



# Homefield Preparatory School

## GOVERNORS' CODE OF CONDUCT

The Governing Body has adopted the following principles and procedures:

### COMMITMENT

We accept that being a Governor involves the commitment of significant amounts of time and energy and we agree to:

- be active and involved members of the Governing Body, attend regularly and share responsibilities, including service on Committees or any working groups set up
- get to know the School well and respond to opportunities to involve ourselves in School activities
- attend training and take responsibility for our own learning and development as a Governor
- prepare for meetings by reading paperwork beforehand.

### CONFIDENTIALITY

We recognise the need to observe complete confidentiality when required to do so by the Governing Body, especially regarding matters concerning individual staff or students and we will:

- not divulge information about members of staff or pupils inappropriately
- exercise great care if a discussion of a potentially contentious issue of the School arises outside the Governing Body
- declare an interest if an item under discussion at any full or Committee meeting of Governors impinges upon our personal, family or financial situation.

### CONDUCT

We agree to work as a member of the team at all times and be loyal to collective decisions, therefore 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 agent. This means we will not speak out against majority decisions in public, or in private, outside the Governing Body

- only seek to act on behalf of the Governing Body when we have been specifically authorised to do so
- follow the procedures established by the Governing Body, when making or responding to criticism or complaints affecting the School
- always be mindful of our responsibility to maintain and develop the ethos and reputation of the School
- seek to develop effective working relationships with the Headteacher, staff and parents and other relevant agencies and the community.

## **COMMUNICATIONS**

- As Governors, we owe a duty of mutual trust and confidence to our School and to each other, which may be breached if unsuitable material is contained in any communication or correspondence, including all types of electronic communication, personal blogs, websites and social networking sites
- We will gain the agreement of the Chair of Governors and Headmaster prior to posting any content (written, vocal or visual) to the internet which identifies us as members of the Governing Body or before speaking to the media.

## **GENERAL**

- We are responsible for determining, monitoring and keeping under review the broad policies, plans and procedures of the School
- We recognise that the Headmaster is responsible for the implementation of policy, day-to-day management of the School and the implementation of the curriculum
- We accept that all Governors have equal status, and although appointed by different groups, our overriding concern will be the welfare of the School as a whole
- We have no legal authority to act individually, except where the Governing Body has given us 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 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 pupils and other schools.