



PROTOCOL AND PRACTICE GUIDE FOR THE GOVERNING BODY

BRICKHILL LOWER SCHOOL

SEPTEMBER 2014

Background

This document outlines a framework that describes a good practice guide for working together. In particular, it provides a protocol that suggests how we should work together and how to prevent common “people/communication problems” that sometimes face Governing Bodies.

The Core Purpose and Responsibilities of the Governing Body

We have responsibility for:

- determining the aims and values of the school
- monitoring and keeping under review the broad policies, plans and procedures within which the school operates
- ensuring local accountability *and*
- insisting that the best interests of all pupils are paramount in decision-making
- overseeing the financial performance of the school and making sure that money is well spent

General

- We recognise that the Head Teacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum
- We recognise and value the different perspectives of Governors. We accept that all Governors have equal status and are representatives, *not delegates*, of different interest groups. These groups have a shared and common concern, namely the welfare of all the pupils in the school
- With the exception of the Chair, when urgent action is required, we have no legal authority to act individually, except when the Governing Body has given delegated authority to do so
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil the expectations of a good employer
- We recognise that we are accountable and will encourage open government and effective communication
- We will consider carefully how our decisions may affect other schools

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 Body
 - attend full Governing Body meetings regularly
 - accept our fair share of responsibilities
 - serve on at least one committee or working group
 - read all papers before meetings
- We will get to know the school well by formally visiting as per the annually agreed schedule and respond to opportunities to involve ourselves in school activities
- We will consider seriously our individual and collective needs for training and development and undertake relevant training for our specific responsibilities.

Relationships

- We will strive to work as a team
- We will seek to develop effective working relationships with the Head Teacher, staff, parents, the LA and other relevant agencies and the local community

Confidentiality

- We will observe confidentiality when required to do so by the Governing Body, especially regarding matters concerning individual staff or pupils
- We recognise that some information we receive as Governors is not confidential but may be sensitive. We will abide by the proper means of disseminating this information to the school community
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body – and in particular when using social networking sites (see below).
- Where there is any conflict between the interests of any person and the interests of the Governing Body, we will agree to withdraw from that part of the meeting.

Social Networking Sites

We will use social networking sites responsibly and ensure that neither our personal or professional reputation, nor the school's reputation is compromised by inappropriate postings.

Conduct

- We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak out against majority decisions in public or private outside the Governing Body
- We will only speak on behalf of the Governing Body if we have been specifically authorised to do so
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body
- Our visits to school will be undertaken within the framework established by the Governing Body and agreed with the Head Teacher
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school

We, the undersigned, have read this document and agree to follow these protocols:

.....	Dave Farrer	Date:.....
.....	Debbie Wilson	Date:.....
.....	Katherine Shirley	Date:.....
.....	Sarah Elam	Date:.....
.....	Jim Williams	Date:.....
.....	Mandy Allison	Date:.....
.....	Mark Coulton	Date:.....
.....	Giles Riagrlsford	Date:.....
.....	Anita Hakon	Date:.....
.....	Sam Ashby	Date:.....
.....	Dee Kerwick-Chrisp	Date:.....
.....	Darren O'Neil	Date:.....