



## **CHARLWOOD VILLAGE INFANT SCHOOL**

### **GOVERNORS POLICY**

Reviewing Governor: Dave Bunn

Approved by Resources Committee on 6<sup>th</sup> November 2014

Next review date: Autumn 2015

Date: 6<sup>th</sup> November 2014

## **Charlwood Village Infant School Governors' Policy Code of Conduct for Governors**

This Code of Conduct outlines the guiding principles that underpin the actions of all governors.

### **Collective Responsibility**

Bearing in mind the corporate nature of the governance, the need for a positive and effective partnership between the governing body and the headteacher and his or her senior management team, individual governors should:

- support the aims and objectives of the school and promote the interests of the school and its pupils in the wider community;
- work co-operatively with other governors in the best interests of the school;
- acknowledge that differences of opinion may arise in discussion of issues but where a majority decision of the governing body prevails it should be supported;
- base their views on matters before the governing body on an honest assessment of the available facts, unbiased by partisan or representative views;
- give priority, as far as practical, to attending meetings of the governing body and its committees;
- Where absence is unavoidable, apologies must be sent to the Chair and/or clerk as soon as possible. Governors are reminded that should they fail to attend meetings of the governing body for a period of six months and not send apologies, or where their apologies are not accepted by the governing body, **they are automatically disqualified from being a governor**. Therefore any governor who finds themselves regularly unable to attend meetings should consider their position as a governor.

### **Confidentiality**

Governors will:

- appreciate that as governors they are often privy to confidential information and that this must be treated with complete discretion;
- respect confidence of those items of business which a governing body decides should remain confidential and not to disclose what individual governors have said or how they have voted within a meeting;

### **Legal authority**

Governors will:

- have regard to the broader responsibilities of governors of a school, including the need to promote public accountability for the actions and performance of the governing body;
- acknowledge that they have no legal authority outside the meetings of the governing body and its committees;
- understand that they do not have the right other than through the chairman and the governing body's agreement, to make statements or express opinions on behalf of the governing body;

**Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.**

### **Personal Conflicts**

Governors will:

- record in the business register any pecuniary interest that might be relevant to their role as governor;

- resist any temptation or outside pressure to use the position of governor to benefit themselves or other agencies;
- declare openly and immediately any personal conflict of interest arising from a matter before the governors or from any other aspect of governorship;

### **Effectiveness**

Governors will:

- take or seek opportunities to enhance their effectiveness through participation in training and development programmes;
- increase their knowledge of the school through discussions with the headteacher and staff, reading relevant papers, visiting the school and taking part in school events.

### **Induction**

On appointment the new governor will receive a welcome pack from the LA.

The clerk to the governing body will provide the following documents:

- School prospectus
- Copy of most recent Ofsted report
- Current School Development Plan
- Copy of School Self-Evaluation document
- Headteacher's Report
- Most recent minutes of full governing body meeting
- Committee Terms of Reference and Work Programmes
- Calendar of Meeting Dates and School Events

### **Training and Development**

Governance Consultancy organise a programme of training courses available to Surrey governors. Every governor receives a copy of the training directory and this is also accessible from the Babcock website.

Governors are requested to complete an annual Training and Skills audit form and return this to the Link governor.

Governors are encouraged to attend courses, especially for their nominated areas of interest eg ICT, literacy, and for their Committee responsibilities.

All courses should be booked through the clerk to governors or the Link governor for monitoring purposes.

### **Governor Visits**

- AIM

To help Governors have an increased knowledge of the school, of the teaching process and of recent developments in education.

To help Governors in the monitoring of the SDP and other responsibilities.

To enhance positive relationships between Governors and staff.

To help Governors become integrated into the school team.

To help Governors make informed decisions in which the staff will have confidence.

- ARRANGEMENT OF VISITS

**For the maximum benefit to be gained for Governors, Staff and children the visits should:**

Be arranged initially with the Headteacher who is best able to plan a succession of visits across the whole school.

Those Governors having responsibility for a given area of the SDP should follow their responsibilities through the whole school over the academic year in order to see continuity and progress.

In order to achieve the aims of this policy, a Governor may, with the agreement of the subject leader or class teacher visit the school on a regular basis to give informal assistance in the classroom.

Where informal visits fulfil the above criteria, a formal visit may not be necessary.

Visits should follow an appropriate regular pattern, i.e. weekly, monthly, termly etc. and include visits to the whole school.

- VISITS:

**The visit is NOT an inspection but a tool to help Governors have a better understanding of the school. Some key areas to look at to help you form an opinion are:**

Be clear about the focus of the visit

Identify some evidence of what you would expect to see or hear for your focus

Are all children actively engaged in their learning?

What did you see the other adults doing?

Are the children able to tell you what they are learning?

How would you summarise the relationship between adults and children in the classroom?

How would you describe the relationship between adults and children in the classroom?

How would you describe the atmosphere?

Did the classroom feel like a learning environment? Why/Why not?

Did the children appear to have the resources they needed for their task?

- GOOD MANNERS

**To enhance positive relationships between Governors and Staff a few rules of etiquette need to be followed:**

Be punctual and try to keep to the timetable set. Remember, the class teacher will have put time into preparing for your visit.

Telephone the school if you are unable to attend, or will be unavoidably late.

Remember to talk to the children, they will be interested in you too.

Do not be afraid to praise anything that has impressed you.

Never intervene in the teaching, remember you are a guest.

If you are unhappy with what you have seen take your concerns to the Headteacher.

- FOLLOW UP

**For this process to be effective in the monitoring of the curriculum Governors who have visited the classroom need to report briefly to the full Governing body. This should be done by circulating a written report of the visit (via the clerk). The contents of the report should be shared with the Headteacher before circulation as a matter of courtesy**

### **Governors' Allowances**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. **Charlwood Village Infant School** Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 1<sup>st</sup> January 2007, all governors of Charlwood Village Infant School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of **Charlwood Village Infant School**, and are agreed by the Chairman of the Resources Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chairman of the Resources Committee:
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner) up to a maximum of £5 per hour;
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses, exceeding a five mile radius from home, at a rate of 40 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc; Governors may request, annually in the autumn term from the delegated budget, one ream of white paper and one black computer ink cartridge (up to a limit of £15 per cartridge), for use at home when printing school related papers.
  - Any other justifiable allowances.

The Governing Body at **Charlwood Village Infant School** acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Admin Officer), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources or Vice-chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

In taking on the position of a Governor of **Charlwood Village Infant School** I agree to abide by the above principles.

Signed.....

Date.....

## **Charlwood Village Infant School**

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Ms Lanham, Charlwood Village Infant School E-safety coordinator.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's email / Internet Learning Platform and any related technologies for professional purposes, or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not install any hardware or software without the permission of the Head or the ICT Coordinator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network/learning platform without the permission of the parent/carers, member of staff or Head teacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher.
- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will report any incidents of concern regarding children's safety to the E-safety Coordinator, the Child Protection Liaison Officer or Head teacher.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's E-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies. I will promote E-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full Name.....(printed)

Job title.....  
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Signature..... Date.....