



## STANBOROUGH SCHOOL GOVERNING BODY

### Who we are

The Governing Body at Stanborough School is made up of 20 members:

At least 5 Parent Governors: – elected by parents (or appointed if insufficient people stand for election) and drawn from parents and carers of Stanborough students

At least 5 Community Governors appointed by the governing body to represent community interests

At least 3 Staff Governors – 2 Teachers elected by the teaching staff, 1 Support Staff elected by the non-teaching staff  
The Headteacher

All Governors have equal status, and the normal term of office is 4 years after which a Governor may stand for re-election or nomination if they so wish, and if they are still eligible.

In addition, our two Deputy Headteachers and the School Business Manager are appointed by the Governing Body to be associate members (not Governors) to attend Committee meetings and/or full Governing Body meetings because of their particular skills or experience.

### What we do

The Governors at Stanborough work in partnership with the Headteacher and staff to support the ongoing development of the school and the achievements of our students by providing strategic leadership and accountability. Our responsibilities include (but are not limited to):

- planning the school's future direction
- being accountable for the performance of the school to parents and the community
- setting targets for student achievement
- managing the school's finances
- making sure the curriculum is balanced and broadly based
- appointing the Headteacher and Deputy Headteachers
- reviewing staff performance and pay.

Our Governors come from a variety of backgrounds and bring with them a wide range of experience and abilities. No specialist knowledge is necessary to become a school Governor, but we all share an interest in people, the success of the students, are comfortable working as part of a team and asking questions, and are open to new ideas. We also all share a common desire to ensure that Stanborough continues to develop as a successful and well regarded school where children thrive and achieve to the best of their ability. Hertfordshire's School Governance service gives very good induction training (free of charge), and runs a wide range of other specialist courses, briefings and conferences on every aspect of school governance which we all make good use of.

There are a number of factors which disbar a person from serving as a school Governor, including existing restrictions on working with children and young people, undischarged bankruptcy, and certain prison records. All newly elected or appointed Governors are therefore required to confirm their identity, complete a pre-appointment declaration form to confirm they are not disqualified

under School Governance Regulations, and undergo a List 99 check. (List 99 is a national list maintained by DfE of people deemed unsuitable to work with children or young people).

### **Governing Body Meetings**

The Governing Body normally meets at least once every half term (4 meetings in the school year). Meetings begin at 6:00pm on a Monday evening, and every effort is made to conclude business by 7:30pm. All meetings are held at the school. The Clerk sends out briefing and other papers in advance of each meeting so that we can be well prepared for the business on the agenda. Governors are expected to make every effort to attend all meetings the dates for which are published annually.

The Chairman and Vice Chairman of the Governing Body are elected by their fellow Governors. A number of Governors are also appointed to take responsibility in supporting particular areas such as Safeguarding, Special Educational Needs and Children Looked After, and one member is appointed Governor Development Co-ordinator.

### **Other Commitments**

The Governing Body delegates some of its work to Committees and/or working parties and task groups which meet between the Governing Body meetings. Stanborough has four Committees covering the areas of Standards and Achievements, Finance and Resources, Personnel and Admissions, and all Governors serve on at least one of these. These Committees meet between three and five times each year.

In addition, other Committees or working groups meet as required to deal with particular issues such as student discipline, or specific issues.

Governors also take up opportunities to visit the school to widen their understanding of the many different aspects of school life. These visits can be related to their work within a Committee or to reflect a particular interest. Such visits are agreed with the Headteacher and a programme for the visit is prepared. In addition, all Governors are encouraged to participate in strategic planning meetings and to attend major school functions such as Open Evening, the Celebration of Achievements Evening, and school concerts.

The Governors have a Code of Practice a copy of which is appended to this document.

All Governors are expected to complete the basic training provided by Herts For Learning, usually in evening sessions, and then to continue to take advantage of other training opportunities which are relevant to their particular roles.

### **Additional information**

The following websites provide detailed information on the roles and responsibilities of the governing body:

Hertfordshire County Council	<a href="http://www.hertsdirect.org/services/edlearn/getinvolved/governors/">www.hertsdirect.org/services/edlearn/getinvolved/governors/</a>
Department for Education	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
National Governors' Association	<a href="http://www.nga.org.uk">www.nga.org.uk</a>

### **Becoming a Governor at Stanborough School**

If you would like to discuss being a Governor at Stanborough School in more detail, please contact Neil Hounsom, Chairman of Governors, or Andy Beale/Justina Gaydon, Vice Chairs of Governors via the school office on 01707 321755.

## **Stanborough School Code of Practice for Governors**

This code sets out the expectations of and commitment required from Governors in order for the Governing Body to properly carry out its work within the school and the local community.

### **The role of a Governor**

In law the Governing Body is a corporate body, which means that:

- no Governor can act on her/his own without proper authority from the full Governing Body;
- all Governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, teachers, support staff, community), the overriding concern of all Governors has to be the welfare of the school as a whole.

### **General**

- We understand that the Governing Body has responsibility for: setting the strategic direction of the school; challenging and supporting the school by monitoring, reviewing and evaluating; ensuring accountability.
- We recognise that the Headteacher is responsible for the day-to-day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum.
- We are aware of and accept the Nolan seven principles of public life (see appendix).
- We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised 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 accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means that we will not speak against majority decisions outside the Governing Body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
- When using ICT and E-communication as part of our role as Governors, we will adhere to the principles of security, confidentiality and appropriate contact with students set out in the Stanborough School ICT Acceptable Use Policy (Staff).
- We will ensure that Safeguarding issues are addressed by the school and that all Governors receive appropriate training and review the school's practice and procedures.

### **Commitment**

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Body and accept our fair share of responsibilities, including service on Committees or working groups.
- We will make full efforts to attend all meetings and, where we cannot attend, explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.

- Our visits to the school will be arranged in advance with the Headteacher and undertaken within the framework of the Governors' School Visits Policy.
- We will consider seriously our individual and collective needs for training and development, and will:
  - endeavour to attend induction training within the first year of appointment;
  - undertake further training appropriate to our role(s) within the Governing Body.
- We are committed to actively supporting and challenging the Headteacher.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the local community.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
- We will not reveal the details of any Governing Body vote.

### **Conflicts of interest**

- We will record any pecuniary or other business interest that we have in connection with the Governing Body's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### **Breach of this code of practice**

- If we believe that this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Governing Body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- We understand that any allegation of a material breach of this code of practice by any Governor shall be raised at a meeting of the Governing Body and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of suspension of the Governor by the Governing Body.
- We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school Governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school Governor (held as a separate document).

**The Governing Body of Stanborough School have adopted this code of practice.** Governors will sign the Code at the first Governing Body meeting of each school year.

### **Undertaking:**

As a member of the Governing Body I will always have the well-being of the students and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed ..... Printed name .....

Date: .....

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## **Appendix: 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.

**March 2019**