which will remain confidential.
- It is essential that governors take time to prepare for a meeting and read all necessary papers. If a governor is unable to attend he/she must submit apologies to the clerk.
- It is imperative that governors declare openly and immediately any personal conflict of interest arising from a matter to be discussed by the governing body.

- It is important that governors review their continued professional development seeking to enhance their effectiveness as a governor by attending training courses to increase knowledge and benefit from best practice.
- Governors should endeavour to take an active role in supporting and visiting schools whenever possible and should strive where possible to engage with the wider community. Our visits to the school will be undertaken within the framework established by the governing body and agreed with the Executive Headteacher.
- Governors acknowledge that whilst e-mail offers an efficient facility to circulate agendas and minutes, the use of e mails, sent to multiple addresses, to engage discussion and seek views should not be encouraged. Any governor who has a concern about a process should speak to the Chair or Vice Chair of Governors who will take the appropriate action. All governing body business must be conducted through the official meeting forum.
- If parent governors are approached by other parents they should act as a signposting service only – directing them in the first instance to the class teacher or relevant Headteacher. The governor should inform the headteacher of their action and must be prepared to name the parent who has approached them. It is not the role of governors to intervene in concerns because they may be required to act if the situation progresses to a complaint.
- 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 local governing body, and accept our fair share of responsibilities.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to. We will commit to attending 7 of the 9 annual meetings.
- We will get to know the school well, with all visits arranged in advance with the staff and undertaken within the school visit framework established by the local governing body and agreed with the Executive Headteacher.
- We acknowledge our individual and collective needs for training and development, and will undertake relevant training.

- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website. We also accept that our names, terms of office and category will be placed on Edubase. This will require us to give the clerk our national insurance and date of birth information although this will not be published.
- We agree that we will declare all business interests – including any relationships between governors and members of the school staff including spouses, partners and relatives and will offer information about other governorships of other schools so that it can be published on the website. We accept that any governor failing to reveal information to enable the governing body to fulfil their responsibilities may be in breach of this code of conduct and as a result be bringing the governing body into disrepute. In such cases we accept that the governing body should consider suspending the governor.
 - Published information on the website for each governor who has served at any point over the past 12 months:
 - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
 - relevant business and pecuniary interests (as recorded in the register of interests) including:
 - governance roles in other educational institutions;
 - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
 - their attendance record at governing body and committee meetings over the last academic year.
- Governors will use social networking sites responsibly and ensure that neither our personal/professional reputation nor the school's reputation is compromised by inappropriate postings.

Approved members of MOC Local Governing Body-25th September 2017
 M Wolstencroft-Chair of Governors