Nene Way
St. Ives, Cambs.
PE27 3WF
Phone: 01480 466919
Fax: 01480 498248
www.wheatfields.cambs.sch.uk

WHEATFIELDS
Primary School
Learn and Grow Together

Mrs Theresa Thornton
Headteacher
Mrs Emma Verney-Davies
Deputy Headteacher
Mrs Gemma Edwards
Assistant Headteacher

GUIDANCE NOTE FOR PROSPECTIVE NEW PARENT GOVERNORS

GENERAL

- The main aim of the school is to raise the educational achievements of all its pupils.
- The governing body will contribute most effectively to this aim by focusing on its three roles:
- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent

  Governors have responsibility for determining, monitoring and keeping under review the policies, plans and procedures within which the school operates. The Head Teacher is responsible for the implementation of policy, day-to-day management of the school and operation of the curriculum.

- All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
- Governors have a general duty to act fairly and without prejudice at all times.
- In so far as they have, or share, responsibility for the employment of staff, governors should fulfil all reasonable expectations of a good employer.
- Governors should consider carefully how their own decision might affect other schools.
- Governors should encourage open government and should be seen to do so.
- Governors do not act alone but as members of a corporate team. Individual governors have power only when it is delegated specifically to them by the whole governing body.

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 responsibilities, including service on committees.
- Regular attendance at meetings is essential.
- Governors should play an active part in monitoring the work of the school

RELATIONSHIPS

- Governors should strive to operate as a team in which constructive working relationships are actively promoted.

Nene Way
St. Ives, Cambs.
PE27 3WF
Phone: 01480 466919
Fax: 01480 498248
www.wheatfields.cambs.sch.uk

WHEATFIELDS
Primary School
Learn and Grow Together

Mrs Theresa Thornton
Headteacher
Mrs Emma Verney-Davies
Deputy Headteacher
Mrs Gemma Edwards
Assistant Headteacher

- Governors should develop effective working relationships with the headteacher, staff, parents, the local authority and their local community.

CONFIDENTIALITY

- Governors must observe complete confidentiality in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the views of individuals or how they voted should remain confidential.
- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

CONDUCT

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Governors should only speak or act on behalf of the governing body when they have been specifically authorised to do so.
- All visits to the school should be undertaken within an agreed policy.
- In responding to a concern, grievance or complaints relating to the school, governors should refer the parent or member of staff to the relevant procedure.
- Governors have a responsibility to maintain and develop the ethos and reputation of the school. Their actions within the school community should reflect this.
- Any pecuniary interest that a governor may have in connection with the governing body's business must be recorded in the register of pecuniary interests.
- Governors should withdraw from any item at a meeting in which they have a direct or indirect pecuniary interest. This needs to be recorded in the minutes.
- A person who is paid to work at the school is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the school.
- All governors must ensure that confidential and sensitive data is kept securely, both paper and electronic versions.

MEETINGS

- Individual governors do not have the authority in a school. It is the decisions of all the governors together that carry authority. The activities that governors undertake outside meetings can be seen as preparation for the times when the governing body 'goes live' – in a meeting.

Nene Way
St. Ives, Cambs.
PE27 3WF
Phone: 01480 466919
Fax: 01480 498248
www.wheatfields.cambs.sch.uk

WHEATFIELDS
Primary School
Learn and Grow Together

Mrs Theresa Thornton
Headteacher
Mrs Emma Verney-Davies
Deputy Headteacher
Mrs Gemma Edwards
Assistant Headteacher

- It follows that if a governing body is to carry out its functions well, its meetings are crucial. If the Chair, the Head Teacher, the Clerk and all the governors subscribe to and follow agreed expectations such as this, the governing body will be giving itself the best chance of coming to informed, collective decisions.

Meetings Expectations

As a governor you are expected to:

- Attend regularly meetings and be punctual.
- Come prepared to the meeting and be prepared to play an active part. An agenda and relevant documents will reach you at least seven days before every meeting.
- Contribute to the meeting and be heard, with others contributing to the discussion and consideration must be given to what others say within the debate.
- Accept the majority decision, even if you personally disagree

TRAINING AND DEVELOPMENT

Governor training and development is important. It benefits the school particularly when key learning points are shared with all governors. In its guidance to governors, the DfE emphasises the importance of governor training and support: