



# Governor Charter

**At The Burbage Grove Road Schools Federation, we recognise each school has their own vision and values and, as the federated board, we will uphold each school's individual vision and values. Whilst there are similarities within each school's visions and values, the federated board is committed to upholding both.**

## **As a Board, we will focus on our strategic functions:**

- ensuring there is clarity of vision, ethos and strategic direction;
- holding leaders to account for the educational performance of the organisation and its pupils and the performance management of staff;
- overseeing the financial performance of the organisation and making sure its money is well spent;
- ensuring the voices of stakeholders are heard and considered.

## **As individuals on the board, we agree to**

### **Fulfil our roles and responsibilities:**

- we accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management;
- we will develop, share and live the vision and values of our schools;
- we agree to adhere to school policies and procedures as set out by the relevant governing documents and law;
- we will work collectively for the benefit of the schools;
- we will be candid but constructive and respectful when holding leaders to account.
- we will consider how our actions will affect the schools and the local community, always striving to make decisions in the best interest of the children;
- we will stand by the decisions that we make as a collective;
- we will strive to uphold the [Nolan Principles](#);
- we will only speak or act on behalf of the board if we have the authority to do so;
- we will fulfil our responsibilities as a good employer, acting fairly and without prejudice;
- when making or responding to complaints we will follow the established procedures;
- we will strive to uphold the schools' reputation in our private communications (including on social media);
- we will have regard to our responsibilities under the Equality Act and will work to advance equality of opportunity for all.

### **Demonstrate our commitment to the role:**

- we will involve ourselves actively in the work of the board and accept our fair share of responsibilities, serving on committees or working groups where required;
- we will make every effort to attend all meetings and where we cannot attend, we will explain in advance, where possible, why we are unable to do so;
- we will attend meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol;
- we will get to know the schools well and respond to opportunities to involve ourselves in school activities;
- we will take on a role each year from our Roles and Responsibilities document;
- we will make three visits to the schools during the year in line with our monitoring visits guidance and complete the visit forms for these;
- we will feedback the three key points from the visits to the relevant committee;
- when visiting the schools in a personal capacity (eg. as a parent or carer), we will continue to honour the commitments made in this charter;
- we will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis we commit to work collectively to embed a culture of effective succession planning. This will be achieved by identifying successors, nurturing and mentoring talent to ensure smooth transition of leadership roles, ie. chair, vice chair, chairs of committees and link governor positions. As individuals we will complete an annual evaluation audit to identify strengths or areas for leadership development within the board;
- all governors should familiarise themselves with their responsibilities in line with the most recent [Keeping Children Safe in Education](#) statutory guidance and regularly complete relevant training;
- we will comply with the school to instigate the application of an enhanced Disclosure and Barring Service (DBS) check and Section 128 direction check within 21 days of appointment to the Board.

### **Build and maintain relationships**

- we will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community;
- we will consider staff wellbeing at all times;
- we will work to create an inclusive environment where each board member's contributions are valued equally;
- we will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings;
- we will support the chair in their role of leading the board and ensuring appropriate conduct;

- we will act as individuals and acknowledge that as governors we are representatives of our category of governorship, as opposed to representatives for parents or staff stakeholder groups and are primarily appointed based on the skills and experience that we bring to the board;

### **Proceedings of the governing board**

- we agree the principles and protocol of adapting to virtual meetings if deemed necessary (as demonstrated during COVID-19);
- we agree to make quorate decisions by email in exceptional circumstances, if deemed necessary/urgent. Such decisions will subsequently be formally ratified and captured at the minutes of the next scheduled meeting.

### **Respect confidentiality**

- we will observe complete confidentiality with all governance matters;
- we will not reveal the details of any governing board vote;
- we will ensure all confidential papers are held and disposed of appropriately;
- we will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

- we will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Register of Business Interests;
- we will also declare any conflict of loyalty at the start of any meeting should the need arise;
- if a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote;
- we accept that the Register of Business Interests will be published on the schools' website;
- we will act as a governor, not as a representative of any group;
- we will act in the best interests of the school as a whole and not as a representative of any group;
- we accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the schools' website;
- we accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

By signing this code of conduct I declare I am not disqualified from holding a governorship position and I agree to abide by all the expectations outlined. I understand that any potential or perceived breach of this code will be taken seriously and that a breach could lead to formal sanctions

**Name:** .....

**Signed:** .....

**Date:** .....