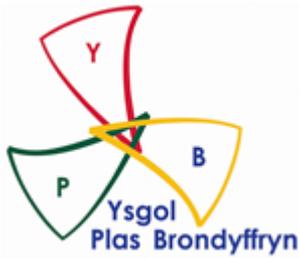


September 2018



## Ysgol Plas Brondyffryn

### CODE OF CONDUCT FOR THE GOVERNING BODY

Policy Adopted: Summer 2012  
Last Review: September 2018

#### **Wellbeing Impact Assessment completed**

A Wellbeing Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

#### **Date completed:**

June 2016

## 1. Introduction

This document is based on models/advice/principles from the following sources:

- i) 'Code of Practice for School Governors 2010/11' - National Governors' Association.
- ii) 'Principles of Conduct for Governors of Schools in Wales' – Governors Wales 2006.
- iii) 'Model Code of Conduct for Governing Bodies' – Lambeth Council 2006.
- iv) House of Commons Education and Employment Committee's Report on the Role of School Governors - 2002.

It sets out the expectations on and commitment required from the Governing Body of Ysgol Plas Brondyffryn to properly carry out its work within the school and the community.

It provides a statement of the broad principles by which the Governors of Ysgol Plas Brondyffryn will operate and describes the appropriate relationship between individual Governors, the whole Governing Body and the leadership team of the school.

It has been thoroughly discussed by the Governing Body and was formally approved on 27 February 2012. It will be reviewed annually.

## 2. The Role of the Governing Body:

The HT (who has responsibility for the day to day management of the school) and the Governors work closely together. In this partnership, the Governors fulfil three key roles: 1. Provide a strategic view, 2. Act as a critical friend, and 3. Ensure accountability.

The Governing Body of Ysgol Plas Brondyffryn has excellent first-hand knowledge of the school's strengths and development needs and has played a key role in planning and setting the strategic direction for the school. High levels of commitment have led to a regular programme of full committee meetings which are supported by four sub-committees to ensure that all aspects are covered. These include Asset Management, Human Resources, Pastoral and Teaching and Learning.

Ysgol Plas Brondyffryn Governors have a 4 year term of office following which they may be eligible for re-appointment or re-election. Their responsibilities include:

- Ensuring an autism-centred approach is embedded in every aspect of school life, both for day pupils and residential.
- Attending meetings regularly and contributing to discussions. Governing Bodies must meet at least three times per year – the Ysgol Plas Brondyffryn Governing Body meets four times a year.
- Promoting effective ways of teaching and learning when setting the school's aims and policies and monitoring/reviewing how standards of education can be improved.

- Helping to establish the aims, policies and objectives of Ysgol Plas Brondyffryn, and how standards of education can be improved (this is known as Governors' strategic role).
- Helping to draw up and monitor the implementation of the school improvement plan, which includes both short term term (one year) and long term (3 year) priorities.
- Setting the school budget and monitoring expenditure.
- Ensuring that the national curriculum is implemented and hearing any complaints about its delivery.
- Acting as a link between the local community and the school.
- Producing an action plan after each ESTYN inspection and monitoring how the plan is put into practice.
- Producing an action plan after each CSSIW (Care and Social Services Inspectorate Wales) inspection of Gerddi Glasfryn and monitoring how the plan is put into practice.
- Considering cases of excluded pupils.
- Developing, monitoring and reviewing a range of school policies and procedures.
- Ensuring accountability.
- Setting the staffing structure, interviewing and appointing staff and making decisions on staffing issues.
- Acting as a good 'employer' to staff.
- Maintaining and improving school buildings.
- Using a combination of reports, visits, exam and course results and other activities to monitor the progress of the school and pupils.
- Establishing good working relationships with the Head teacher, staff, local authority, the community and other bodies whilst maintaining confidentiality in relation to individual staff or pupils.

### **3. The Role of a Governor**

In law the Governing Body is a corporate body, which means:

- All Governors carry equal responsibility for decisions made, and although appointed through different routes (i.e. parents, staff, Local Authority Community), the overriding concern of all Governors has to be the welfare of the whole school.
- The concept of the Governing Body being a corporate entity is accepted as is the fact that no single Governor can act on her/his own without proper authority from the full Governing Body.

### **4. General Principles**

As Governors:

1. We understand the purpose of the Governing Body and the role of the Head teacher.
2. We accept that we have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.
3. 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.
4. We will encourage open governance and will act appropriately.
  5. We will always 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.
  6. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
  7. We will accept the collective decision of the Governing Body and not speak in public against decisions with which we privately disagree.

## 5. Commitment

Being a Governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the Governing Body of a school.

All Governors should involve themselves actively in the work of the Governing Body and accept a fair share of the responsibilities, including service on committees.

Regular attendance at meetings of both the full Governing Body and committees is essential.

Governors should know the school well and take opportunities to visit it and become involved in school activities.

1. We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
2. We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.
3. We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. Our visits to school will be undertaken within the framework established by the Governing Body and agreed with the head teacher.
6. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
7. We will ensure that we have an up to date DBS check.

## 6. Confidentiality

Governors will observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, pupils or parents.

Whilst Governors are entitled to disclose the decisions made by the Governing Body, unless it was agreed as a confidential item by the Governing Body, Governors are **not** entitled to identify the views expressed by individual named Governors.

Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the Governing Body.

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
2. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
3. We will not reveal the details of any Governing Body vote.
4. We will respect the Governing Body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside Governing Body meetings, solely to Governor colleagues and in appropriate cases solely to discussion within Governing Body committees;

## **7. Conflicts of interest**

1. We will record any pecuniary or other business interest that we have in connection with the Governing Body's business in the Register of Business Interests.
2. We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

## **8. Mentoring**

An experienced Governor who acts as a mentor to new Governors can provide support and a listening ear for all aspects of the work of the Governing Body. Governors should be prepared to act as mentors, as required.

## **9. Meetings**

Individual Governors do not have any authority in school as it is the collective decisions of all the Governors together that carry authority.

It follows that if a Governing Body is to carry out its functions well, its meetings are crucial. Below is the 'Meetings Charter'. If the Chair, the Head, the Clerk and all the Governors subscribe to, and implement, a charter such as this, the Governing Body will be giving itself the best chance of coming to informed, collective decisions.

## **10. Meetings Charter**

As a Governor of Ysgol Plas Brondyffryn I commit to:

- Attending Governing Body meetings regularly– in the event of a being unable to attend a Governing Body or Committee meeting then I shall inform the Clerk ASAP prior to the meeting. I understand that if I fail to present apologies and fail to attend consecutive meetings this this will render me liable to disqualification (as stated within Schedule 5.2 of 'The Government of Maintained Schools (Wales) Regulations 2005' (Appendix 1)).
- Attending Committee meetings regularly.

- Being punctual and reading the agenda, minutes and other papers before all meetings.
- Bringing my papers to all meetings.
- Making relevant and positive contributions;
- Listening to and considering what other people want to say
- Accepting my share of collective responsibility, even for those decisions that I do not personally agree with.
- Attending Training/Governor Development sessions.

As a Governor of Ysgol Plas Brondyffryn I expect:

- An agenda and relevant documents to reach me at least 7 days before the meeting;
- An agenda that makes clear the purpose of each item.
- A Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point.
- My contribution to be heard and others to contribute to the discussion;
- The decision making process to be quite clear.
- Governors to work together and not to be stubbornly partisan.
- Governors to take collective responsibility for decisions.
- Minutes that summarise views succinctly and record decisions accurately.

## **11. Training and Development**

Governor training and development is important. It benefits the school and individual Governors, and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the Governing Body and the work of the Governing Body as a whole

## **12. Visiting School**

Governors do not have an automatic right to enter the school. However, all Governors should visit the school as they do need to have the opportunity to see policies in action and to understand how the school works. In order to avoid misunderstandings arising the Governing Body has drawn up its own policy on Governor visits.

Governors should understand that their visits do not replace professional inspections or the monitoring role of the head teacher. Governors should not make judgements about the effectiveness of the teaching that they see.

On the 2 July 2012 the Governing Body approved a Policy for Visits by Governors to school.

## **13. Breach of Code of Practice**

This Code of Practice is mindful of the provisions of Welsh Assembly Government Regulations in its document "The Government of Maintained Schools (Wales) Regulations 2005".

Appendix 1 contains details of the relevant provisions from the Regulations which include:

**PART 4:**

**Regulation 27:** Removal of LEA, foundation, representative, additional community and sponsor Governors

**Regulation 28:** Removal of community Governors

**Regulation 29:** Removal of appointed parent Governors and partnership Governors

**Regulation 30;** Procedure for removal of Governors by the Governing Body

**PART 8**

**Regulation 49:** Suspension of Governors

**SCHEDULE 5: Qualifications and disqualifications**

**Para 5:** Failure to attend meetings ( See Appendix 1)

Breach of this Code of Practice could lead to suspension or disqualification though the Governing Body will only use these sanctions as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate
- We understand that any allegation of a material breach of this code of practice by any Governor shall be raised at a meeting of the Governing Body, and, if agreed to be substantiated by a majority of Governors, shall be minuted and could lead to consideration of suspension by the Governing Body.
- We are aware of the provisions of Regulation 27, 28,29,30,49 and Schedule 5 of the Government of Maintained Schools (Wales) Regulations 2005 which pertain to the grounds for suspension and disqualification from the role of school Governor.

**Undertaking:**

As a member of the Ysgol Plas Brondyffryn Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the head teacher or staff.

I accept and will abide by the principles contained in this Code of Conduct approved on the 27 February 2012 and reviewed on 10 September 2018.

**Name:** .....

**Signed:** .....

**Date:** .....

## APPENDIX 1

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# The Government of Maintained Schools (Wales) Regulations 2005

## SCHEDULE 5 *Qualifications and disqualifications*

### **Failure to attend meetings**

5.—(1) This paragraph applies to any Governor who is not a Governor by virtue of his or her office.

(2) A Governor, who, without the consent of the Governing Body, has failed to attend the meetings thereof for a continuous period of six months beginning with the date of the first such meeting he or she failed to attend, is, on the expiry of that period, disqualified from continuing to hold office as a Governor of that school.

(3) Where a Governor has sent an apology to the clerk to the Governing Body before a meeting which he or she does not propose to attend, the minutes of the meeting must record the Governing Body's consent or otherwise to the absence and a copy of the minutes must be sent to the Governor concerned at his or her normal place of residence.

(4) A Governor who has been disqualified as a Governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a Governor of any category at that school during the twelve months immediately following his or her disqualification under sub-paragraph (2).

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# The Government of Maintained Schools (Wales) Regulations 2005

## PART 4 Regulation 27

### **Removal of LEA, foundation, representative, additional community and sponsor Governors**

27.—(1) Any LEA Governor, foundation Governor, or representative Governor may be removed from office by the person who appointed him or her, who must give written notice thereof to the clerk to the Governing Body and to the Governor so removed.

(2) An *ex officio* foundation Governor may be removed from office by the person named in the instrument of government as the person entitled to remove him or her, and that person must give written notice thereof to the clerk to the Governing Body and to the Governor so removed.

(3) Any additional community Governor or sponsor Governor may be removed by the person who nominated him or her, who must give written notice thereof to the clerk to the Governing Body and to the Governor so removed.

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## The Government of Maintained Schools (Wales) Regulations 2005

### PART 4 Regulation 28

#### Removal of community Governors

28. The Governing Body may remove any community Governor (except an additional community Governor) from office in accordance with the procedure set out in regulation 30.

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## The Government of Maintained Schools (Wales) Regulations 2005

### PART 4 Regulation 29

#### Removal of appointed parent Governors and partnership Governors

29. Any parent Governor appointed by the Governing Body under paragraphs 10 to 12 of Schedule 1 and any partnership Governor may be removed by the Governing Body in accordance with the procedure set out in regulation 30.

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## The Government of Maintained Schools (Wales) Regulations 2005

### PART 4 Regulation 30

#### Procedure for removal of Governors by the Governing Body

30.—(1) This regulation applies in relation to the removal of a Governor from office in accordance with regulation 28 or 29.

(2) A resolution to remove a Governor from office which is passed at a meeting of the Governing Body does not have effect unless—

(a) before the Governing Body resolve to remove the Governor from office, the Governor or Governors proposing his or her removal at that meeting state their reasons for doing so and the Governor whom it is proposed to remove is given an opportunity to make a statement in response; and

(b) the matter of the Governor's removal from office is specified as an item of business on the agenda for the meeting.

(3) After a resolution to remove a Governor from office has been passed the Governing Body must inform the person removed from office of the reasons for the removal in writing.

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## The Government of Maintained Schools (Wales) Regulations 2005

### PART 8 Regulation 49

#### Suspension of Governors

**49.**—(1) Subject to paragraphs (2), (3) and (4), the Governing Body may by resolution suspend a Governor for all or any meetings of the Governing Body, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds—

(a) that the Governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his or her employment;

(b) that the Governor is the subject of proceedings in any court or tribunal, the outcome of which may be that he or she is disqualified from continuing to hold office as a Governor under Schedule 5;

(c) that the Governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the Governing Body or his or her office into disrepute; or

(d) that the Governor is in breach of his or her duty of confidentiality to the school or to any member of staff or to any pupil at the school.

(2) A resolution to suspend a Governor from office does not have effect unless the matter is specified as an item of business on the agenda for the meeting of which notice has been given in accordance with regulation 45(7).

(3) Before a vote is taken on a resolution to suspend a Governor, the Governor proposing the resolution must at the meeting state his or her reasons for doing so, and the Governor who is the subject of the resolution must be given the opportunity to make a statement in response before withdrawing from the meeting in accordance with paragraph 2(2) of Schedule 7.

(4) Nothing in this regulation is to be read as affecting the right of a Governor who has been suspended—

(a) to receive notices of, and agendas and reports or other papers for, meetings of the Governing Body, or

(b) to attend a meeting of the Governing Body convened in accordance with regulation 30 to consider his or her removal from office,

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during the period of his or her suspension.

(5) Nothing in this regulation is to be read as preventing a Governing Body from suspending a Governor who has been suspended under paragraph (1) for a further fixed period or periods, whether or not on the same ground as that of the original suspension, and paragraphs (1) to (4) apply in relation to each suspension.

(6) A Governor is not disqualified from continuing to hold office under paragraph 5 of Schedule 5 for failure to attend any meeting of the Governing Body while suspended under this regulation.