

 <b>Kingsmead</b>	<b>TITLE:</b>	<b>Appointment Criteria and Code of Practice for Governors at Kingsmead School</b>
<b>Kingsmead Academy T/A Kingsmead School</b>		
<b>Committee/Person Responsible for Policy:</b>		Business Manager  Finance, Strategy & Personnel sub-committee
<b>Date Approved by Governing Body:</b>		February 2018
<b>Date of Last Review:</b>		Term 3 - 2017/18
<b>Next Review Due:</b>		Term 3 - 2020/21

Preamble

All Governors and prospective Governors at Kingsmead School must understand, agree with and agree to abide by the 'Appointment Criteria and Code of Practice for Governors at Kingsmead School'. As a governor of an academy each individual governor is also a director and trustee of the Academy Trust.

**1. Purpose of the Post**

To contribute to the work of the governing body in raising standards of achievement for all students. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

An individual governor has a responsibility, working alongside other members of the governing body, to the students, staff and parents of the school, and the school's wider community. Although some governors may represent a particular 'constituency' (e.g. parents, staff) they are not delegates of that group.

**2. Working with the Headteacher and Senior Leadership Team, the governing body:**

- Sets the strategic direction of the school by:
  - Setting the values, aims and objectives for the school (see Appendix 1)
  - Agreeing the policy framework for achieving those aims and objectives
  - Setting statutory targets
  - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- 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
- Ensures accountability by:
  - signing off the Self Evaluation Form
  - responding to external reports when necessary

- holding the Headteacher to account for the performance of the school
  - ensuring parents and students are involved, consulted and informed as appropriate
  - making available information to the community
- 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.

The day to day management and leadership of the school is the responsibility of the Headteacher and Senior Leadership Team.

### 3. 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), the overriding concern of all governors has to be the welfare of the school as a whole.

### 4. Appointment Criteria

Governors:

- 4.1 understand the purpose of the governing body and the role of the Headteacher as set out above
- 4.2 are aware of and accept the Nolan seven principles of public life (see Appendix 2)
- 4.3 accept that they have no legal authority to act individually, except when the governing body has given them delegated authority to do so, and therefore they will only speak on behalf of the governing body when they have been specifically authorised to do so.
- 4.4 have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfil all that is expected of a good employer.
- 4.5 will encourage open government and will act appropriately.
- 4.6 accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that individuals will not speak against majority decisions outside the governing body meeting.
- 4.7 will consider carefully how decisions may affect the community and other schools.
- 4.8 will always be mindful of their responsibility to maintain and develop the ethos and reputation of the school. Actions within the school and the local community will reflect this.
- 4.9 in making or responding to criticism or complaints affecting the school or themselves they will follow the procedures established by the governing body.
- 4.10 acknowledge that accepting the office as a governor involves the commitment of significant amounts of time and energy.
- 4.11 will each involve themselves actively in the work of the governing body, and accept a fair share of responsibilities, including service on committees or working groups.
- 4.12 will, except in exceptional circumstances, be able to attend all meetings of the full governors and sub committees that they are a member of. Where they cannot attend they will explain in advance, in full, why they are unable to do so.
- 4.13 will get to know the school well and respond to opportunities to involve themselves in school activities, including attending at least one Governors' Open Day per academic year.
- 4.14 will consider seriously their individual and collective needs for training and development, and will undertake relevant training.
- 4.15 are committed to actively supporting and challenging the Headteacher.
- 4.16 will put their role as a governor before their interests as an individual.

## 5. Governor Relationships

### Governors:

- 5.1 will strive to work as a team in which constructive working relationships are actively promoted.
- 5.2 will express views openly, courteously and respectfully in all communications with other governors.
- 5.3 will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- 5.4 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.
- 5.5 will seek to develop effective and productive working relationships with the Headteacher, staff and parents, and other relevant agencies and the community.

## 6. Confidentiality

### Governors:

- 6.1 will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school.
- 6.2 will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- 6.3 will not reveal the details of any governing body vote.
- 6.4 will record any pecuniary or other business interest that they have in connection with the governing body's business in the Register of Business Interests.
- 6.5 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.

## 7. Breach of this code of practice

- 7.1 If governors believe this code has been breached, they will raise the issue with the Chair and the Chair will investigate; the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- 7.2 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 governing body, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension of the governing body.
- 7.3 Governors are aware of the provision 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)

### **The Governing Body of Kingsmead School adopted this code of practice on 20**

**September 2012.** Governors will sign the Code at the first governing body meeting of each school year or at the first meeting after their appointment to the position of governor.

### **Undertaking:**

As a member of the Governing Body I will always have the well-being of the students 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: .....

Date: .....

PRINT NAME: .....

This Code of Practice is adopted from the National Governors' Association's Code of Practice for School Governors 2010/2011

## Appendix 1

### PRINCIPLES

We believe in:

- Equality of opportunity within a comprehensive, inclusive and student centred organisation
- Offering a breadth of opportunity and experience in order to develop our learners into active and positive members of society
- High achievement
- Strong relationships based upon respect and pride within a caring and committed community
- Firm and fair discipline based upon care and respect

### AIMS

We intend that all members of our learning community:

- Enhance their self-esteem and develop a range of positive personal qualities
- Develop a wide range of skills and acquire the best possible qualifications
- Become lifelong learners, able to adapt and respond positively to our ever changing world
- Develop a sense of responsibility and active involvement in the local, national and international communities in which they will live and work

We aim for these to be achieved in a caring, stimulating, well ordered environment and in partnership with the home and the local community.

### OBJECTIVES

- Each student will receive the right level of individual support in realising their potential
- All students and staff are confident and competent in the use of ICT and use it effectively to enhance learning and teaching
- Our rigorous self review systems and processes promote school improvement
- **Most** students develop key skills in at least one foreign language aiming to become responsible members of the international community

## **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 as 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.