



Board of Governors, Bishop Perrin C of E School

Role, responsibilities and Code of Conduct

The governing body has the following core strategic functions:

- Establishing the strategic direction by:
 - Setting the vision, values, and objectives for the school
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties

- Ensuring accountability by:
 - Appointing the headteacher
 - Monitoring progress towards targets
 - Serving as a critical friend; questioning and probing information presented to Governors by the School, providing constructive challenge where appropriate
 - Performance managing the headteacher
 - Engaging with stakeholders
 - Contributing to school self-evaluation

- Ensuring financial probity by:
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring value for money is obtained
 - Ensuring risks to the organisation are managed

Code of Conduct

- As members of the governing body we know that:
 - we have no legal authority to act individually, except when the board has delegated authority to do so, and we will only speak on behalf of the governing board when we have been specifically authorised to do so;
 - we are collectively responsible for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting;
 - 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;
 - in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website;

- In carrying out our strategic functions, we will:
 - foster open, transparent governance and will act appropriately,



- work collaboratively, providing constructive, appropriate challenge and support to the Headteacher and the School;
- develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.
- be mindful of how our decisions may affect the community and other schools;
- 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;
- follow the procedures established by the governing board in all we do;
- be respectful, at all times, of fellow governors and staff as we carry out our role.



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Individual Governor Commitment

By agreeing to become a Governor at Bishop Perrin School I will undertake to do the following:

- Support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- Answer queries from other governors in relation to functions delegated to me and take into account any concerns expressed,
- Acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- Provide any information as required by the Clerk to enable DBS checks to be completed, and to fulfil the statutory requirements regarding publication of information on Edubase and the School website.

Meetings

- Attend regular full governing body meetings and be punctual
- Serve on and regularly attend at least one committee
- Read and consider all papers prior to all meetings, completing any actions delegated to me on time
- Where agreed at committee or full governing body meeting, contribute to virtual team consideration of material to prepare for full sign off at next meeting
- Make positive contributions at meetings, listening to others and providing robust and constructive challenge where relevant
- Email my apologies to the Clerk and the Chair of Governors or Chair of Committee as appropriate when I cannot attend a meeting.

Training

- I will initially undertake the New Governors Training offered by the local authority and then the refresher course after 3 years.
- I will endeavour to attend two training sessions per academic year and provide structured feedback to the governing body on:
 - I. What the training was
 - II. What was the key message
 - III. What are the implications for Bishop Perrin?



School Visits

- Upon appointment to the governing body, I will arrange to visit the Head Teacher and have a tour of the school.
- I will endeavour to visit school during the school day at least once a term and provide structured feedback at the next full governing meeting.
- I will keep abreast with events in school by reading the school newsletter and will attend as many events as possible.

Confidentiality and information management

I agree to keep all matters discussed at governor meetings and as part of virtual discussions completely confidential and support all decisions made by the governing body.

I agree to handle all papers relating to my role as governor securely, ensuring they are disposed of as confidential waste and are only shared with the governing body and the Clerk to the Governors.

I agree to maintain good practice when using digital information, using password protected email accounts, making use of encrypted platforms where possible, and ensuring all relevant virus and anti spy-ware is kept up to date on my computer/devices.

This is my commitment to Bishop Perrin School. Should I not be able to meet it, I will review my role on the governing body.

Signed:

Dated: