



## Governors' Charter



**The Governing Board of The Quinta Primary School is committed to working in partnership with the head teacher and staff to provide the best possible education for our children. We are committed to safeguarding and promoting their welfare and expect the same of all staff and volunteers.**

### **The Governing Board will:**

- respect the professional expertise of the headteacher and staff, and the fact that responsibility for the day to day running of the school rests with the headteacher;
- give sufficient notice of meetings and distribute paperwork to all governors in good time, at least a week before the meeting and will avoid tabling paperwork at meetings wherever possible;
- ensure that meetings are chaired effectively, so that the chair:
  - 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 contribution;
  - keeps discussion to the point.
- ensure that accurate draft minutes are produced promptly following meetings and agreed at the following meeting;
- encourage all governors to contribute equally;
- support the training and development needs of all governors;
- support leadership development and succession planning within the school, Education Improvement Partnership and more widely within the Authority;
- ensure that its decision-making processes are transparent
- publish on the school website current details of governance arrangements, including the structure and remit of the governing board, committee memberships and for each governor and associate member, their full names, details of their appointment, relevant business and pecuniary interests and attendance.
- apply for a DBS certificate for new governors within 21 days of their appointment/election.
- We will adhere to the Governor's Social Media Policy and understand a breach of this may lead to the individual being asked to step down as a Governor and Director of The Quinta Primary.

### **The headteacher will:**

- respect governors as volunteers who bring additional skills, experiences and perspectives, and value their contribution;
- work openly with the governing board and provide clear, concise and relevant information on which the Governing Board can base decisions;
- promptly provide any reasonable information requested by the Governing Board;
- ensure appropriate paperwork is available to governors with meeting agendas;
- be approachable and accept governors' role of 'critical friend';
- enable all governors to become involved in the life of the school;
- contribute to the induction, training and development of governors.

### **Expectations of individual governors are that they will:**

- respect confidentiality and support corporate decisions even where they go against personal opinions;

- take decisions that are in the best interests of the school and not those of self, individuals or groups;
- regularly attend meetings, including full governing board meetings and relevant committee/working party meetings and disclose relevant business and pecuniary interests annually and at every meeting.
- if unable to attend, send apologies to the clerk to governors or to the Chair of the meeting;
- be prepared to contribute personal skills through involving themselves in the work of appropriate committees and/or working parties and play an active part;
- prepare for meetings so that they are well informed, e.g.read all the papers sent out with the agenda;
- respect the points of view of other governors even where these differ from their own;
- raise concerns with the head teacher between meetings in a positive and constructive way;
- respect the guidelines laid down for governor visits to school;
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities;
- support the school with parents and in the community;
- take a proactive approach to their own training and development.

**Undertaking:**

As a member of the 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 Headteacher or staff.

Signed .....

Printed name .....

Date: .....



## **Appendix: The Seven Principles of Public Life**

*(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).*

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.