

Code of Conduct and Terms of Reference

General Role of the Governing Body

The Governing Body is the regulatory authority of William Austin Junior School. It has three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

For full Governing Body meetings, the quorum is half the number of serving governors. If a meeting is not quorate, or if Governors leave during the meeting and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later. The committee shall not meet without the Headteacher or their nominated representative present.

The Full Governing Body will meet twice a term and otherwise as required.

The Governing Body recognises its strategic role and that it would be impractical to undertake all day-to-day activities. It is, therefore, necessary to delegate a number of its functions to its committees and the Headteacher. These delegations are clearly outlined below or in relevant minutes. The Committees are:

- Pay Review and Appraisal
- Discipline and Appeals – Pupils and Staff

Appraisal/Pay Committee

- Carry out the Headteacher's annual appraisal seeking advice from an external consultant. A summary report will be presented at the next Governors meeting following the appraisal meeting.
- Determine whether sufficient funds are available for pay increments and agree pay rises as recommended by the Headteacher. A summary report will be presented at the next Governors meeting following a pay committee meeting.

Pupil Discipline/Exclusion Committee

- Meet as required.
- Follow the DfE guide in relation to legislation that governs the exclusion of pupils from maintained schools.
- Consider parents representations about an exclusion, when requested and review the Headteacher's exclusion decision following the DfE guide to the legislation that governs the exclusion of pupils from maintained schools.
- Report findings and outcomes to next Governing Body meeting.

Staff Dismissal/Appeal Committee

- Meet as required
- Review staff dismissals following Luton Borough Council guidance.
- Attend Appeal hearings following Luton Borough Council guidance seeking advice and support from an appropriate HR officer.
- Report findings and outcomes to the next Governing Body meeting.

The Governing Body must review the delegation of functions annually and remains accountable for any decisions taken, including those delegated to committees or individuals.

The Governors understand the corporate nature of the Governing Body.

The Governing Body will keep under review its financial management arrangements and make amendments as necessary, in accordance with the requirements and needs of the school.

The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Luton Borough Council and amended from time to time (including the Financial Standards in Schools).

Where any committee proposes a new policy (or a variation to the existing policy) that affects or may affect the school's finances, it will submit a report to the Full Governing Body at its next meeting.

Governors agree to take on a link responsibility and regularly visit the school to ensure that it is both challenged and supported.

The Governors will respect the confidential nature of the school's business.

Governors may be disqualified if they fail to attend meetings of the Full Governing Body for six months, or their apologies are not accepted during this time. Governors who miss three consecutive meetings of the Full Governing Body or Committees of which they are a member, within a six-month period, they shall be contacted in writing and asked to consider their future availability. No disqualification can take place without the Full Governing Body passing a resolution to this effect. If Governors know that they will be absent from a Committee or Full Governing Body meeting, they must notify the Clerk to the Governors and Chair in advance, giving a valid reason.

Apologies for absence must be approved or not approved at every meeting. There is an expectation that Governors attend all meetings. If any Governor has an attendance record of below 75% they will meet with the Chair of Governors to discuss commitment and availability moving forward.

The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised.

In seeking its goals, the Governing Body will conduct itself in a responsible and confidential manner towards the staff, pupils, parents/guardians and the community.

Meetings should start on time with Governors arriving prepared for the meetings procedures.

Everyone is encouraged to participate and is listened to, and the views of others are respected.

Agendas and supporting documents will be distributed 7 days before a meeting. Any requests for agenda items need to be made to the Clerk and the Chair at least 14 days before a meeting.

It is expected that Governors will attend meetings having pre-read associated paper work and will attend meetings prepared to participate, ask questions and appropriately challenge where appropriate.

Governors should attend relevant training, particularly where they have a lead role e.g. Numeracy Governor to ensure they are able to carry out their role effectively.

Responsibilities of the Governing Body

The Governing Body will make executive decisions in accordance with the School's Instrument and Articles of Governance, School and LBC adopted policies, regulations and the law. The current DfE Governance Handbook can be found on the attached link (press control and click):

<https://www.gov.uk/government/publications/governance-handbook>

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 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.

This policy was ratified by the Governing body on:

12th September 2018

To be reviewed at the first Full Governing Body meeting of the 2019-20 academic year.

Signed on behalf of the Governing Body

Chair of Governors

Name:

Date:
