




“Let your light shine brightly.”

Matthew 5:16

Governor Policy

Incorporating:

- **Governors' Code of Conduct**
- **Governor Visits**
- **Governor Recruitment and Retention**
- **Governor Expenses and Allowances**

Policy accepted by FGB on:	20/11/2019
Next review:	Autumn 2022
Signed (Chair of Governors):	
Statutory policy: Yes/No	On school website: Yes/No

GOVERNORS' CODE OF CONDUCT

General

1. I understand that the principal concern of the Governing Body and each governor is the welfare of the school.
2. I appreciate that the main focus of the Governing Body is on school improvement and the raising of standards of pupil performance in the school.
3. I recognise and manage our responsibility for determining, monitoring and reviewing the broad policies, plans and procedures within which the school operates.
4. I recognise that the Headteacher is responsible for the implementation of policy and the day-to-day management of the school.
5. I understand and accept that all governors are equal members of the Governing Body.
6. I understand that I have no authority to act individually unless the Governing Body has given me the delegated authority to do so and it is legally permissible.
7. I know that I must act fairly and without prejudice in all matters.
8. I will make my own contribution to our Governing Body practising open government.
9. I will give careful consideration to the impact of my views and my vote when decisions are being taken on people, organisations and the school.

Commitment

10. I acknowledge the need to commit time and energy to being an effective governor.
11. I will involve myself actively in the work of the Governing Body by attending meetings, serving on committee(s) and accepting a fair share of responsibility.
12. I will consider my needs for development as a governor.

Relationships

13. I will make every effort to work as a member of the Governing Body team.
14. I will seek to develop effective working relationships with members of staff, parents and the school's wider community.

Confidentiality

15. I will observe confidentiality as required.
16. I will exercise prudence if contentious issues affecting the school arise outside the Governing Body.

Conduct

17. I will express my views at meetings.
18. I will accept collective responsibility for decisions made by the Governing Body.
19. I will only speak or act on behalf of the Governing Body when specifically authorised to do so.
20. In making or responding to criticisms or complaints concerning the Governing Body, I will act in line with the procedures established by the Governing Body.
21. My visits to school as a governor will be in line with the protocol agreed by the Governing Body and staff.
22. As a governor, I will always be mindful of my responsibility to maintain and develop the ethos and reputation of the school, and I agree that my actions within the school community should always reflect this.

GOVERNOR VISITS POLICY

1. Aim

Through our programme of individual governor visits, we aim to ensure governors embrace the ethos of the school and have an awareness of the broad and balanced curriculum. Our intention is to:

- improve governor awareness of the ethos of the school and delivery of the curriculum;
- assist the whole Governing Body to fulfil its statutory role;
- improve governor understanding of the needs of the school and the priorities for the future School Development Plan;
- monitor and evaluate the current School Development Plan, especially in relation to curricular issues;
- improve governor links with staff, pupils and parents;
- help governors to be better able to support the school community;
- highlight the need for particular resources.

2. Timetable of visits

- All governors to visit at least once a year during the working day.
- All new governors are offered an introductory visit soon after their appointment to the Governing Body as part of their introductory programme.
- Governors are welcome to informally visit the school (with prior notice during the school day) taking into account the needs of all concerned and the appropriate timing of visits, e.g. assemblies.
- Specific invitations are sent for some occasions.
- Visits to talk with the Headteacher or subject leader can also be made by appointment.
- Governors receive copies of parents' newsletters, which contain notice of events, and governors are welcome to attend these.

3. Focus of monitoring visit

Where such visits are made, they will focus on aspects of the School Development Plan, and on carrying out the work of the Governing Body, e.g. SEN, Health and Safety, Literacy, Mathematics and governor roles.

The visits may focus on a particular aspect of the curriculum, or on one major aspect of delivery of the curriculum or a specific priority within the School Development Plan.

4. What governor visits are NOT about

- Making judgements about quality of teaching and operational management.
- Checking the progress of their own children.
- Pursuing personal agendas.
- Monopolising teachers' time.
- Arriving with inflexible, preconceived ideas.
- Interrupting, giving ideas or suggestions during teaching time.

5. **Format for visits**

A. Deciding on the focus ...

First, arrange a visit with the appropriate teacher and agree the aim of the visit and arrangements for it in advance. Ensure the Headteacher is aware of the details of the visit. Most visits take place in the classroom and staff should have been consulted about the date and purpose of the visit. This will have enabled them to prepare any information related to the focus of the visit and to set up a programme for the governor.

B. Deciding on the best way to gather information ...

This might include the following:

- A learning walk with a subject leader/member of SLT.
- Supporting a group of children on a set task.
- Informal observations of children at work.
- Opportunities to speak with children on their work in progress.
- Opportunities for observing displays of work in the classroom which show progress over time.
- Opportunities for pupils to demonstrate work to governors.

Also:

- Governors would be expected to be present at the beginning of a lesson – this will enable the teacher to introduce them to the class and explain the reason for their presence.
- Governors should be aware of the confidentiality of what they see and hear.
- Governors should be discreet, so as not to disrupt the lesson in progress.

C. Follow up ...

- Governor to fill in a Governor Monitoring Report Form (see page 5, below) for Governing Body/staff as appropriate.
- Further meeting with the Headteacher or curriculum coordinator may be organised to review the focus of the visit and answer any questions raised in the light of the visit.
- Governor to feedback to fellow governors about the visit at a subcommittee or FGB meeting.

6. **Monitoring and review**

- Staff and governors will be invited to feedback on the effectiveness and success of governor visits.
- Governors and the Headteacher will review and update the Governor Policy every three years.

Governor Monitoring Report Form

For use when link governors visit the school, for the purpose of information gathering and sharing at governor meetings. Please note: *information on this form must be treated as confidential. Do not name individuals in this report.*

Name of governor(s):

Focus of visit:

Date, time and duration of visit:

Question/learning observed	Source of evidence	Comment and impact

Comments

Next steps

GOVERNOR RECRUITMENT AND RETENTION POLICY

1. Aim

The aim of this policy is to ensure that the Governing Body consists of a group of committed people with a range of skills and experience. It is important that there is a blend of experienced governors alongside people who are fresh to the role, who may well bring a new perspective.

2. Parent governors and staff governors

Governors in these categories will be elected following the approved procedures. At the end of the term of office, the governor may stand for re-election. It is possible that a parent governor may become either a local authority, community, foundation or associate governor.

3. Local authority, community and foundation governors

Governors in these categories are respectively appointed by Somerset County Council, the Governing Body and Christ Church Parish Council. At the end of a governor's term of office, a governor can ask to be considered for a further term of office. Towards the end of the term of office, the Clerk will ensure that the relevant paperwork for reapplying is forwarded to the governor.

The governor should not assume that any reminders will be given. If the paperwork is not returned by the deadline, then the term of governorship ends and the appropriate body will recruit a replacement governor.

It is the responsibility of all governors to ensure that the paperwork is completed and returned in good time. It is also vital that governor DBS's are current and that renewals are completed promptly.

4. Associate Governors

It is important that governors are valued during their term of office and that they are committed to improving Christ Church C of E First School and able to contribute effectively. Equally, it is important that long-serving governors do not feel obliged to stay on as a governor even when their commitment has declined. With this in mind, the Governing Body should try to encourage individuals to become associate governors in the future. This would minimise the time when governor vacancies remain open, as there should be someone ready to step into the vacant position. Equally, it would be sensible to maintain the potential of these people by the Governing Body accepting them as associate governors as appropriate. This would also mean that they would be more familiar with the role of a governor on appointment and they should become effective governors far more quickly.

GOVERNOR EXPENSES AND ALLOWANCES POLICY

1. Scope and applicability

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, governors would not be liable for tax.

The Governing Body of Christ Church believes that this would be an appropriate use of school funds, as it would help to ensure equality of opportunity to serve as governors to all members of the community.

This policy applies equally to all categories of governor.

2. Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting

Claims for the actual cost of reimbursement to a childminder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.

Appropriate proof of payment should be submitted.

This **excludes** situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for childcare.

Telephone charges, photocopying, stationery, etc.

Where a governor is unable to use the school's facilities for any of the above, a claim for reimbursement may be made.

Receipts must be kept where appropriate. In all other cases a detailed written record should be made and submitted.

Travel and subsistence

Only in the event that a governor is travelling on school business should a claim be made.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required. Mileage claims will be reimbursed at the level of the rates published by Somerset County Council.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to a value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Special needs

Any extra costs incurred by governors in carrying out their duties because they have special needs.

Other

This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

3. Making a claim

To minimise administrative burden for the school, governors should claim in arrears on a termly basis, unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (see Appendices A and B, below) and should be authorised by either the Chair of Finance Committee or Headteacher and submitted to the school office for payment.

Claims will be reimbursed by cheque or cash in accordance with the school's Finance Policy and normal operational practices.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit, as is all school expenditure. If claims appear to be excessive or inconsistent, the Chair of Governors may ask for further details.

APPENDIX 1: EXPENSES CLAIM FORM FOR GOVERNORS – PART 1

Christ Church C of E First School EXPENSES CLAIM FORM (for Governors) PART 1

Name of governor: (PRINT NAME)

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

Date	Details of Expenditure	Claim (£)
Total Claim		£

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that CASH/CHEQUE has been received.

Signature (governor): Date:

Headteacher/Chair of Finance Committee

PRINT NAME:

Signature: Date:

Reimbursed by

PRINT NAME:

Signature: Date:

FOR OFFICE USE ONLY	
Cost Centre:	Ledger Code:

APPENDIX 2: EXPENSES CLAIM FORM FOR GOVERNORS – PART 2

**Christ Church C of E First School
EXPENSES CLAIM FORM (for Governors) PART 2**

Name of governor: (PRINT NAME)

Part 2 only to be completed when payment is made to another person.

Amount received: £

Name of person receiving payment *from* a governor (BLOCK CAPITALS):

.....

Signature:

Date:

Signature of governor:

Date: