



## ST PETER'S SCHOOL

### REMIT OF TRUSTEES /GOVERNORS

Governors have a strategic role to play within the school organisation, leaving the day-to-day operational matters to the Headteacher and staff.

#### **Remit of Governors**

The Governors of a Catholic school work as a team, in close co-operation with the headteacher and all the staff. Foundation Governors share the responsibilities of all governors:

- ensuring clarity of vision, ethos and strategic direction;
- holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- overseeing the financial performance of the school and making sure its money is well spent.

In addition Foundation Governors are appointed specifically to ensure:

- that the religious character of the school is preserved
- that the school is conducted in accordance with its trust deed
- that the religious education curriculum is in accordance with the Bishop's policy for the Diocese

Governors need to be clear about the aims and values of the school and prepared to work with the school as a “critical friend” recognising and celebrating achievements, supporting and encouraging strategies to bring about improvements, but also asking challenging questions to ensure objectives are met.

The Governing Body is one of the key players in the school development/improvement planning process and Governors are involved in the review of the school development plan and the drawing up of the priorities for the coming year.

Governors receive information and discuss issues at the termly Full Governing Body meetings, although much of the work is delegated to the three committees which also meet at least once each term:

Finance, Resources and Premises, (FRP)

Student Welfare and Catholicity, \* (SWC)

Teaching Learning and Achievement. (TLA)

Governors are responsible for the appointment of the Headmaster, and are frequently involved in the interviews of other staff, particularly at senior level despite rarely being experts in educational matters.

**\*SWC deals with Admissions matters and meets more frequently than the other two committees-both to approve changes to the Admissions Policy (before ratification by the Governing Body) and to consider bulk applications for entry into Years R and 7 in Accordance with the Admissions Policy.**

All Governors sign the Code of Conduct agreement below



## **ST PETER'S CATHOLIC SCHOOL**

### **Code of Conduct for Our School Governors**

*This code sets out the expectations on and commitment required from our school governors in order for the governing board to properly carry out its work within the school and the community.*

### **The governing board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher

- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

**As individuals on the board we agree to the following:**

### **Role and Responsibilities**

**We understand the purpose of the board and the role of the headteacher.**

- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- 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.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.

- 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.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher.
- We will consider the advice of the Clerk and seek guidance regarding the extent and limit of our roles and responsibilities as Governors as necessary.

## **Commitment**

- 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 governing board, and accept our fair share of responsibilities, including service on committees.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
- We will consider seriously 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.

- Each governor will provide a secure, private email address to the school in order to receive agendas, documents, reports, training details and notifications etc. from Trafford Clerking Service.

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 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.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

## **Confidentiality**

- 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.
- Each governor will ensure that emails and attachments received from the school and/or Trafford Governor Services are treated as private and confidential.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

## **Conflicts of interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

**Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

**Undertaking:**

As a member of the Board of Governors 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 Board, the Headteacher or staff.

Signed .....

Printed name

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Date: .....

## THE 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.