

AUTUMN TERM 2017

BUCKINGHAMSHIRE LEARNING TRUST

MINUTES of the meeting of the Governors of King's Wood School held at the School on Tuesday 10 October 2017 at 6.30 p.m.

PRESENT:

Mr B Daniels	Mrs A Reed
Mrs J Freeman – Headteacher	Dr L Saunders
Mrs A Hickman – in the Chair	Mr A Scutt
Mrs D Holland	Ms L Virgo
Me S Kayani	

IN ATTENDANCE: Mr W Cariven – Clerk

ABSENT:

Mr R Davis-Foster	(Apologies received and accepted)
Mrs M Faisal	
Mr D Sparks	(Apologies received and accepted)

NB. Governors' questions are highlighted in *italics* throughout these minutes.

The Chair opened the meeting and welcomed all present.

1 GOVERNOR APPOINTMENTS

1.1 ELECTION OF CHAIR

It was noted for the minutes that Mrs Hickman had previously been appointed as Chair to the end of her current term of office on 14 July 2018

1.2 ELECTION OF VICE- CHAIR

In line with the procedures agreed by the Governing Board, Mrs A Reed was elected as Vice Chair for a period of office to the end of her current term of office as a Governor on 15 July 2018.

1.3 OTHER APPOINTMENTS

It was agreed that Governors would be appointed to the following roles for the forthcoming year:

Development Governor:	Dr L Saunders
SEND Governor:	Mrs D Holland
English/Literacy Governors:	Mrs A Hickman

ACTION

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Maths/Numeracy Governor:	Dr L Saunders
Pupil Premium Governor	Dr L Saunders
Safeguarding Governor:	Mrs A Reed
Equalities Governor	Mrs A Reed
PSHCE Governor	Mrs M Faisal
Early Years Governor	Mrs A Hickman
Science Governor	Mrs D Holland
	Dr L Saunders

2 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed as Any Other Business:

- Staff Pay
- 'King's Wood at a Glance'

3 DECLARATIONS OF INTEREST

There were no declarations of interest pertaining to items to be discussed at this meeting.

3.1 BUSINESS AND PECUNIARY INTERESTS FORM

Governors reviewed the information on their existing Business and Pecuniary Interest declaration forms and re-signed them or completed new forms as necessary to ensure the information was current. They passed their forms to the Headteacher for retention in the School Office.

Governors who had been unable to attend the meeting would be reminded of the need to complete a Business and Pecuniary Interest form.

Headteacher

4 MINUTES AND MATTERS ARISING**4.1 MINUTES**

The Minutes of the meeting held on 20 June 2017, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

Headteacher

4.2 MATTERS ARISING

4.2.1 MINUTE 5.1.2 – REPORT OF THE HEADTEACHER - STAFFING

With reference to the question raised at the previous meeting the Headteacher reported that the total FTE equivalent staffing complement was as follows:

- Teaching Staff – 22.2 FTE, comprising 26 employees including the Headteacher and Deputy Headteacher.
- Non-Teaching Staff – 27 FTE, plus an additional Teaching Assistant attached to The ARP.

4.2.2 MINUTE 4.2.2 – REVIEW OF PROMOTION OF COMMUNITY COHESION WORK

In response to a question the Headteacher informed Governors that she had still been unable to hold a conversation with the Equalities Governor with regard to the NSPCC Video on Grooming.

4.2.3 MINUTE 5.3 – SCHOOL VISION AND THREE-YEAR STRATEGIC PLAN

Mrs Reed reported on her enquiries into information available from the NGA on Academisation. She had circulated a NGA document giving guidance on the questions Governing Boards should ask when considering Academy status, which had subsequently been used in committee discussions.

4.2.4 MINUTE 8.1 – NEW AND REVISED HUMAN RESOURCES DOCUMENTS

In response to a question the Headteacher confirmed that the new policies relating to flexible working and relating to carers and redundancy had been brought to the attention of all staff. A Governor asked how this had been done. The information had been a specific item in a staff briefing, and was available for staff at any time.

4.2.5 MINUTE 8.2 – HEALTH AND SAFETY COMPLIANCE

Governors noted that, since the last meeting, the Buckinghamshire County Council (BCC) Health and Safety Team had announced that H & S Compliance returns no longer needed to be submitted. The Headteacher had therefore printed the

report, which was retained on file in school.

5 ANNUAL REVIEWS

5.1 STANDING ORDERS

Governors reviewed and re-adopted their Standing Orders without change.

5.1.1 GOVERNORS' ALLOWANCES SCHEME

Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.

5.2 DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR

Governors reviewed the functions to be delegated to the Headteacher and Chairman, and these were agreed as outlined in the Standing Orders.

5.3 TERMS OF REFERENCE/MEMBERSHIP OF COMMITTEES

Governors reviewed and re-adopted the terms of reference for their Committees without change.

5.3.1 MEMBERSHIP OF COMMITTEES

Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on Governor Hub.

As part of the review it was noted that Mr Davis-Foster had indicated that he would be resigning from the Governing Board at the end of the current term. Mr Scutt was appointed to the Resources Committee to help balance membership numbers.

5.4 CODE OF CONDUCT

Governors noted that the BLT had reviewed and updated the model Code of Conduct for Governors.

The Governing Board agreed

- to adopt the revised Code of Conduct,
- that all governors should sign a prepared sheet that stated they had read, understood and agreed to abide by the agreed Code of Conduct thereby gaining explicit

All Governors

ACTION

agreement that all governors would abide by the Code.

- The signed sheet would be held by the Headteacher for retention in school.
- to review the agreed Code of Conduct annually.

Headteacher

A copy of the Code of Conduct forms part of these minutes.

5.5 REVIEW OF COLLABORATION ARRANGEMENTS

Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.

Governors noted that they already had a collaboration agreement in place with Hughenden Primary School Governing Body and agreed that they wished to continue with this arrangement for the forthcoming year.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER AND SELF EVALUATION (SEF)

The Report of the Headteacher and SEF, having been circulated, was received.

6.2 GOVERNORS' QUESTIONS

Arising from the Headteacher's Report and SEF Governors asked several questions as follows:

- 6.2.1** A Governor asked if a reason was known for the drop in numbers for the Nursery. It was assumed that this was because the school was not offering 30-Hour provision. It was also possible there had been a slight drop in the birth rate. A Governor asked if numbers were expected to rise with the January intake. This was likely because a number of applications for admission had been received. It was, however, not expected that the nursery would reach capacity at that time. A Governor asked if it was possible to find out why parents were not seeking places. A questionnaire could be issued. Such an exercise during the previous year indicated that there would be no difference to parents between offering 15-Hour or 30-Hour provision. It was known that

Wycombe Marsh Nursery had gained children by offering 30-Hour provision, but that setting was able to offer wraparound care. The limited capacity of the premises was a barrier to providing this at King's Wood.

Comments were made that some parents did not want to take the full provision on offer and there was no requirement that they did so if eligible.

A Governor asked if the reduced numbers meant that the Nursery was overstaffed. This was the case at present; but the additional staffing complement was being redeployed to support Reception. Comment was made that this arrangement had an added benefit in easing the transition for children moving up between the two thanks to the presence of a familiar face. A Governor asked if not being full meant the Nursery would lose money. This was true in accounting terms, but eased by the redeployment mentioned.

A Governor asked why Nursery attendance was only 90%. The parents of children at that age tended to have different levels of engagement with school.

A Governor noted that a few children had left the school throughout the various year groups and asked why these children had left. In all cases the families had moved away, in some cases out of the country. A number of new in-year admissions were anticipated, however, as a number of appeals were in progress.

A Governor asked if the numbers quoted in the report included disadvantaged children. All children were included. In response to a further question the term 'out of year' was explained.

6.2.2 Looked After Children: A Governor asked if the number quoted for Years 1 and 2 represented the same children as had been listed previously for reception and Year 1. These were generally different children. Some of those listed previously had since left the school. In response to three further questions the Headteacher confirmed that the removal of children from the list was generally due to the impact of provision meaning they no longer required support at that level, and was not due to their departure from the school. LAC children were supported through the Virtual School and through Personal Education Plans received funded support using Pupil Premium.

A Governor asked about responsibility for supporting Foster families. Support for the families was provided by Social Care.

Unless specifically required, the school treated the children identically to all others. It was noted that one family had provided very positive feedback on the support being received from the school.

- 6.2.3 Safeguarding:** It was noted that 101 families had been listed as having children under a watching brief and a Governor asked how many families were in the school. It was not known precisely, but was approximately 250-300 families. Comment was made expressing concern for the impact upon staff of having such a high percentage of families with potential issues. The Headteacher advised that this was why the school had five Designated Safeguarding Leads (DSL's), an unusually high number.

A Governor asked if the numbers given for LAC children and those subject to Child Protection Plans represented the same children. It was confirmed that the figures related to entirely different children.

