

TITLE: GOVERNORS CODE OF PRACTICE

MODEL POLICY STATEMENT

This **is** a Local Authority model policy

Local changes **have** been made to the model policy by the College

The model policy used is Governor Charter v.2012

Policy Owner:	Chair of Governors	Review period:	Annual
Last Review:	June 2017	Approving Committee:	Chairs 12.07.2017
Next Review:	Summer Term 2018	Latest FGB adoption:	12.07.17

IMPACT OF THIS POLICY

The impact on College targets of using this policy is as follows:

To facilitate and support the College in achieving its aims through an effective governing body.

Governors' Code of Practice

The Governing Body of Tavistock College is committed to working in partnership with the Principal and staff to provide the best possible education for our children.

Tavistock College is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share in this commitment.

The role of governor:

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 college, acting as a critical friend to the senior leadership team and ensuring accountability.

The Governing Body will:

- Respect the professional expertise of the Principal and staff, and the fact that responsibility for the day to day running of the school rests with the Principal;
- Give sufficient notice of meetings and distribute paperwork to all governors in good time, at least a week before the meeting and will avoid tabling paperwork at meetings wherever possible;
- Ensure that meetings are chaired effectively, so that the chair:
 - keeps to the agenda;
 - paces the meeting so that time is given to each matter in proportion to its importance;
 - draws on all members for contribution;
 - keeps discussion to the point.
- Ensure that accurate draft minutes are produced promptly following meetings and agreed at the following meeting;
- Encourage all governors to contribute equally;
- Support the training and development needs of all governors;
- Support leadership development and succession planning within the school, Education Improvement Partnership and more widely within the Authority;
- Ensure that its decision-making processes are transparent.

The Principal will:

- Respect governors as volunteers who bring additional skills, experiences and perspectives, and value their contribution;
- Work openly with the governing body and provide clear, concise and relevant information on which the Governing Body can base decisions;
- Promptly provide any reasonable information requested by the Governing Body;
- Ensure appropriate paperwork is available to governors with meeting agendas;
- Be approachable and accept governors' role of 'critical friend';
- Enable all governors to become involved in the life of the school;
- Contribute to the induction, training and development of governors.

Governor Reporting arrangements:

There are no formal reporting arrangements, however, the individual governor has a responsibility, working alongside other members of the governing body, to the staff and students of the college, the college's wider community and where they are representatives, to their particular constituency.

In the interests of transparency, a governing board must publish on its website up-to-date details of its governance arrangements in a readily accessible form, including:

- the structure and remit of the governing board and any committees
- the full names of the chair of each

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 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).

Information must also be published showing the attendance record at governing board and committee meetings over the last academic year.

Boards should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

College governor code of conduct:

Governor conduct is underpinned by the following key principles:

- To act in the best interests of the college - this may require balancing short and long term issues, college and community issues etc. LA governors should have regard to the views and advice of the LA.
- To work as a member of a team at all times and be loyal to collective decisions made by the governing body.
- To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body.
- To understand that no governor can act alone except in exceptional circumstances prescribed in the regulations - the power of the governing body rests in it acting as a single body.

Governors must:

- Respect confidentiality.
- Listen to and respect the views of others.
- Express their own views clearly and succinctly.
- Take their fair share of work/positions of responsibility.
- Know, understand and work within the prescribed regulatory framework.
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- Provide information as required for publication

And should:

- Prepare for meetings by reading papers beforehand.

- Take responsibility for their own continuing professional development as a governor including attending training
- Attend relevant meetings promptly, regularly, and for the full time, unless exceptional circumstances prevail.