

## The Governing Board of the Federation of St Joseph's Catholic Junior, Infant and Nursery Schools

# Code of Practice - September 2021

This code sets out the expectations, commitment and behaviour required from our governors to enable the Governing Board to effectively carry out its work within our school and the community. These standards can be upheld by using the Seven Principles of Public Life. The Governing Board adopted this code of practice on Tuesday 24<sup>th</sup> September 2019.

### **The purpose of our Board**

The Board is our school's accountable body. Our Board has 3 core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the head teacher 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.

### **As a corporate body in the eyes of the law:**

**Strategic Leadership** - As Governors, we will:

- Not act on our own without proper authority from the full Board. We will only speak or act on behalf of the Board when we have been specifically authorised to do so.
- Encourage the open and constructive expression of views at meetings, and will make decisions in a timely manner, supported by the evidence available.
- Take collective ownership of all decisions, acknowledging we carry equal responsibility for those decisions.
- Not speak against majority decisions outside Board meetings.
- Have equal status, regardless of the appointment route,
- Ensure our decisions will be made in the best interests and wellbeing of the pupils to ensure that every child receives the best possible education.
- Be constructively curious to actively support and challenge the head teacher
- Develop and maintain effective working relationships with the head teacher, staff, parents, the local authority (LA), the Education Skills Funding Agency (ESFA), other relevant agencies and the local community.
- Act fairly and without prejudice, always following agreed processes and procedures.
- Fulfil all that is reasonably expected of a good employer.

**Selflessness** - As Governors, we are:

- Committing to significant amounts of time and energy.
- Accepting our fair share of responsibilities, including service on committees, working groups and visiting the school.

**Accountability** – As Governors, we will:

- Discuss and agree our individual and collective training and development needs regardless of experience.
- Will attend or take part in on-line training termly, regardless of experience, to be an effective governor and to maximise our impact on school improvement.
- Attend all meetings, including formal school visits that have been allocated to us. Where we cannot attend, we will explain in advance and in full, why we are unable to.

**Openness** – As Governors:

- Where concerns, which are in the public interest, have been brought to the Board/SLT's attention, but have not been effectively addressed, we have a duty to report these concerns to the appropriate body e.g. the LA, ESFA, Ofsted. Concerns would include:

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- Financial fraud;
- Health and safety issues;
- Non-compliance with statutory requirements; or
- Someone is covering up wrongdoing.

**Integrity** - At all times, as Governors we will:

- Work as a team in which constructive working relationships are actively promoted. This means:
  - Acknowledging and accepting that every member has different skills, experiences and qualities.
  - All views are sought, actively listened to and respected, despite whether or not they are agreed with.
  - Asking for clarification and rationale behind views expressed.
  - Communicating and listening politely, in a professional and courteous manner, including in all written correspondence / emails.
  - Being prepared to identify and challenge inappropriate behaviour in a timely fashion.
  - Never saying anything publicly that would damage the school's, the Board's, the Head Teacher's or staff reputation.
  - Being an ambassador for the school, publicly supporting its aims, values and ethos.

**Honesty** - As governors, we will:

- Be open and honest in our business.
- Refrain from using any social media platform e.g. Facebook, Twitter, Whats App, to discuss Board or personal views regarding the school, staff and its community.
- Observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, parents or pupils, both inside and outside the school.
- Always exercise the greatest prudence when discussions regarding school business arise outside of a Board meeting.
- Not reveal the details of any Governing Board vote.
- Provide personal information, e.g. conflict of interests, as required, to ensure that the Governing Board fully meets its statutory responsibilities and accept that some of this information is required, by statute, to be published on the school website and Get Information About Schools (GIAS).
- Complete all paperwork required by law and the Board, whether to be published on the school website or kept elsewhere, in the stated timeframe.

**Objectivity** - As governors, we will:

- Record any pecuniary interests that we have in connection with the Board's business in the Register of Business Interests.
- Declare any personal or pecuniary interest - or personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and leave the meeting for the appropriate length of time.
- Declare any new interests throughout the year to the clerk immediately.
- Ensure that our personal information is correct on the statutory websites and will provide updates as when information is changed.

**As a Governor on our Board:**

- I will sign the Code of Practice at the first Governing Board meeting of each school year (new governors signing when they commence their term of office during the school year.)
- If I feel that I cannot commit to and sign the Code of Practice I will resign, with immediate effect, from the Board.
- If I believe this code has been breached, I will raise this issue immediately with the Chair and the Chair will investigate.
- I accept that the Board will challenge me if it feels that I am not abiding by this code of practice.

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- I understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the Board and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension or disqualification from the Board.

### **Undertaking**

To carry out my role effectively, I will be:

- Fully prepared for all meetings, having read all the supporting documentation and ready to ask appropriate, constructively challenging questions.
- Responsive and return all requested information promptly.
- Attending meetings in the evening and during the day as required.
- Visiting the school during the school day, at least once a term to:
  - Find out more about the school; and
  - Discuss progress and impact against a particular priority area in the school improvement plan.
- Attending a minimum of one training and development session termly to (a) meet my personal development needs and (b) to meet the needs of the full Board.
- Prepared to take on an additional responsibility, in line with my own skills and knowledge and needs within the Board.
- A reflective governor, who monitors and reviews my own performance on a regular basis.
- Committing the time necessary to fulfil the role.

## The Governing Board of the Federation of St Joseph's Catholic Junior, Infant and Nursery Schools

**I agree to abide by our code of practice.**

Name	Type of Governor	Signed	Date
Margaret Bailey	Foundation	DocuSigned by: <i>Margaret Bailey</i> AE597C86E9674EE...	23-Sep-21   4:52 PM BST
Fr James Clark	Foundation	DocuSigned by: <i>James Clark</i> 7629173693E447A...	27-Sep-21   2:58 PM BST
Leonore Fernandes	Headteacher	DocuSigned by: <i>Leonore Fernandes</i> 646943311BA84A8...	23-Sep-21   11:04 AM BST
Joanna Francis	Parent	DocuSigned by: <i>Joanna Francis</i> 3356A599C088403...	23-Sep-21   5:55 PM BST
Gabriella Isamah-Opene	Parent	DocuSigned by: <i>Gabriella Isamah-Opene</i> 071DE56660D54E8...	24-Sep-21   2:49 PM BST
Cidalia de Jesus	Staff	DocuSigned by: <i>Cidalia de Jesus</i> BDF5DF8AD993416...	23-Sep-21   9:28 PM BST
Savio Moniz	Foundation	DocuSigned by: <i>Savio Moniz</i> BFC08CE55DC2466...	24-Sep-21   1:11 PM BST
Zainab Zorokong	Local Authority	DocuSigned by: <i>Zainab Zorokong</i> 23427948FF3D403...	04-Oct-21   10:05 AM BST
Vicki-Louise Gallagher	Associate Member	DocuSigned by: <i>Vicki-Louise Gallagher</i> 6342DC0108852408...	03-Oct-21   8:20 PM BST
Valerie McMillan	Associate Member	DocuSigned by: <i>Valerie McMillan</i> 68AB2DC895E3431...	27-Sep-21   3:16 PM BST
Dave Navarro	Associate Member	DocuSigned by: <i>Dave Navarro</i> 006A60D369A746C...	23-Sep-21   2:27 AM BST
Charlie Defty	Associate Member	DocuSigned by: <i>Charlie Defty</i> C6B21219D1354FA...	31-Oct-21   4:54 PM GMT
Sarah Farncombe	Clerk	DocuSigned by: <i>Sarah Farncombe</i> 3A00534090004AB...	01-Nov-21   12:01 PM GMT
Dalene Matthews	Foundation	DocuSigned by: <i>Dalene Matthews</i> E1110A3AA67345A...	02-Nov-21   10:02 AM GMT