



# CALDEW SCHOOL

## CODE OF PRACTICE FOR THE GOVERNORS OF CALDEW SCHOOL

*Reviewed under the full Governing Body  
On school website  
Reviewed annually  
Adopted: September 2019  
Next review: September 2020*

*Caldew School converted to an academy on 1<sup>st</sup> August 2011. In so doing it became a public company limited by guarantee. It is funded directly by the DfE and accountable to the Secretary of State. Funding is channelled directly to the Caldew School Trust from the DfE on the basis of a Funding Agreement. The Caldew School Trust delegates this funding to Caldew School's Governing Body which acts as the school's Board of Directors. Nothing in the following Code of Practice which sets out protocols for members of the Governing Body is compromised by this change in status from 'Foundation' to 'Academy' School.*

The Governors of Caldew School have agreed to adopt the following Code of Practice, which is largely based on a document drawn up by Governors' Voice, Cumbria LA, and the Professional Associations.

An effective governing body must have a clear sense of purpose and direction for its school. The governing body is accountable to the school community and broader community for the effectiveness of the school. In its work the governing body will collaborate with, and be questioning of, the Head Teacher and Staff, who are responsible for the day-to-day leadership, management and operation of the school.

### **Aims**

The aims of Caldew School Governing Body are:

- To support the School in meeting its statutory responsibility to provide the best possible education for each individual student
- To be fully accountable to those who fund the School and also to the parents and the wider community for the way in which it carries out its functions as a Governing Body
- To act at all times in accordance with the requirements laid down in Acts of Parliament, statutory regulations and the School's Instrument and Articles of Government and Memorandum of Association
- To maintain and develop the ethos and reputation of the School
- To act with due regard for the well-being of children in other schools in supporting the activities of Caldew School
- To ensure that the School's interests are properly represented at local level and at national level wherever and whenever appropriate

## **Roles and Functions**

- All governors have equal status whether they are appointed, elected or co-opted; they reflect the interests of the community as a whole rather than the interests of any specific group
- The Governing Body has an overall responsibility for school effectiveness; this will involve determining, monitoring and reviewing the broad policies, plans and procedures within which the School operates as well as the outcomes of its activities
- The Headteacher, and not the Governing Body, is responsible for the implementation of agreed policy, the day-to-day management of the School and the operation of the curriculum
- As a corporate body, with a collective responsibility, the Governing Body has powers to delegate responsibility to individual governors, to committees and / or the Headteacher. Such delegation will normally be on a case-by-case basis with the agreement of the Governing Body, although the remit of committees and appeals committees and the procedures documented in the Caldew School Financial Authority and Business Procedures document enable prescribed decisions to be taken on a delegated basis
- To inform their work, governors will take all possible opportunities for learning about the School and for participating in school activities
- All school visits, for whatever purpose, will be undertaken within a framework that has been established by the Governing Body and agreed by the Headteacher
- Insofar as the Governing Body has a shared responsibility for the employment of staff, it will fulfil all reasonable expectations of a good employer
- The Governing Body will endeavour to develop effective working relationships with community and parent groups, the LA and other relevant agencies taking necessary steps to ensure that decisions and policies are communicated promptly, clearly and effectively to all relevant parties
- The Governing Body will establish a clear procedure through which concerns and complaints can be addressed
- The Governing Body will, on a regular basis, monitor and evaluate its own effectiveness as a corporate body

## **Authority of the Governing Body**

- If an emergency arises in between Full Governing Body meetings, a committee of the Headteacher, Chair of Governors, Vice-Chair and chairs of committees is authorised to take appropriate decisions. (Referred to at Full Govs 28.01.09)
- The Chair and Vice-Chair have the authority to provide signatures on legal documents and, if one of these persons is not available, then the Headteacher, as a serving governor, can provide the second signature. (Minuted at Full Govs 28.01.09)

## **Confidentiality and Conduct**

- The Governing Body will encourage open governance and should be seen to do so
- The Governing Body has a general duty to act fairly and without prejudice at all times
- The Governing Body will seek to operate as a team, actively developing constructive working relationships, using the talents and expertise of individual members

- The Governing Body will encourage the open expression of views within meetings
- Members must accept equal responsibility for all decisions of the Governing Body and will be loyal to them
- The discussion of governors in reaching these decisions is confidential to the meeting
- The Governing Body must determine which items of business are confidential, particularly items relating to identified staff and students; all members of the Governing Body are bound by that confidentiality – hence they will exercise a high degree of prudence when potentially contentious issues come up in discussion outside of the Governing Body
- In the case of items that are confidential to a particular committee or a nominated governor, all members of the Governing Body must recognise that without this confidentiality the fair following of procedures will be prejudiced
- With the exception of any items deemed to be confidential, the Governing Body will make its decision public through its minutes and reports
- Governors will only speak on behalf of the Governing Body when specifically authorised to do so
- Members will declare any personal or business interests which might affect their objectivity in contributing to discussions and if appropriate, on occasions, withdraw from meetings where to remain might prove prejudicial to the outcomes of discussions