

Worlingham CEVC Primary School



GOVERNORS POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	21.11.2023
Name of Committee:	Finance Committee
Chair of Committee signature:	<i>Mr Peter Hobbs</i>
Date of next review:	Autumn 2024

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School

GOVERNORS POLICY

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This policy is written to support governors in further developing their understanding of the school and to enable them to fulfil their statutory responsibility whilst adhering to the Governors' Code of Conduct.

GOVERNORS IN SCHOOL

When visiting classes all governors agree:

- To participate in a programme of visits.
- To discuss in advance with the Headteacher the number of visits per term.
- To discuss the date, timing and purpose of the visit in advance with the Headteacher and/or other staff.
- That following their introductory visit, future visits will have a clear focus linked to an aspect of the SDP, a school policy or a curriculum subject.
- That if time is going to be spent in a classroom this should be discussed with the class teacher, so both are clear how long the governor is coming for, what they are going to look at and what they are going to do.
- That their visits are not inspections. They will not act like inspectors or report back to the governing body on the quality of the teaching they see.
- After visits, governors will discuss their impressions and any concerns they may have with the Headteacher.
- That at the next governing body meeting, governors will give an account, orally or in writing, of visits they have made. Written reports will be discussed with the Headteacher before the meeting.
- A record of governors' visits will be kept in the minutes.
- Any policy on governors' visits will be agreed with the staff before it is implemented, so that everyone participating has the same expectations of them.

GOVERNORS CODE OF CONDUCT

Key Principles Are:

- ✚ To act with integrity, objectivity and honesty in the best interests of the school.
- ✚ To work as members of a team at all times and to be loyal to collective decisions made by the Governing Body.
- ✚ To recognise that all Governors have the same rights and responsibilities, unless particular responsibilities are conferred upon them by the Governing Body as a whole.
- ✚ To understand that no Governor can act alone, except in exceptional circumstances prescribed in the regulations – the power of the Governing Body depends upon it acting as a single entity.
- ✚ To understand that the Headteacher is responsible for the implementation of policies, day-to-day management of the School and the delivery of the Curriculum.
- ✚ To act as a 'critical friend' to the Headteacher.

Governors Must:

- ✚ Support the school at all times.
- ✚ Respect confidentiality.
- ✚ Declare immediately any personal conflict of interest arising from a matter before the Governors, or from any other aspect of Governorship.
- ✚ Support decisions of the Governing Body in public.
- ✚ Know, understand and operate within legal requirements.

- ✚ Consent to a confidential criminal record check to ensure that child protection requirements are satisfied.

Governors Should:

- ✚ Listen to and respect the view of others.
- ✚ Express opinions as clearly and concisely as possible.
- ✚ Accept a fair share of work and responsibility.
- ✚ Prepare for meetings by reading papers beforehand and gaining an understanding of the issues under discussion.
- ✚ Attend training and assume responsibility for their own learning and development as Governors.
- ✚ Attend meetings regularly and remain throughout, unless requested to leave by the rest of the Governing Body, e.g. staff Governor leaving when pay is discussed.
- ✚ Get to know the School and respond to opportunities to be involved in School activities.
- ✚ Undertake visits to the School within a framework established by the Governing Body and agreed with the Headteacher.

GOVERNORS ALLOWANCES

The Governing Body of Worlingham CEVC Primary School adopted the following scheme for the payment of allowances for expenditure necessarily incurred for the purpose of enabling members of the Governing Body and associate members to perform any duty as a Governor or as an associate member. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Governing Body.

Travel

Travel expenses will be paid for the following categories or journey only;

- To specific Governor training events, as agreed by the Governing Body.
Payment will be on a petrol-only basis, at the current Suffolk County Council Leased Car Rate for cars of 1200cc and above (as amended from time to time by the County Council). This rate is to be paid regardless of the actual capacity of the car.

Other Allowances

Payment will be made in respect of the following expenses;

- Child care or babysitting arrangements:
Payment will be at a reasonable appropriate rate but not more than the current national minimum wage per hour, unless care is being provided by an existing or former partner, or by a responsible person who normally lives in the family home as these individuals would normally expect to play some part in caring for the child.
- Care arrangements for an elderly or dependant relative:
will be at a reasonable appropriate rate but not more than the current national minimum per hour unless care is being provided by an existing or former partner, or by a responsible person who normally lives in the family home as these individuals would normally expect to play some part in caring for the relative.
- Telephone charges, photocopying, stationery, etc:

Payment will be made to the value of the amount of the receipt in respect of photocopying, postage stamps or stationery. An itemised bill should be present in support of a claim for payment for telephone calls.

- Support for governors whose first language is not English (e.g. Translations):
The Governing Body will consider appropriate support for individual cases as they arise.
- Subsistence: The Governing Body will not adopt a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions, and by specific prior agreement of the Governing Body, the actual cost of such refreshments will be charged to the school budget as Governors' expenses.

Expenses Claims

Expenses are available to all Governors and associate members who submit a valid claim on the form provided. A receipt must be provided in respect of any claim for allowances other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle. The Chairman of Governors will endorse each claim (other than claims for his/her own expenses which will be endorsed by the Vice-Chair of Governors) and payment will be made through the school office, which will maintain records of all such payments for each financial year.

Version 3

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.