- 6.2.4 SEN:** A Governor asked about the reduction in numbers of children listed as having particular SEN issues. In all three cases, the children had transferred to Special Schools. In response to a further question it was confirmed that this included a child who had been identified as being totally unsuited to mainstream education.

- 6.2.5 Staffing:** The appointment of two Australian recruits from January was noted and the Headteacher advised that this should improve the staffing capacity. In response to a question the Headteacher confirmed that the staff who had been covering vacancies would return to their previous duties.

A Governor asked about the qualifications of the new recruits. The Headteacher advised that both new staff members would be enrolled into the BLT NQT Programme. They would need to make the transition to the English National Curriculum, but there were general similarities to the Australian curriculum in most areas. This had been a specific point explored during the interview process.

It was noted that a LSA had been appointed to cover the hours required for a new EHCP. A Governor asked what hours were required. This was yet to be confirmed. The precise level of support had not been finalised when the Headteacher's Report had been drafted.

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6.2.6	<p>SEF: <u><i>In response to a question</i></u> it was confirmed that, apart from some very minor alterations, the SEF remained as presented during the last term. The data analysis had been updated with the latest figures.</p> <p><u>Leadership and Management</u></p> <p>In discussion it was noted that a very positive Staff Survey had been completed and it was suggested that this be added as evidence of impact. Comment was made that Budget management in the school was also good and that this could also be added into the evidence recorded.</p> <p><u>Personal Development, Behaviour and Welfare</u></p> <p>Comment was made that the SEF made no mention of Governor visits under this section. This would be corrected.</p> <p><u><i>A Governor asked if the Parent Survey exercise would be repeated this November.</i></u> This would be done using a revised format. Governors were asked to inform the Headteacher of any matters they wished to include in the questionnaire. A number of suggestions were made relating to the section on Homework.</p>	<p>Headteacher</p> <p>All Governors</p>
6.3	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The Chair reported that the SDP had been discussed at the last meeting of the Curriculum, School Improvement and Pupil Welfare Committee; and had been slightly updated. An abridged version would be produced, which would be posted onto the school website.</p> <p>The Chair and Vice-Chair proposed that a new section relating to the Governing Board be added to the SDP. A draft had been produced which would be circulated to Governors for comment. This exercise had represented a review of the GBSE.</p>	<p>Headteacher</p> <p>Chair/ All Governors</p>
6.4	<p>GOVERNING BOARD SELF-EVALUATION</p> <p>This had been discussed (Minute 6.3).</p>	

7 DELEGATED REPORTS - COMMITTEES**7.1 RESOURCES COMMITTEE**

The Resources Committee was due to meet the following week.

The committee had reviewed the pay progression for teaching staff during the previous term.

7.2 CURRICULUM, SCHOOL IMPROVEMENT AND PUPIL WELFARE COMMITTEE

Minutes of the Curriculum, School Improvement and Pupil Welfare Committee meetings held on 11 July and 29 September 2017, having been circulated were noted.

7.3 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES

These Committees had not needed to meet.

8 DELEGATED REPORTS - GOVERNORS**8.1 REPORT OF CHAIR**

The Chair had not taken any action under emergency or delegated powers.

8.2 REPORT OF DEVELOPMENT GOVERNOR

The Development Governor had nothing to report on this occasion.

A comment was made recommending the on-line training offered by the NGA Learning Link (Formerly GEL).

It was noted that a number of Governors had booked training.

8.3 REPORT OF SEND GOVERNOR

The SEND governor reported that she had visited the school towards the end of the previous term. She had checked with the SENCO and confirmed that all information was up-to-date.

She would visit the school next term.

SEND Governor

8.4 REPORT OF SAFEGUARDING GOVERNOR

The Safeguarding Governor reported that the draft Annual Report and Audit had been circulated. This would be submitted to the LA by the due date of 20 October 2017.

It was confirmed that the Single Central Record was up-to-date.

Mrs Reed confirmed that her training as Safeguarding Governor was up-to-date. It was also noted that two Deputy DSL's were due to attend refresher training in the new year. The Headteacher was in contact with the BCC Safeguarding and Inclusion Team regarding the need for her to complete a further two-day course.

It was noted that the Chair, Vice-Chair and Mr Sparks were trained in Safer Recruitment.

- 8.4.1 Work Experience Policy:** The Headteacher reported that she had downloaded guidance regarding the employment of Work Experience students and was in the process of drafting a Policy. She advised that in practice the Work Experience students who attended the school were under sixteen and therefore probably covered by the existing policies; but she considered it prudent to ensure an appropriate policy was put into place. A Governor asked about student teachers coming into the school. Any students over eighteen would be covered by the existing policies relating to adults.

8.5 REPORT OF EQUALITIES GOVERNOR

The Equalities governor was not present at the meeting.

8.6 REPORT OF PUPIL PREMIUM GOVERNOR

The Pupil Premium Governor reported that the information on the school website was being updated. The strategy information had been updated, and a Staff Working Party had been formed to collate the required data to enable the impact of Pupil Premium to be demonstrated. The Chair asked all Governors to look at the school website with a view to noting the need for updates, advising the Headteacher as appropriate.

All Governors

8.6.1 INFORMATION ON SCHOOL WEBSITE

The opportunity was taken to review the arrangements for

		ACTION
	<p>ensuring information on the school website was up-to-date and Mr Scutt agreed to maintain a monitoring brief, reporting any issues that came to his attention to the school.</p>	Mr Scutt
	<p>OTHER MATTERS</p>	
9	<p>NEW BUSINESS</p>	
9.1	<p>ADMISSION ARRANGEMENTS – SEPTEMBER 2019 (APPENDIX 1)</p> <p>The supporting Appendix was noted and governors agreed that they did not wish to comment on any aspects of the Local Authority’s proposed Admission Policy and arrangements. Neither would they request that any changes to the current arrangements be incorporated in the consultation document, nor did they wish to comment on the current rules or request a change to the admission number.</p>	
9.2	<p>REVISED HUMAN RESOURCES DOCUMENTS (APPENDIX 2) – Whistleblowing Policy and toolkit for Schools</p> <p>Governors noted that a revised Whistleblowing Policy and Procedure for schools had been published.</p> <p>Governors agreed to adopt the revised Policy and the Headteacher agreed to ensure that it was brought to the attention of all employees</p>	Headteacher
9.3	<p>REVISED CHILD PROTECTION POLICY (APPENDIX 3)</p> <p>Governors noted that a new Framework Child Protection Policy had been published which included all aspects of safeguarding and child protection.</p> <p>It was confirmed that the school’s policy had been reviewed and amended as appropriate, ensuring that the policy reflected the practices within the school.</p> <p>The attention of all staff would be drawn to the revised and updated policy.</p>	Headteacher
9.4	<p>GENERAL DATA PROTECTION REGULATION (GDPR)</p> <p>Governors noted that revised data protection legislation would come in to force on 25th May 2018 and the need to update processes and policies to ensure compliance with the new</p>	

legislation.

Governors noted the need to:

- Review the 12-step Action plan issued by the Regulator
- Review and update the school's Privacy Policy to reflect any changes required by the new legislation
- Ensure that sources of personal data collected by the school are identified and a central register kept of those sources of information
- Understand and review the use of Privacy Impact Assessments when carrying out new or extensive work that uses personal data within the school
- Ensure that arrangements are made for any privacy information on the school website to be updated to ensure that it is clear to staff, parents and children what data is collected by the school and for what purpose.

Mr Scutt informed Governors that the Information Commissioner's Office (ICO) was still working on the guidance and some details of the legislative requirements were still to be decided. A number of changes were expected early in 2018.

Governors agreed to review the guidance at the next meeting of the full Governing Board.

Agenda

10 ITEMS TO NOTE

10.1 REVISED GUIDANCE

Governors noted the following revised guidance:

10.1.1. Appointments Guidance: The BLT's guidance on the Appointment of Governors had been updated. The changes were as follows:

1. Governor Services now recommended that, when carrying out elections for parent and staff governors, prospective candidates are invited to self-nominate rather than seek a proposer and a seconder as was previously the case.
2. A reminder that newly appointed governors must complete a DBS check

The revised Guidance has been posted on GovernorZone.

An article explaining the changes and the background to them was published in the September 2017 edition of Governor Times.

10.1.2 Revised and Updated Exclusions Guidance:

The Guidance for Clerks and Governors had been updated to reflect changes in regulations.

10.1.3 Revised Governance Regulations: The DfE had published amended statutory guidance on The Constitution of Governing Bodies of Maintained Schools.

