



The Code of Conduct and Standing Orders of the Governing Body of St Monica's Catholic Primary School

The functions of the governing body include the following core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff;
- overseeing the financial performance of the school and making sure its money is well spent; and
- ensuring the voices of stakeholders are heard.

Code of Conduct for Governors

In exercising its functions the Governing Body will observe the Seven Nolan Principles of Public Life. It will act with **integrity, objectivity and honesty** and **in the best interests of the school**. It will be **open** about the decisions it makes and the actions it takes and be **prepared to explain** those decisions and actions to interested parties. Individually, Governors will **exhibit these principles in their own behaviour**. They will actively promote and robustly support them and be willing to challenge poor behaviour wherever it occurs.

The Headteacher's responsibilities include:

- the internal organisation, management and control of the school; and
- the educational performance of the School.

The Headteacher is accountable to the Governing Body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body.

Governors accept that their role is strategic and so will focus on core functions rather than involving themselves in day-to-day management.

They will develop, share and live the School's ethos and values, and work collectively for its benefit. They will strive to uphold the School's reputation in private communications (including on social media).

They agree to adhere to the School's policies and procedures as set out by the relevant governing documents and law. They will consider how their decisions may affect the School and local community. They will stand by their decisions, but, if decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, they will speak up and bring this to the attention of the relevant authorities.

Individually, Governors will speak or act on behalf of the Governing Body only if they have the authority to do so. When making or responding to complaints, they will follow the established procedures.

They will be candid but constructive and respectful when holding senior leaders to account. They will fulfil their responsibilities as a good employer, acting fairly and without prejudice. They will not discriminate against anyone and will work to advance equality of opportunity for all.

They will participate in induction training and take responsibility for developing their individual and collective skills and knowledge on an ongoing basis. They will involve themselves actively in the work of the Governing Body and accept their fair share of responsibilities, serving on committees or working groups where required. They will make every effort to attend all meetings and, when attendance impossible, explain in advance. They will arrive at meetings prepared, having read all papers, and ready to make a positive contribution and observe protocol.

Governors will get to know the School well and respond to opportunities to involve themselves in school activities. They will visit the School and, when doing so will make arrangements with relevant staff in advance and observe school protocol. When visiting in a personal capacity (for example, as a parent or carer), they will continue to honour the commitments made in this code. They will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders.

They will express views openly, courteously and respectfully in all communications with fellow Governors and staff both inside and outside meetings. They will work to create an inclusive environment where each Governor's contributions are valued equally. They will support the Chair in his/her role of leading the board and ensuring appropriate conduct.

Governors will observe complete confidentiality both inside and outside school in relation to matters deemed confidential or which concern individual staff, pupils or families. They will not reveal the details of any Governing Body vote. They will ensure all confidential papers are held and disposed of appropriately. They will maintain confidentiality after leaving office.

They will declare any business, personal or other interest in connection with the board's business, and these will be recorded in the Register of Business interests published on the School's website. Governors will also declare any conflict of loyalty, where necessary, at the start of any meeting. If a matter involving such a conflict arises unexpectedly in a meeting, the Governor concerned will offer to leave for the duration of the discussion of that matter and any subsequent vote.

Each Governor will act in the best interests of the School and not as a representative of any group. Governors accept that, in the interests of open governance, their full names, date of appointment, terms of office, roles on the board, attendance records, relevant business and pecuniary interests, governor category, and the body responsible for appointing them will be published on the School website. They also accept that information about Governors will be collected and recorded on the DfE's national database ('Get information about schools'), some of which will be publicly available.

Governors understand that potential or perceived breaches will be taken seriously and could lead to formal sanctions.

Standing Orders

On the basis set out in the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 (published January 2014), the Governing Body has agreed the following Standing Orders to ensure its business is conducted efficiently and rules are applied consistently and fairly.

1. Membership of the Governing Body

- 1.1 The composition of the Governing Body is recorded in the Instrument of Government.
- 1.2 The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the Governing Body. They may be given voting rights on committees but not on the Governing Body.
- 1.3 The Governing Body will adopt an agreed Code of Conduct.

2. Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the Clerk, a Governor (but not the Headteacher) may take the Minutes of a meeting. The Governing Body must have regard to advice from the Clerk as to the nature of the Governing Body's functions.

3. Meetings

- 3.1 The Governing Body will meet at least three times per school year.
- 3.2 All meetings will be convened by the Clerk. Written notice of meetings, with an agenda and any papers to be considered, will be made available at least seven days before the meeting.
- 3.3 The Chair may call a meeting at shorter notice if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters, such as the removal of the Chair or the suspension of any Governor.
- 3.4 Any three Governors can request that the Clerk convene a meeting.
- 3.5 Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means, such as video-conferencing.
- 3.6 If both the Chair and Vice-Chair are absent, another Governor (but not any person employed to work at the school) can take the Chair for that meeting. Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.
- 3.7 The Governing Body will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any

pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

- 3.8 If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the Governing Body.

4. **Quorum and Decisions**

- 4.1 The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.
- 4.2 Decisions are made by a simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie, the Chair has a second, or casting, vote. Decisions of the Governing Body are binding on all members.
- 4.3 All decisions are made by the Governing Body, except where the Governing Body has delegated the function to a committee or an individual.
- 4.4 The quorum for Committees is as recorded in the Organisational Arrangements document or individual Committees' Terms of Reference but must not be less than three Governors who are members of the Committee.

5. **Chair and Vice-Chair**

- 5.1 Prior to the election of the Chair and Vice-Chair, the Governing Body must determine the date on which the term of office will end.
- 5.2 If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body must elect one of their number to fill that vacancy at their next meeting.
- 5.3 The election of Chair and Vice-Chair will be conducted by the following process.
- *Governors will be able to submit verbal nominations at the meeting. A Governor can nominate him/herself and does not need to be present at the meeting to be considered.*
 - *The Clerk takes the chair for this agenda item but does not have a vote.*
 - *A vote will be conducted even where there is only one nominee.*
 - *The nominee(s) will be asked to leave the room whilst the election process takes place.*
 - *The remaining Governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
 - *The nominee(s) will return to the meeting and the clerk will announce the result.*

- *If there is a tie, the process is repeated until a nominee polls a majority of votes in their favour.*

6. **Delegation of Functions**

- 6.1 The Governing Body can delegate any of its statutory functions to a Committee, a Governor or to the Headteacher, subject to prescribed restrictions.
- 6.2 The Governing Body remains responsible for any decisions taken, including those relating to a function delegated to a Committee or an individual. The Governing Body can still perform functions it has delegated.
- 6.3 No action may be taken by an individual Governor unless authority to do so has been formally delegated by the Governing Body. This does not preclude the Chair or Vice-Chair taking action under their emergency powers
- 6.4 The delegation of functions as detailed in the Organisational Arrangements document will be reviewed annually.
- 6.5 Committees' arrangements and membership will be reviewed annually at the first meeting of the Autumn term. Each Committee will have a Chair, a Clerk and a minimum quorum of three Governors who are members of the Committee.

7. **Collaboration with other Schools**

The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged.

8. **Governors' Allowances**

The Governing Body has agreed to reimburse a Governor or Associate Members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. All claims are subject to audit scrutiny.

Adopted by the Governing Body of St Monica's on 14 November 2023

Signed:

John Furlong

[Chair of Governors]

The Governing Body agrees that the Code of Conduct will be reviewed annually or, as necessary, following significant changes to the law or relevant policies.
