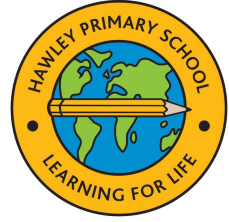


**HAWLEY PRIMARY SCHOOL**  
**GOVERNING BODY**  
**Terms of Reference – Code of Conduct**  
**2024/2025**



**1. Membership**

As a member of Hawley Primary School Governing Body, all governors will:

- be appointed for a minimum 4 year term of office
- share the workload and take on additional responsibilities as and when required to ensure the Governing Body fulfils its core functions
- undertake a focused school visit at least twice a term
- undertake training by attending training sessions relevant to their role
- contribute to discussions and support the corporate decision-making process, maintaining complete levels of confidentiality and discretion
- always act in the best interest of the school
- conduct themselves in a manner that reflects the ethos of the school
- be mindful of internet security if emailing sensitive information
- only act within the delegated powers granted to them by the Governing Body
- be respectful of the view of others and help to foster open and honest debate
- refer anyone with issues or concerns about the school to the Complaints Policy
- ensure they create an environment which enables the recruitment and retention of effective governors and which encourages the participation of all groups and sections of the community
- be proactive in recruiting governors whose appointment is their responsibility
- ensure the Governing Body recruit those people with the relevant skills and experience needed to strengthen the board whilst looking to maintain strong stakeholder representation from the local community

**2. Election of Chair and Vice-Chair**

- The Chair and Vice-Chair will be elected for one year and their term of office will end on the day before the first full Governing Body meeting following the anniversary of their appointment.

- Candidates should self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place. Self-nomination at the meeting will only be accepted if no one has put them self forward on the agenda.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- The Clerk will conduct the election of the Chair and Vice Chair.
- Where an election is contested voting will be by secret ballot.

### **3. Appointment of the Clerk to the Governing Body**

- If required, a new clerk to the Governing Body will be appointed following the Hampshire recruitment processes. The Clerk will have the relevant skills to take minutes of meetings and carry out other administrative duties as required.
- The Governing Body will support the Clerk in their continuing professional development, by enabling them to participate in the Clerks' Accreditation Programme, the Clerks' Development Programme, support meetings and inviting them to attend whole Governing Body training.
- The Governing Body will arrange for the Clerk to discuss their role with the Chair of Governors on an annual basis.
- Any additional hours, will be authorised by the Chair of Governors

### **4. Meetings**

- An annual calendar of dates for main and committee meetings will be agreed and set by the Chair of Governors. These will be published in July before the next academic year begins, where possible.
- Agendas will be set by the Clerk and agreed by the Chairs. All agendas and supporting documents will be circulated to Governors by the Clerk, no later than 7 days prior to the meeting, where possible. Questions should be submitted to committee chair 3 days prior to the meeting, where possible.
- Governors must ensure they read all documents sent, this will enable informed discussion to take place and sound decisions to be made.
- The Governing Body will plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
- The Governing Body will hold a minimum of 6 full Governing Body meetings per academic year. Additional meetings may be required as and when necessary to ensure the strategic business of the school is properly addressed.
- The Governing Body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full governing body meeting of not less than 50% of its current membership.

- Meetings will focus the work of the Governing Body on its three core functions and provide evidence that it is monitoring progress and evaluating outcomes across the school. This will ensure that the school improvement plan is successfully implemented, as well as meeting its statutory responsibilities.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support and appropriate challenge through the questions they ask.
- The submission of apologies should not be taken as the Governing Body giving consent to the absence. With regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
  - Consent for absence may be granted by the Governing Body on request from governors who know they will be unable to attend meetings for an extended period.
  - Where a governor's pattern of attendance is causing concern they will be alerted to this by the Clerk or Chair.
- The Governing Body will aim to complete full Governing Body meetings within two hours and committee meetings within one hour.
- Any additions to the agenda will only be added if agreed by the Chair, Clerk and Headteacher and have to be submitted two weeks prior to the meeting.

## 5. Governing Body Organisation

### a. Structure

- The Governing Body has adopted a 'circle' structure, with the following panels:
  - **Pay Panel** – Key focus: Teachers, support staff and Headteacher pay recommendations.
  - **Headteacher Performance Panel** – Key Focus: Headteacher performance and pay review.
- Subject to regulations, additional panels will be created to address but not limited to: staff grievances, staff dismissal, pupil discipline and any appeals.
- The overall effectiveness of the committee structure and the way it works to support the core functions of the Governing Body will be reviewed annually.
- All confidential or sensitive matter will be discussed with the Chair of Governors in the first instance. Details will be shared with the Full Governing Body as necessary and appropriate.

### **b. Delegation**

- In addition to responsibilities retained at Full Governing Body level by regulations, the Full Governing Body will not delegate:
  - approval of the school development plan
  - approval of the first annual budget in each financial year
  - approval of key policies
- The Full Governing Body will delegate power to:
  - Chair of Governors and Vice-Chair of Governors to support and make any initial agreements on its behalf as requested by the Headteacher (Assistant Headteacher in the absence of the Headteacher), if this cannot wait until the next Full Governing Body meeting. With the following conditions:
    - This must be disclosed at the earliest opportunity to the Full Governing Body.
    - This cannot have any finance impact to the school that exceeds £3000.00
- Pay Panel to approve all pay recommendations.
- In the absence of the Chair of Governors, the Vice-Chair of Governors can and will resume all specific Chair related responsibilities and act on their behalf when required.

### **c. General**

- The Governing Body will ensure that there are opportunities for parents to engage with Governors, so that their views can be considered by the board.

## **6. Safeguarding of Pupils**

All governors will undertake annual Safeguarding training. The Governing Body:

- will ensure that the Safeguarding Policy is up to date and the appropriate practices are in place
- at the beginning of each academic year, complete the Annual Safeguarding Audit in collaboration with the Headteacher
- maintain the ethos of safeguarding and promoting the welfare of children and young people
- review annually the Behaviour, Anti-Bullying, Safeguarding and Child Protection Policies and ensure they are in line with current legislation and guidelines.

## **7. Use of IT including social media**

- Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. Governors must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Governors must not have any unauthorised contact or accept 'friend' requests through social media with any pupil (including former pupils and/or those who attend other schools) unless they are family members. Governors must exercise caution when having contact online through social media with parents so as not to compromise the school's reputation or school information. Please refer to the school's acceptable use of ICT policy and Social Media policy in the Staff Handbook for further guidance on acceptable and unacceptable use of IT, social media and mobile phones.
- Mobile phones should be kept in a secure place and not be used when working with children about the school in keeping with the school's policies
- Governors, if approached by parents to discuss school matters outside school, should refer the parent to the normal school communication channels as appropriate.

## **8. School Improvement**

The Governing Body:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the school
- will be actively engaged with school self-evaluation
- will continuously self-evaluate its own performance
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the school
- will review and approve the SIP, to ensure that it aligns with the development areas identified in the school self-evaluation.
- will use a variety of internal and external information / data to hold the school to account and, where required, take appropriate action to drive up standards
- will require written information termly from the Headteacher covering:
  - pupil achievement and progress
  - an analysis of the school's performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
  - progress regarding the implementation of the school improvement plan
  - budget monitoring and forward financial planning
  - the effectiveness of performance management in the school
  - how it impacts on the quality of teaching and standards

- the link between pupil outcomes and pay progression
- strategic staffing issues
- behaviour and exclusions
- attendance data
- will receive and make use of external reports from the Local Authority, where appropriate (except those naming individual staff)
- understand the requirements of the Ofsted Leadership and Management criteria, especially those relating to Governance
- will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements - for further information on these matters see the 'Policies and other statutory requirements HCC guidance'

## **9. Governor relationships**

The Governing Body and Headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The Governing Body:

- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the Headteacher and staff to maintain a reasonable work / life balance in the way it conducts its business
- will have regard to equality of opportunity for both current and future governors in planning the frequency and times of meetings
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view - where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current regulations
- will be welcoming to new governors and ensure they receive appropriate induction and training

## **10. Resignation**

All resignations from the Governing Body must be given in writing to the Chair of Governors with school term's notice, where possible.

Ratified: 6 November 2024  
Next review: Autumn Term 2025