



Code of Governance

Goathland Primary School
Beck Hole Road
Goathland
YO22 5ND

31st January 2024

INTRODUCTION

The foundation of good governance is that there should be a balanced, diverse and effective Governing Body which leads and controls the School. The Governing Body should ensure that the School upholds the following principles:

Standards

It operates according to high ethical standards and explicit values.

Accountability

There is proper accountability to, and involvement of all the Schools stakeholders including parents, its employees and funders.

Openness

There is a spirit of openness, making full disclosure of governance matters and other information, as appropriate.

Equality and Diversity

There is fairness and equality of opportunity in all aspects of the Schools governance.

Review and Renewal

There are formal and open processes for the periodic review of the Governors own performance and to ensure its renewal on an ongoing basis.

Clarity

There is clarity of roles and responsibilities between the Governing Body and paid staff.

Control

There are effective systems for internal delegation, audit and control.

Information

The Governing Body receives adequate and timely reports and advice to inform its decisions.

Structures

There is an effective staffing structure to support the Governors' work.

Audit

There are effective and proper relationships between the school and its external auditors.

CODE OF GOVERNANCE

This Code of Governance aims to help the School put the above principles into practice. This Code of Governance is intended to provide a framework for the working arrangements of Goathland Primary School and sets out its responsibilities, authority and accountability of the School Governing Body and Leadership Team. It is expected that the Code of Governance will enhance the School's reputation and ensure that better results are achieved and maintained.

The School has a Governing Body comprising of 8 Governors; principal officers are the Chair, Vice Chair and Clerk.

1. THE GOVERNING BODY

- 1.1 Role** – To provide the strategic direction for the work and improvement of the school. Support and challenge the effectiveness of the school. Ensure accountability for the outcomes achieved, quality of education and leadership and management provided. Ensure that all statutory responsibilities are fulfilled.

The Governing Body is a corporate body and no governor has any individual powers. However, individuals must be prepared to accept corporate responsibility. The Governing Body operates as a whole but may delegate to committees and/or working groups where appropriate, as detailed within this Code of Governance.

CONSTITUTION (Memorandum)

- 1.2 Membership** – A membership of 8 Governors in attendance as appropriate. Each Governor will be given a formal letter specifying their obligations and should sign a copy to indicate acceptance. This will include obligations to:-

- Uphold the School’s core policies, including those for equality and diversity;
- Contribute to and share responsibility for the Governing Body’s decisions;
- Prepare for and attend meetings, training sessions and other events;
- Attend and participate in reviews linked to individual performance or that of the Governing Body.
- Represent the School on occasions;
- Declare any relevant interests;
- Respect confidentiality of information; and
- Uphold the principles of good governance and the School’s own Code of Conduct.

All members of the Governing Body will share the responsibility for its decisions.

All Governors must act in the interest of the School and not on behalf of any other interest group.

1.3 Skills – In order that the Governing Body can discharge its responsibilities for the direction of the School, members should have or acquire a diverse range of skills, competencies, experience and knowledge. These should cover the following broad areas, across the group as a whole:-

In no order of priority:

1. An ability to discern the needs and aspirations of those whom we serve, and the community in which we serve.
2. General Business and Management (Project, Financial and Property) skills.
3. Some awareness of the theories and methods of teaching.
4. Some awareness of the key areas of the curriculum.
5. Other relevant or specialist skills, such as ICT, Communication and Marketing, Legal Expertise, HR, Health & Safety, Special Needs, Statistics and Behaviour Management.

1.4 Quorum – The Quorum equals half of the total number of current Governors rounded up to a whole number.

1.5 Selection & Review – The categories of Governors are Co-opted, Local Authority, Parent and Staff. The number of Governors in each category of the Governing Body is given in the school's memorandum. The Governing Body will be reviewed and action taken/agreed to evidence that new/existing Governors can realistically serve their role in governance and that there is a balanced composition of membership that can contribute to the school's long term stability.

A number of the Governors have specific responsibilities. These include: Curriculum-Leader Link Governors, SEND Governor, Health & Safety Governor and Safeguarding Governor.

The Governing Body may appoint Associate members. Associate members are not counted in the quorum (1.4).

1.6 Review – The Governing Body will carry out a regular skills audit (annually) of its strengths, weaknesses and performance, in order to satisfy the requirements of 1.3. The Governing Body will ensure that all new Governors receive induction training and that effective arrangements are made to maintain and enhance the skills, experience

and knowledge of all Governors on an ongoing basis. This will be based on an analysis of the training and development needs of individuals and the Governing Body as a whole.

1.7 Conduct of Business – The Governors’ decision should, wherever possible, be based on:-

- Full agendas and documentation circulated to members with at least seven clear days’ notice.
- Points for decision should be clearly identified in documents.
- Decisions should be recorded in minutes.

1.8 Functions

- To consider and approve:-
 - a) Organisational Philosophy – covering values, openness, involvement of others, equality of opportunity;
 - b) Organisational arrangements which affect the Strategic direction of the school;
 - c) This Code of Governance and its underlying principles and ensure compliance with the values and objectives of the Organisation;
 - d) Annual School Development and Improvement Plan;
 - e) Annual Budget;
 - f) The development of and decision to cease activities in accordance with the present Finance Policy/Regulations;
 - g) Authorisation of expenditure in accordance with the present Finance Policy/Regulations;
 - h) Code of Conduct for Governors and Staff;
 - i) Additions/deletions to the Inventory/Fixed Asset Register;
 - j) Financial Policy/Regulations;
 - k) Risk Management;

- l) The appointment (and if necessary, removal) of the Chair, Vice Chair and Staff;
- m) To assess the performance of the School;
- n) In accordance with the school's memorandum, the appointment (and, if necessary, removal) of Governors;
- o) To undertake a review of Policies in accordance with the agreed 'Schedule of Review'.

1.9 Frequency of meetings:

Meetings of the Full Governing Body shall be held as and when required, but at least once every school term (i.e. 6 times per year).

2 COMMITTEE MEETINGS/WORKING GROUP

2.1 Role – To respond to needs arising as delegated by the Governing Body (ref 1.1), examples being:

- Pupil Disciplinary Committee following the permanent exclusion of a pupil;
- Pay Committee oversees the staff appraisal process and pay;
- Complaints Committee deals with complaints from parents and those not employed at the school;
- Ban Committee considers whether to withdraw permission for an individual to enter school premises permanently;
- Staff Discipline and Dismissal Panel hears representations concerning the potential dismissal of an employee or the imposition of a lesser sanction;
- Appeal Panel hears the point(s) of appeal and determine whether the original decision and any sanction imposed should be upheld, reduced or overturned.

2.2 Membership – The Clerk will invite three Governors to be part of a committee meeting or working group as needed. If there are insufficient Governors who are eligible, impartial, available and 'untainted' by circumstances pertaining to the meeting, the Clerk may recruit suitable Governors from another Governing Body. One of these Governors will be appointed Chair for the purposes of this meeting.

2.3 Quorum – Three eligible Governors.

2.4 Conduct of Business – as per the School memorandum. All committees and working groups refer to statutory guidance.

2.5 General – The responsibilities and authority of the committee or working group will be approved by the Governing Body and reviewed annually.

2.6 Functions

- To represent the Governing Body at specific Committee meetings or meetings of a work group.

2.7 Frequency of meetings:

- Meetings shall be held as and when required in response to need.

3. CHAIR of GOVERNORS

3.1 General – The Chair must be a member of the Governing Body. No governor who is employed to work at the school, in any capacity, may be elected as Chair of the Governing Body.

The term of office is decided by the Governing Body before the election, this can be between one and four years. In the event that the Chair resigns in mid-term of office, the Governing Body will elect a replacement for the remainder of the term.

3.2 Responsibilities -

- To give a clear lead in organising the Governing Body's work:
 - To Chair meetings of the Governing Body.
 - Ensure the efficient conduct of the Governing Body's work and meetings.
 - Ensure the Governing Body receives professional advice when needed either from its Leadership Team or from external sources.
 - Represent the school on occasion.
- To delegate roles and ensure that other Governors are fully involved:

- Ensure that the Governing Body delegates sufficient authority to Committees and working groups to enable the work of the school to be carried out effectively between meetings of the Governing Body and also to ensure that the Governing Body monitors the use of these delegated powers.
- To manage meetings effectively:
 - Ensure that all Governors are given the opportunity to express their views and that appropriate standards of behaviour are maintained in accordance with the approved code of conduct, before any important decision is taken.
- To hold regular meetings with the Head Teacher:
 - Establish a constructive working relationship with, and provide support for, the Senior Leadership Team and ensure that the Governors as a whole act in partnership with the staff.
- To keep other Governors fully informed.
- To co-operate with other agencies to support school improvement and, working in consultation with other members of the Governing Body (for instance with a small committee or working group) to:-
 - a) Ensure that the Governing Body makes proper arrangements to appraise the performance of the Head Teacher.
 - b) Review the composition of the Governing Body and the skills of its individual members and to ensure that action taken is to remedy any deficiencies.

4. OTHER OFFICERS

The school shall have a Vice Chair and a Clerk to the Governors who shall be appointed and may be removed by the Governing Body. The Vice Chairs' term of office is decided by the Governing Body before the election, this can be between one and four years. In the event that a Vice Chair resigns in mid-term of office, the Governing Body may elect a replacement for the remainder of the term or may decide to maintain one Vice Chair.

4.1 Vice Chair – shall:-

- Deputise in the absence of the Chair in accordance with Section 5;
- Undertake a review of the Chair's workload to establish which tasks the Vice Chair could take on;
- Maintain an understanding of school issues;
- Maximise the effectiveness of communication between the Chair and Vice Chair;
- Observe and give feedback to the Chair on Governing Body meetings.

4.2 Clerk to the Governors – shall:

- Service the Governing Body in accordance with the Job Description; to include the preparation and distribution of agenda/minutes, attending meetings of the Governing Body, dealing with general correspondence and maintaining records of attendance and meetings etc;
- Report to and liaise with the Chair of Governors (line manager) on a timely basis.