



Orleton CE Primary School



Kimbolton St James CE Primary School

## **GOVERNANCE POLICY SUITE**

This policy will be reviewed and updated by the Governing Body at least annually.

All references to 'the school' imply both Orleton and Kimbolton Primary Schools.

Date signed off by Full Governing Body: Kimbolton: November 2021

Signed Adam Breakwell, Headteacher

Camilla Argyle, Orleton Chair of Governors

Gill James, Kimbolton Chair of Governors

Date next review due: Kimbolton: November 2022

## **Introduction**

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Our vision is rooted in 1 Corinthians 16:13-14: 'Keep alert, stand firm in your faith, be courageous, be strong. Let all that you do be done in love.' To this end, and in order to create a positive learning environment, it is essential that our governance framework is clear, open, honest and inclusive.

This suite of policies aims:

- to set out the expectations of governors' behaviour;
- to be clear on what is acceptable for governors to claim expenses for.

This policy suite contains the following chapters:

[Chapter 1](#): Governors' code of conduct

[Chapter 2](#): Governors' allowances

Other key documents to refer to are:

- Instrument of Government
- [The 7 Principles of public life \(Nolan Principles\)](#)

## **Complaints and whistleblowing**

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Complaints should follow the procedures as set out in the Complaints Policy on our website. Staff also have a responsibility to raise any concerns following the school's whistleblowing policy.

## **Compliance**

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This policy is set out in line with the [DfE Governance Handbook 2020](#).

## **CHAPTER 1: GOVERNORS' CODE OF CONDUCT**

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the Governing Body and individual governors will operate. The Governing Body accepts the following principles and procedures.

### **General framework**

We have the responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.

We recognise that our headteacher is responsible for managing the school and implementing our policies and curriculum.

We accept that all governors have equal status, and although appointed by different groups (i.e. parents, staff, LA) our overriding concern will be the welfare of the school as a whole.

We have no legal authority to act individually, except when the government has given us delegated authority to do so.

We have a duty to act fairly and without prejudice, and insofar as we are responsible for staff, to fulfil all the legal expectations as, or on behalf of, the employer.

We will encourage open government and shall be seen to be doing so.

We will consider carefully how our collective decisions may affect other schools.

We accept that as governors we will at all times act in accordance with the Seven Principles of Public Life as established by the Nolan Committee 1996: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Commitment**

We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy. We expect governors to attend all meetings where possible. If a governor has not attended three consecutive meetings then we will explore why this is, and may ask governors who are unable to fulfil their role to resign.

We will each involve ourselves positively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.

We will get to know the school well by taking part in the school's programme of activities, where possible, and other planned opportunities for participation.

We will consider seriously our individual and collective needs for training and development.

### **Relationships**

We will strive to work at all times as a team.

We will seek to develop effective working relationships with our headteacher, staff, parents, the diocese, the LA, other relevant agencies, and the community.

We will provide appropriate support for the headteacher and staff of the school and do all we reasonably can to enable them to work effectively and efficiently.

We will deal with differences of opinion with colleague governors and staff in an amicable and courteous way, at all times, avoiding aggressive or offensive behaviour.

We will speak or act on behalf of the governing body only when we have been specifically authorised to do so.

In making or responding to criticism or complaints affecting either school we will follow the procedures established by the governing body.

Our school visits will be undertaken within the framework established by the governing body, and always by agreement with the headteacher and staff.

In discharging our duties, we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

### **Confidentiality**

We will observe confidentiality regarding proceedings of the governing body in meetings and from our visits to the school as governors.

We will observe complete confidentiality whether or not we are specifically asked to do so by the governing body, especially regarding matters concerning individual staff or students.

We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

We will accept the authority of the Chair during all meetings of the governing body and its committees.

We will encourage the open expression of views at meetings but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak out against decisions, in public or private, outside the governing body.

### **Suspension**

If the need arises to suspend a governor, we will do so by following the Procedures Regulations in order to ensure a fair and objective process.

### **Removal**

We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those whom they appoint.

If the need arises to remove a governor, we will do so by following the Constitution Regulations in order to ensure a fair and objective process.

## **CHAPTER 2: GOVERNORS' ALLOWANCES**

This chapter sets out the terms on which allowances to governors will be paid. This will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Governors may claim allowances to cover expenditure necessary to enable them to perform their duties. This does not include an attendance allowance, or payment to cover loss of earnings.

Any expense claimed must be submitted with a claim form (see Appendix 1) to the school office in person, by email or by post to the school address. Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Governors may claim:

- extra costs incurred because they have a special need or speak English as a second language;
- travel and subsistence costs outside attendance at meetings;
- telephone charges, photocopying, postage, stationery, etc.;
- childcare if required to undertake responsibilities during the day when they would normally be caring for their child;
- other justifiable allowances.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing body before they are incurred. Claims that appear excessive or inconsistent may be investigated. All claims are subject to independent audit.

Travel expenses where the governor's own car has been used will be paid in line with HM Revenue and Customs' (HMRC's) approved mileage rates, which can be found at this link on [the HMRC website](#).

## Appendix 1: Governor claim form

### Governor Expense Claim Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Claim period: \_\_\_\_\_

I claim the total sum of £ \_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the school office along with any relevant receipts by the end of the month in which the expense(s) is/are incurred.