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**MELLERS FEDERATION – Mellers Primary  
School and Nottingham Nursery  
GOVERNORS' CODE OF CONDUCT**

**MARCH 2024**

DOCUMENT ORIGINS			
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Revision date	Author of changes	Summary of changes

## **The Purpose of the Governing Body**

The governing body is the federation's accountable body. It is responsible for the conduct of the federation and for promoting high standards. The governing body aims to ensure that our children are attending a successful school, which provides them with a good education and supports their health and well-being. We are accountable for children's health and well-being in the community and for a wide range of extended services provision out of school hours. The requirements are laid down in Acts of Parliament and the "Guide to the Law for School Governors".

## **Welcome to Mellers Governing Body**

Thank you very much for volunteering for this important, and hopefully enjoyable, role.

You will have many opportunities to ask questions of governors and the Headteacher. You will also be invited to local authority training for new governors, which I am sure, will be extremely helpful.

There are eleven governors at Mellers who have a variety of experience, background and skills. Each governor is valued and respected as an individual.

The framework of governors' work is our meetings. We have 3 meetings per year. In addition to governing body meetings, there are 3 governor committees; Finance personnel, pupil progress and curriculum and resources. Committees meet once per term. A clerk minutes all governing body meetings. Sometimes it may be necessary to hold an extra meeting; however, this rarely happens.

The meetings have a formal agenda, but we aim to keep meetings as informal as possible whilst taking our roles and responsibilities seriously.

As chair of governors, my aim is to lead a team of committed, skilled and hardworking volunteers who work as an effective team in the best interests of Mellers Federation at all times. I also hope that governors enjoy this work and sometimes have fun!

I thank you again and look forward to working with you.

Best Wishes

Lesley Lyon  
Chair of Governors

**Mellers' Federation governors will:**

## **General**

- Understand the purpose of the governing body and the role of the headteacher.
- Accept that we have no legal authority to act individually except when the governing body has given delegated authority to do so and we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- Have a duty to 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,
- Encourage open government and will act appropriately.
- Accept collective responsibility for all decisions made by the governing body. This means that we will not speak against majority decisions outside the governing body meeting.
- Consider carefully how our decisions affect the community and other schools.
- Always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- Follow the procedures established by the governing body in making or responding to criticism or complaints affecting the primary school and nursery.

## **Commitment**

- Acknowledge that accepting office as a governor involves the commitment of time and energy.
- Involve themselves actively in the work of the governing body and accept a fair share of responsibilities.
- Make full efforts to attend all meetings and where we cannot attend, contact school or the chair of governors to let them know that you will not be able to attend.
- Arrive before the start of meetings and stay until the meeting finishes.
- Read the papers for the meeting prior to the meeting and prepare any notes or questions.
- Get to know the school well and respond to opportunities to get involved in school activities.
- Ensure that you arrange visits to school in advance with the staff, and undertake them within the framework established by the governing body and agreed with the headteacher.
- Identify their training needs and will undertake relevant training.

## **Relationships**

- Strive to work as a team in which constructive working relationships are actively promoted.
- Express views openly, courteously and respectfully in all our communications with other governors.
- Support the Chair in their role of ensuring appropriate conduct at all times. Eg; only one person speaking at once during meetings, turning mobile phones off.
- Seek to develop effective working relationships with the headteacher, staff parents/carers, the local authority, and other relevant agencies and the community.

## **Confidentiality**

- Observe complete confidentiality when matters are identified as confidential.
- Exercise discretion at all times when discussions regarding school business arise outside of a governing body meeting.
- Refrain from discussing school or governing body matters on any social network sites.
- Refrain from revealing the details of any governing body vote.

### **Conflicts of interest**

- Declare any pecuniary interests-or a personal interest which could be perceived as a conflict of interest-in a matter under discussion at a meeting and will be requested to leave the meeting for the appropriate length of time.

### **Breach of this code of practice**

- Raise any concerns if they believe this code of conduct has been breached with the chair, and the chair will investigate. The governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in other ways.

As part of the induction process, new governors are invited to meet with the Chair of Governors and will have a tour of the school. New governors are invited to attend an inductor course run by the local authority. The school website contains a great deal of information including all school policies, school prospectus and the weekly newsletter. It is important that all of the governors refer to the website on a regular basis.

Approved by the Full Governing Body:

To be reviewed: Spring Term 2025