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The constitution of governing bodies of maintained schools 2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The_constitution_of_governing_bodies_of_maintained_schools_2017.pdf)

The two changes were:

Additional Guidance on the Governance Database, Edubase (or replacement GIAS – Get Information about Schools) system

Governing Boards were now required to provide the Secretary of State with whatever information she requires for the purpose of the exercise of her functions in relation to education. This means that governing bodies must provide to the Secretary of State for Education certain details they hold, as volunteered by their governors, through EduBase (or replacement GIAS system) and keep the information up to date.

The guidance does however state that Governing Boards are advised to make it clear that section 538 of the Education Act 1996 does not require governors to supply information to the governing board. It is also advised that governors are informed that information is collected on a voluntary basis but that the governing body is required to share what it holds with the Secretary of State for Education. The data provided will enable schools and the department to identify, more quickly and accurately, individuals who are involved in governance, and who govern in more than one context.

The information requested says nothing in itself about a person's suitability to govern. However, it is essential information for the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role. The information to be provided is set out in a message to all schools published on 1 July 2016 on GOV.UK.

Updated Guidance on power to remove elected and staff governors

Governing Bodies may now remove an appointed or an elected, parent or staff governor. The relevant extract from the guidance is set out below, The Guidance on Suspension and Removal of Governors has been updated to take account of the changes in the regulations.

'Governors are advised that every effort be made to avoid potential difficulties later by informing prospective election candidates, or appointees, of the nature of the role. It is advised that their agreement is secured to a clear set of expectations for behaviour and conduct – as set out in a code of conduct.

Good training, a thorough induction and effective chairing are also vital in helping to prevent situations occurring in the first place. It is advised that induction includes a clear setting out of the expectations of the governor role.

Governing Boards are expected only to exercise the power to remove an elected governor in exceptional circumstances where the actions or behaviour of the elected governor warrants removal rather than suspension. The power should not be used simply to remove dissenting or challenging voices. Good governance involves asking courageous questions and offering appropriate professional challenge. A diverse range of viewpoints contributes to healthy debate and good decision making; and avoids governing boards becoming inappropriately dominated by a single narrow perspective.

The five year disqualification term for removal reflects the expectation that the power to remove an elected governor will only be used in exceptional and serious circumstances (and such seriousness will depend on the facts of the case).

The BLT's Guidance on Suspension and Removal of Governors had been updated to reflect the change in the regulations. Governing Boards with an issue that might lead to the suspension or removal of a governor were welcome to contact Governor Services for advice on how to manage the process.

10.2 CONSULTATIONS

Governors noted that, following meetings last term, BCC were seeking further views of stakeholders on the future Education and Skills Strategy for Buckinghamshire. There was an article in Schools Bulletin issue 480 giving details.

		ACTION
	<p>The link to the consultation was: https://www.research.net/r/HWHX3YP and the closing date 24 October 2017.</p>	
	<p>It was noted that the Headteacher would be attending a consultation event in this respect.</p>	Headteacher
	<p>Additionally, the Schools Finance Team would be consulting with schools during the autumn term with regard to a proposal made to the School's Forum to consult on a number of items, including whether there should be a change in the timescales for submitting the draft budget plan; The proposal being that they are submitted at the end of February (i.e. prior to the start of the new Financial year). It was agreed that the Resources Committee would consider a response on behalf of the Governing Board, once the outcome of the School's Forum discussion was known.</p>	Resources Committee
11	RECURRING ITEMS	
11.1	TERM AND IN-SERVICE TRAINING DATES 2018-2019	
	<p>Governors noted the following dates which had been specified by the Local Authority for in-service training for 2018/19:</p> <p>Wednesday 5 September 2018 Wednesday 2 January 2019 Tuesday 23 April 2019</p> <p>This would leave two school-specific dates to be agreed.</p>	
12	DATE AND TIMES OF NEXT MEETINGS	
	<p>The following dates and times of future meetings had previously been agreed:</p> <ul style="list-style-type: none"> • Tuesday 20 February 2018 at 6.30 p.m. • Tuesday 19 June 2018 at 6.30 p.m. 	All Governors
10	ANY OTHER BUSINESS	
10.1	STAFF PAY	
	<p><i>Mr Daniels and Mrs Virgo withdrew for the meeting</i></p> <p>Governors discussed a proposal to increase a pay award for all</p>	

ACTION

teachers on the main scale by 2% and for teachers on any other scale, including UPS and the leadership Scale by 1%. A Governor questioned the additional cost to the budget. This had been calculated at £4,256.

Following consideration, Governors approved the proposal.

10.2 'KING'S WOOD AT A GLANCE'

The Chair reported that the school's information leaflet was due to be reviewed and this had been added to the SDP as part of the new Governors Section (Minute 6.3). It was agreed that the Chair and Vice-Chair would undertake an initial review and circulate the new draft document to all Governors for comment.

Chair/
Vice-Chair

10.3 BLT CLERK

It was noted that the Clerk would be leaving BLT and a new Clerk had been allocated to the school with effect from 1 November 2017. Governors wished to minute their thanks to the Clerk for his support over recent years.

11 EVALUATION OF MEETING

Governors confirmed that the meeting had been conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes (*with the exception of any Restricted Confidential Minutes*).

The meeting closed at 8.05 p.m.

Signed Date

CHAIRMAN

King's Wood School: Governors Code of Conduct

This code sets out the expectations on and commitment required from all levels of school governors, including associates in order for the governing board to properly carry out its work within the school and the community.

The Governing Board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school's improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Headteacher
- Performance managing the Headteacher
- Monitoring the educational performance of the school and progress towards agreed targets
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisations are managed

As individuals on the board we agree to the following:

Commitment

We acknowledge that accepting office as a governor/member involves the commitment of significant amounts of time and energy, and we will:

- each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups;
- make full efforts to attend all meetings and where we cannot, will explain in advance why we are unable to do so;
- get to know the school well;
- take responsibility for our own individual induction and learning, whilst also evaluating the needs of the board as a whole in their training needs;
- prepare for meetings by circulating and reading paperwork beforehand;
- understand the purpose of the board and the role of the Headteacher.

Communication (including social media)

We acknowledge that as a governor/member we:

- owe a duty of mutual trust and confidence in our school, and to each other. We recognise this could be breached if unsuitable language and/or material is contained in any communication or correspondence, including all types of electronic communication, social networking sites, personal blogs and websites;
- will gain the agreement of the chair and Headteacher prior to posting any content (written, vocal or visual) to the internet which identifies us as members of the governing board;
- will be mindful of upholding the reputation of the school when communicating in a private capacity.

Conduct

We agree to work as a team member at all times and be loyal to collective decisions; we will:

- uphold the British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs;
- accept collective responsibility for all decisions made by the governing board or its' delegated agents. This means we will not act or speak out against majority decisions outside the governing board;
- when making or responding to criticism or complaints we will follow the procedures established by the governing board;
- visit the school, with all visits arranged in advance with the Headteacher and undertaken within the framework established by the governing board;
- always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school/the local community will reflect this;
- accept that we have no legal authority to act or speak individually, except when the governing board has given us delegated authority to do so. We will only act or speak on behalf of the governing board;
- 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;
- accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor/member and the body responsible for appointing us will be published on the school's website;
- accept, in the interests of transparency, that information relating to governors/members will be collected and logged on the DfE's national database of governors 'Get Information about Schools (GIAS)' (aka Edubase);
- encourage open governance and act appropriately;
- consider carefully how our decisions may affect the community and other schools;

- actively support and challenge the Headteacher/principal.

Confidentiality

We will not reveal the details of any governing board vote and when matters are deemed confidential we will:

- observe complete confidentiality, or where they concern specific members of staff or pupils, both inside or outside school;
- exercise discretion at all times when discussions regarding school business arises outside a governing board meeting;
- continue to observe that confidentiality after a governor/committee member leaves office.

Conflicts of interest

We acknowledge that we will:

- record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time;
- accept that the Register of Business Interests will be published on the school website;
- declare any conflict of loyalty at the start of any meeting should the situation arise;
- act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board by that group.

Relationships

As a member of a team we will:

- strive to ensure constructive working relationships are actively promoted;
- express views openly, courteously and respectfully in all our communications with other governors/members, the clerk to the governing board and school staff both in and outside of meetings;
- support the chair in their role of ensuring appropriate conduct both at meetings and at all times;
- be prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed: we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved;
- seek to develop effective working relationships with the Headteacher, staff, parents, the trust, any other relevant agencies and the community.

Breach of this code of conduct

If we believe this code has been breached, we will:

- raise the issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- approach another governing board member, such as the vice chair to investigate, should we believe the chair has breached this code.

As individual governing board members we will support these core functions by following the Seven Principles of Public Life (as listed over):

The Governing Board of King's Wood School ADOPTED this Code of Conduct for School Governance at their full Governing Board meeting held on 10 October 2017; minute number 5.4 refers.

The Seven Principles of Public Life are:

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 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 it.

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.