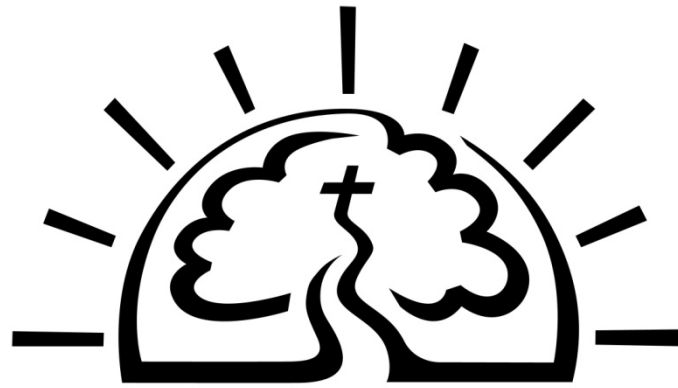




Bringing Out The Best

ST JAMES PRIMARY
CHURCH OF ENGLAND (AIDED)

GOVERNING BODY

TERMS OF REFERENCE, DELEGATIONS & PROTOCOLS

Policy Schedule	
Written	Summer 2026
Agreed by staff	N/A
Ratified by Governing Body	25 June 2026
Next Review	Summer 2027

INTRODUCTION

The Governing Body (GB) works as a team with each governor bringing a different set of skills of experience to the whole. The full GB meets at least 6 times per year, at least once in each half term. The GB may hold a September strategy meeting in addition to the normal business of the GB. The Governing Body operates with 1 additional committee (Pay) with its own terms of reference which are reviewed and agreed annually.

An agenda for each meeting includes all the tasks which the GB is required to consider, and the data focus alternates between finance and learning. The GB agrees assignments or activities arising from the business of the meeting; these are recorded in the minutes.

In addition to agreeing activities or actions on its behalf, the GB delegates monitoring activities to individuals or pairs. This can apply to statutory functions, the priorities of the 5-yr Strategic Development and 1-yr School Development Plans and national or local priorities.

In each case where a function has been delegated there is a duty to report any action or decision to the full GB membership at or before the next agreed meeting. Governors are expected to read reports and submit questions arising from them before the GB meetings.

ROLES & RESPONSIBILITIES

The Governing Body must allocate roles required by statute and terms of reference. It can then allocate responsibilities which will best ensure the Governing Body fulfils its duties and best suit the working of the school.

REQUIRED ROLES

1. Chair or Co-chairs
2. Vice-Chair
3. Governor responsible for liaison with LA in the event of allegation (Child Protection) against Headteacher
4. Safeguarding & Child Protection
5. Children Looked After (CLA)
6. Special Educational Needs & Disabilities

ADDITIONAL RESPONSIBILITIES

Additional responsibilities vary but the following are recommended:

7. Finance (incl Hon Treasurer role for voluntary aided schools)
8. Performance Management
9. Early Years Foundation Stage
10. Education Standards
11. Premises and Health & Safety
12. Equalities

Governors with specific responsibilities become the GB's *expert* in that area and monitor practice to ensure that the school and the Governing Body are discharging their duties. These Lead Governors report back to the Governing Body regularly throughout the year.

The Governing Body will also agree which additional areas will be the focus for their monitoring that year, and at which meeting it will discuss their monitoring reports. These areas should reflect the priorities of the school development plan, the government or the local area e.g. Attendance, SIAMS, marketing.

Monitoring may take the form of school visits; forms of communication such as telephone calls, emails etc. may be substituted for one or more visits. A visit does not necessarily have to take place during the time when pupils are in school, and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed. Monitoring can be undertaken by other governors in addition.

Role descriptions and expectations for all the above responsibilities are laid out in a separate document.

TERMS OF REFERENCE, DELEGATIONS AND PROTOCOLS

The Governing Body draws up terms of reference. It is essential that any delegation of responsibility is clearly specified. All Terms of Reference and Delegation of functions are reviewed at least annually.

Contents

1. Governing Body.....	3
2. Terms of Reference Pay Committee	6
3. Terms of Reference Headteacher Performance Management Panel	6
4. Delegations to Headteacher.....	7
5. Delegations to Individuals or monitoring pairs	8
6. Delegations to Governor Panels	8
7. Alternative Participation and Voting Protocol	9
8. Governors Code of Conduct	10

1. Governing Body

Governing Body Terms of Reference	
Items in bold cannot be delegated.	
1. OPERATIONAL	a. To draw up the Instrument of Government and any amendments thereafter b. To review the standing order for election of the Chair and Vice Chair including the length of the term of office. c. Elect (or remove) the Chair and Vice Chair. d. To appoint (or dismiss) the Clerk to the Governing Body. e. To hold at least 6 Governing Body meetings each year. f. To appoint and remove any associate members. g. To suspend or remove a governor. h. To decide which functions of the Governing Body will be delegated and to whom. i. To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary. j. To review the delegation arrangements annually. k. To set up and publish a register of Governors' Business Interests. l. To approve and set up a Governors' Expenses & Allowances Scheme. m. To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders. n. To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (included below). o. To assign individuals or pairs of governors to monitor the priorities of the School Development Plan in accordance with the attached terms of reference. p. To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role. q. To receive reports on bullying, homophobic and racial incidents.
2. GENERAL	a. Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. b. To take an active role in the school's Self Evaluation, identifying success and areas requiring improvement. c. To update and regularly review the School Development Plan, identifying monitoring opportunities for the Governing Body.

	d. To regularly review how the school is regarded by pupils and parents. e. To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. f. To approve policies on review. g. To approve all school trips involving an overnight stay away from home. h. To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. <i>Note: VA schools are entitled to identify the post of some staff as open to practising members of their denomination only.</i> i. To discharge duties in respect of pupils with special needs by appointing a SEND governor. j. To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. k. To ensure that the Governing Body complies with all other legal duties placed upon them.
3. FINANCE	a. To approve the first formal budget plan each year. b. To engage in strategic planning. c. To agree a 3 year budget. d. To analyse and recommend the annual budget. e. To annually review and approve the Finance Policy and recommend levels of delegation. f. To annually review and approve the Charging and Remissions policy. g. To make decisions in respect of service agreements and insurance h. To ensure the school complies with the School Financial Value Standards (SFVS) guidelines i. To review and take account of any consultations to change the LA Finance Scheme. Agreed delegations to Finance Governor: j. To evaluate any virement recommendations and report to the Governing Body. k. To keep in-school financial procedures under review. l. To benchmark school financial performance against similar schools and report to the Governing Body. m. To monitor and evaluate the management of the following funds, receive audited accounts and report to the Governing Body: i. Voluntary School Fund ii. School Trust Fund n. To operate and monitor the Governors Fund and report to the Governing Body. o. To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.
4. STAFFING	a. To make Headteacher and Assistant Headteacher appointments. b. To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character. c. To determine the staff complement. d. To agree a Pay policy and pay discretions. e. To annually review the impact of and implementation of the Pay policy. f. To establish a Governor Panel to hear staff appeals against dismissal, redundancy or grievances. g. To dismiss the Headteacher. h. To end the suspension of staff or Headteacher. i. To determine dismissal payments/early retirement. j. To decide whether the Diocesan Director of Education/diocesan authority should have advisory rights.
5. CURRICULUM	a. Ensure the National Curriculum is taught to all pupils, except for those children to whom disapplication has been applied. b. To monitor the Curriculum policy if there is one in place. c. To establish a Charging policy for activities.
6. PERFORMANCE MANAGEMENT	a. To establish and review and approve annually the Performance Management policy. b. To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.

	c. To ensure the effective use of performance management amongst all staff to drive the school's objectives. d. To ensure performance management has a clear link to pay as specified in the Pay policy.
7. DISCIPLINE/ EXCLUSIONS	a. To establish a statement of behaviour principles from which the school can produce a Behaviour policy. b. To review the use of exclusion and decide whether or not to confirm all exclusions and suspensions where a pupil is either suspended for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see <u>Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, point 102</u>) c. To direct the reinstatement of excluded pupils.
8. PREMISES & INSURANCE	a. To develop a school Asset Management Plan and school buildings strategy. b. To contribute to the LA Asset Management Planning arrangements. c. To procure and maintain buildings, including a properly funded maintenance plan. d. To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. e. To receive annual site report.
9. HEALTH & SAFETY	a. To institute a Health & Safety policy b. To ensure that Health & Safety regulations are followed and appropriately prioritised. c. To receive an annual Health & Safety inspection report and agree any actions.
10. ADMISSIONS	a. To consider annually and consult where required before determining an Admissions policy for Voluntary Aided schools. b. To consider and agree application decisions.
11. RE & COLLECTIVE WORSHIP	a. To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. b. To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
12. SCHOOL ORGANISATION	a. To set the time of the school sessions and the dates of school terms and holidays. b. To publish proposals to change category of school. c. To propose to alter or discontinue voluntary, foundation or special school status.
13. INFORMATION FOR PARENTS	a. To ensure that the school keeps parents and prospective parents informed by publishing school information online and considering the production of a school prospectus. b. To adopt and review home school agreements.
14. FEDERATIONS/ SCHOOLS & ACADEMIES	a. To consider forming a federation/school/academy or joining an existing federation/school/academy b. To consider requests from other schools to join a federation/school/academy trust. c. To leave a federation/school/academy trust.
15. EXTENDED SERVICES	a. To decide to offer additional activities and agree what form these should take. b. To cease providing extended services provision.
16. MEMBERSHIP	a. To review annually the size and composition of the Governing Body to ensure it remains best placed to meet the needs of school governance. b. To recruit new governors as vacancies arise. c. To consider the appointment of Associate Members to assist the Governing Body where particular expertise is required, specifying committee attendance, voting rights and length of term. d. To arrange a suitable induction process and mentoring for newly appointed or elected governors. e. To audit individual and collective development needs and promote appropriate training.
17. QUORUM	One half of the number of governors in post, rounded up.

2. Terms of Reference Pay Committee

Terms of Reference for Pay Committee	
1. AUTHORITY AND SCOPE	The Pay Committee has delegated authority from the Governing Body to implement the pay policy for the school in accordance with regulations.
2. DUTIES	- To agree, review and implement the pay policy for the school in accordance with regulations. - To achieve the aims of the whole school pay policy in a fair and equal manner. - To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review. - To observe all statutory and contractual obligations. - To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. - To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
3. MEETINGS	The Committee shall meet once in the autumn term and then as required. It shall report back to the Governing Body.
4. MEMBERSHIP	Three governors. This will normally be the Finance Governor, one governor from the Headteacher's performance management review panel plus one other governor. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the Committee reaches its decision. Any member of the Committee required to withdraw will do so.
5. DISQUALIFICATION	The Headteacher, staff governors and any more than one governor who currently sits on the Headteacher's performance management review panel.
6. QUORUM	A minimum of two governors.

3. Terms of Reference Headteacher Performance Management Panel

Terms of Reference of the Headteacher Performance Management Panel	
1. AUTHORITY AND SCOPE	The Performance Management Panel has delegated authority from the Governing Body to determine the Headteacher's performance objectives in accordance with regulations.
2. DUTIES	- To meet annually with an independent advisor to discuss and determine the Headteacher performance management objectives for the coming year (the planning meeting). - To review, with the support of the independent advisor, the performance of the Headteacher against the agreed PM objectives and determine the recommendation on pay progression (the review meeting). - To prepare and agree the Headteacher appraisal review statement, and report to the Governing Body. - To monitor throughout the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided. - To make recommendations to the Pay Committee in respect of pay progression.
3. MEETINGS	At least once a term.
4. MEMBERSHIP	Any two or three governors from a pool of governors who are: - Suitably qualified to undertake the role, and - Available on the dates specified At least one of the governors must be a Foundation Governor. If the membership is three, at least 2 must be Foundation Governors.
5. DISQUALIFICATION	The Headteacher and staff governors are disqualified from serving in this role.
6. QUORUM	A minimum of two governors.

4. Delegations to Headteacher

Delegation of Functions to Headteacher	
The Headteacher is expected to work within the following terms of reference, and to provide the Governing Body with such reports in connection with their functions as the Governing Body requires.	
1. BUDGET	a. To make miscellaneous financial decisions up to an agreed limit of £1,000 b. To enter into contracts with a total cost of up to the limit of £1,000 c. To monitor monthly expenditure. d. To make payments.
2. STAFFING	a. To appoint teachers and non-teaching staff. b. To establish disciplinary, capability and grievance procedures. c. To suspend staff. d. To dismiss staff.
3. CURRICULUM	a. To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. b. To establish and implement a Curriculum policy. c. To decide which subject options should be taught. d. To be responsible for standards of teaching. e. To be responsible for each individual child's education. f. To agree the content of any Relationship & Sex Education and to keep up-to-date a written policy for its delivery. g. To ensure the balanced treatment of political issues and to prohibit political indoctrination. h. To promote British values.
4. PERFORMANCE MANAGEMENT	To formulate and implement a Performance Management policy which has clear links to the Pay policy.
5. TARGET SETTING	To set and monitor progress towards targets for pupil achievement.
6. RELIGIOUS EDUCATION	To provide Religious Education to the agreed syllabus.
7. COLLECTIVE WORSHIP	To provide collective worship with a Christian character.
8. HEALTH & SAFETY	To ensure that Health & Safety regulations are followed.
9. SCHOOL ORGANISATION	a. To ensure that the school meets for 380 sessions in a school year. b. Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.
10. INFORMATION FOR PARENTS	a. To prepare and publish the School Prospectus, when used. b. To ensure that free school meals are provided to those pupils meeting the criteria. c. To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Relationship & Sex education. d. To ensure that a report on each child's educational achievement is forwarded to parents /guardians.
11. EXTENDED SCHOOLS	a. To put into place the additional services provided. b. To ensure delivery of services provided.

5. Delegations to Individuals or monitoring pairs

Terms of Reference for Individuals or Monitoring Pairs	
	Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.
1. AUTHORITY AND SCOPE	To monitor a statutory or agreed function of the Governing Body, or an identified target on the School Development Plan, and report on compliance and progress to the Governing Body.
2. DUTIES	a. To carry out a minimum of 3 monitoring visits during the year. b. To meet with the school lead professional to gain an understanding of the scope of the target or duty, and the activities the schools are conducting to achieve success. c. To undertake any necessary training to enable effective monitoring of the agreed area. d. To monitor the progress of schools' activities towards the target or duty. e. To evaluate the extent of success at the end of the set timescale. Other forms of communication such as telephone calls emails etc. may be substituted for one or more visits. A monitoring visit does not necessarily have to take place during the time when pupils are in school; a meeting between lead governors and the lead professional at the end of the school day can be as effective.
3. MONITORING VISITS	All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.
4. REPORTING	Written reports on the monitoring visit will be provided to the lead professional and Headteacher within 2 weeks of the visit, using the Governance Monitoring Form. The reports will be sent to the Clerk to Governors to form part of the papers for the next Governing Body meeting. Reports are stored in the relevant folder of the GB's online document storage.

6. Delegations to Governor Panels

Terms of Reference for Governor Panel Hearings	
1. AUTHORITY AND SCOPE	Governor Panel Hearings have delegated authority from the Governing Body to make decisions under the school's personnel procedures, parental complaints policy and pupil exclusions in accordance with regulations.
2. DUTIES	a. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action. b. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher. c. To make any determination or decision under the Governing Body's Complaints Procedure for Parents. d. To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability. e. To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals. f. To consider any representations by parents in the case of a suspension. g. To consider the appropriateness of any exclusion, or suspension which totals 15 days or more in one term, or where a pupil is denied the chance to take a public examination. h. All panels are to be convened by the Clerk to the Governing Body.
3. MEETINGS	As required.
4. MEMBERSHIP	Any three governors from a pool of governors, including governors of other schools, who are: i. Suitably qualified to undertake the role, and ii. Available on the date specified N.B. Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

5. DISQUALIFICATION	The Headteacher is disqualified from serving in this role. Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.
6. QUORUM	A minimum of two governors.

7. Alternative Participation and Voting Protocol

Alternative participation & voting protocol

The Governing Body expects governors to be present on site at all meetings. Where this is not possible it is agreed that members of the Governing Body are able to participate and vote virtually at Governing Body meetings. Virtual participation includes, but is not limited to, telephone, Microsoft Teams and video conference.

Governors who use these alternative arrangements should:

- a. under normal circumstances, inform the Clerk to the Governing Body that this is their intention as soon as possible but no later than 24 hours before the meeting is due to take place
- b. communicate and co-operate with the Clerk to the Governing Body, school or trust as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned
- c. ensure they have a reliable connection
- d. ensure they are able to take part through a secure method in an environment conducive to confidential and private communication
- e. contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and the appropriate use of ICT
- f. restrict themselves to using the arrangements agreed by the Governing Body
- g. where there is no visual connection, start their comments by stating their name.
- h. abide by the normal rules, procedures and code of conduct adopted by the GB and give particular regard to the duty to maintain confidentiality.

Where the Governing Body decides that a meeting should take place using alternative arrangements that have been previously agreed then the following will apply:

- i. There is no limit to the number of governors who may attend virtually for any single meeting.
- j. The usual (statutory) notice and arrangements for issuing papers, except where the Chair has exercised their right to waive the usual notice.
- k. All participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty.
- l. All participants will note and follow any instructions given on how to manage their participation at the meeting e.g. confirming attendance, speaking through the Chair of the meeting, voting on matters etc.
- m. Virtual participation may be limited to the discussion of a single agenda item on which there is a vote.
- n. The minutes of the meeting will be taken by the Clerk to Governors and the meeting should *not* be recorded by any governor or the Clerk without the approval of all members of the GB and only for a specified purpose.
- o. If the communication connection fails with a governor and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed; the Clerk will note the point in the agenda that the connection was lost.
- p. Quorate meetings are the responsibility of the Clerk who will monitor this throughout meetings involving virtual participation and advise governors if the meeting becomes inquorate.
- q. If there is to be a vote, by secret ballot, governors participating virtually will *not* be able to vote.
- r. If there is no visual connection the outcome of any vote taken through a show of hands will be communicated to the individual attending virtually. The virtual attendee will need to cast their vote by stating if they wish to vote in favour or against.

Virtual attendance at any formal proceedings, such as staff grievance and discipline, considerations of exclusion, admission or complaints and for any review hearings must comply with the law and take note of statutory guidance on virtual attendance in force at the time of the meeting. The general assumption is that on site attendance will be required.

Code of Conduct for the Governing Body

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors and associate members will operate.

Our Faith statement

The school, recognising its historic foundation, will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and values. It encourages an understanding of the meaning and significance of faiths and promotes Christian values through the experience it offers all its pupils.

Our Mission

St James Primary School is at the heart of Elstead and serves its village community and the surrounding area by providing a happy and challenging learning environment where children are encouraged and supported. We develop in children a strong moral code rooted in our Christian values – Wisdom, Perseverance, Love, Courage and Service. We encourage our children to be open-minded and curious, embrace learning from mistakes, develop a growth mind-set, be empathetic, look after their well-being and that of others, value and celebrate diversity, be independent, creative, collaborative, aspirational and ambitious, and active learners. We have high expectations and focus on bringing out the best in every child throughout their primary years by ensuring successful learning that is joyful, interesting and meaningful and by building a high level of self-respect and self-esteem. We work in partnership with parents, St James' Church and the wider community to develop confident, motivated and responsible individuals who will make a positive contribution to society. *[Taken from Admissions arrangements]*

As governors we are focused on three core strategic functions:

- i. Ensuring clarity of vision, ethos and strategic direction;
- ii. Holding the Headteacher to account for the educational performance of the schools and their pupils, and the performance management of staff;
- iii. Overseeing the financial performance of the schools and making sure their separate budgets are well spent.

It is our job to set the school's strategic framework and ensure that it meets all of its statutory duties.

1. General

- 1.1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
- 1.2. We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
- 1.3. We accept that all governors have equal status and although appointed by different groups (i.e. parents, staff, Local Authority, Church) our overriding concern is the welfare of the school as a whole. Governors work together and must not be partisan
- 1.4. We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
- 1.5. We have a duty to act fairly and without prejudice and in so far as we have responsibility for staff, we fulfil all the legal expectations as, or on behalf of, the employer.
- 1.6. We encourage open governance and act accordingly.
- 1.7. We will actively support and challenge the Headteacher
- 1.8. We consider carefully how our decisions may affect other schools.
- 1.9. We, and our Associate Members, have a duty to complete the annual Register of Interests which will be published on the school website. Any governor failing to reveal information to enable the Governing Body to fulfil our responsibilities may be in breach of the code of conduct and as a result be bringing the

Governing Body into disrepute. In such cases the Governing Body should consider suspending the governor.

- 1.10. We have a duty to safeguard the children and staff within the school and will undertake a DBS check and formal safeguarding training as part of our induction, including our Prevent and FGM reporting duties and a review of the government's latest safeguarding documentation. We will receive updates at least annually from the school's designated safeguarding lead and re-new our formal training at least every **three** years.

2. Commitment

- 2.1. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- 2.2. We each involve ourselves actively in the work of the Governing Body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
- 2.3. We get to know the school well and respond to opportunities to involve ourselves in school activities.
- 2.4. We consider seriously our individual and collective needs for training and development and will undertake at least two training sessions a year in addition to safeguarding.
- 2.5. We enable meetings to run effectively and efficiently by being prepared, listening to and considering what others say and making relevant and positive contributions.

3. Relationships

- 3.1 We strive to work as a team.
- 3.2 We seek to develop effective working relationships with each other, our Headteacher, staff, parents, the community, the Diocese, the Local Authority, the Godalming Learning Partnership and other relevant agencies.
- 3.3 We show courtesy to each other and to members of the school staff.
- 3.4 We send apologies, at least 24 hours in advance if we are unable to attend meetings, unless shorter notice is unavoidable.

4. Confidentiality

- 4.1 We observe confidentiality regarding proceedings of the Governing Body in meetings and from our visits to school as governors.
- 4.2 We observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students.
- 4.3 We exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

5. Conduct

- 5.1 We encourage the open expression of individual views at meetings but accept collective responsibility for all decisions made by the Governing Body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the Governing Body; we accept our share of collective responsibility, even for those decisions with which we do not personally agree.
- 5.2 We only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
- 5.3 In making or responding to criticism or complaints affecting the school we follow the procedures established by the Governing Body.
- 5.4 Our visits to school are undertaken within the framework established by the Governing Body, in agreement with the Headteacher and staff.
- 5.5 In discharging our duties we are always mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- 5.6 We ensure that we do not bring the school into disrepute through our use of social media.

6. Suspension

- 6.1 If the need arises to use the sanction of suspending a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

7. Removal

- 7.1 We recognise that removing a governor from office is a last resort and that it is the appointing bodies which have the power to remove those they appoint.
- 7.2 If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations (updated 2017) so as to ensure a fair and objective process.

END