

HEAP BRIDGE VILLAGE PRIMARY SCHOOL



Governing Board Constitution and Related Information

**Review & Report of Functions
2021/22**

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

Governing Board Constitution and Related Information

School governors are there to give a long-term strategic direction to how the school is run; to be critical friends to the school; and to ensure the school is accountable for its actions. Governors discuss and have input on: school policies, the strategic planning for the continuous improvement of the school, target setting and budget planning. Governors are also responsible for the appointment and dismissal of staff, dealing with complaints from pupils, staff and parents and ensuring the school meets all statutory and legal requirements.

Instrument of Government

The name of the school is **Heap Bridge Village Primary School**

The school is a maintained school.

The name of the governing body is "**The governing board of Heap Bridge Village Primary School**"

The governing board shall consist of :

- X2 Staff governors (inc. Headteacher)
- X1 LA governor
- X3 Parent governors
- X6 Co-opted governors

Total number of governors: 12

The term of office of all categories of governor is four years.

This instrument of government came into effect on **1st April 2015**

Name of Governor	Designation	Term of Office (4yrs) -Ends-	Business Interests			Attendance		
			Relevant Business/Financial Interest	Governance roles in other schools	Relationship to school staff / pupils	Full GB 2021-22		
						T1	T2	T3
Mr Marcus Cockcroft	Headteacher	-	Trustee with REAL Trust	Hollingworth Learning Trust	member of staff	/	/	/
Miss Lesley Porter	Staff		none	none	member of staff	/	/	/
Mr Michael O'Neill	LA	03/2026	none	none	none	/	/	/
Mrs Melanie Caffrey	Parent	01/2026	Mike Goldrick Window Blinds	none	parent	/	/	/
Mr Jitan Jethwa	Parent	11/2024	none	none	parent	/	/	/
Mrs Megan Boswell	Parent	12/2023	none	none	parent	/	/	/
Mrs Katharine Collingwood	Co-opted	21 Oct 2023	none	Harwood Meadows	member of staff , related to VB	/	/	/
Mr Marc Kemp	Co-opted	03/01/2023	none	Parkfield Primary (Middleton)	parent	/	/	/
Mrs Kate Iddon	Co-opted	08/10/2023	none	none	parent	/	/	/
Mrs Leonie O'Donoghue	Co-opted	29/02/2024	Freelance Community Artist	none	parent	/	/	/
Rev Sally Robinson	Co-opted	27/05/25	Reverend @ St Georges Church	St Margaret's CoE Primary (Heywood)		A	A	A
Vacancy	Co-opted					NA	NA	NA

Committee Membership

Resources (meets termly)	Curriculum & Standards (meets termly)	Personnel & Pay Implementation (meets annually (& as required))
Mr Marc Kemp (Chair) Mr Marcus Cockcroft Mr Michael O'Neill Miss Lesley Porter Mrs Katharine Collingwood Mrs Leonie O'Donoghue	Mrs Melanie Caffrey (Chair) Mr Marcus Cockcroft Mrs Katharine Collingwood Miss Kate Iddon Megan Boswell Mr Jitan Jethwa Rev Sally Robinson	Mr Michael O'Neill (Chair) Mr Marc Kemp Mrs Leonie O' Donoghue
Personnel Appeals (meets required)	Headteacher Appraisal (meets annually (& as required))	Pupil Discipline (meets as required)
Miss Kate Iddon (Chair) Mrs Melanie Caffrey Mr Jitan Jethwa	Mr Michael O'Neill (Chair) Mr Marc Kemp Rev Sally Robinson	Mr Michael O'Neill (Chair) Mrs Melanie Caffrey Miss Kate Iddon Mrs Leonie O'Donoghue
Complaints (as required)	Forum Rep: (meets termly)	
Mr Mark Kemp (Chair) Miss Kate Iddon Mrs Leonie O'Donoghue	Mrs Melanie Caffrey Sub: Mr Jitan Jethwa	

Link Governors

Curriculum Teams:	Link Governors	Staff Team
STEAM: Science, Technology (Computing), Engineering (D&T), Art and Mathematics	Marc Kemp Melanie Caffrey Mr Jitan Jethwa	Katharine Collingwood Amy Wilders Michelle Morris Lucy Nickerson
Languages & Humanities: English, History, Geography, Music & MFL	Michael O'Neill Kate Iddon Leonie O'Donoghue	Vicki Brierley Leanne Grugel Laura Wallsworth Emily Forbes
Health & Wellbeing: Religious Education, Physical Education, RSHE (inc. PSHCE) & SEND	Megan Boswell (SEND) Rev Sally Robinson Leonie O'Donoghue	SLT, All teachers, Ellie Hayward
Early Years Foundation Stage: Curriculum, assessment & standards	Katharine Collingwood Marc Kemp	SLT Vicki Brierley Erin Myatt

Behaviour & Safety:	Link Governor	Staff Link
Safeguarding & Child Protection	Kate Iddon	Headteacher
Special Educational Needs & Disabilities	Megan Boswell	Katharine Collingwood
Attendance & Exclusions	Marc Kemp	Kim Clarke / Marcus Cockcroft
Health & Safety (inc. Fire Safety)	Leonie O'Donoghue	Headteacher
Looked After Children (LAC)	Kate Iddon	Katharine Collingwood

Governors should ensure that they are familiar with the Link Governor Policy when preparing for a visit in school

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

Governors Annual Calendar 2022-23

Autumn Term:

Meeting	Date
Full Governors Meeting	Thurs 6h Oct 2022 @ 5:30pm
Resources Committee	Tues 18 nd Oct 2022 @ 3:45pm
Personnel and Pay Committee	Tues 18 nd Oct 2022 @ following Resources Committee
Curriculum & Standards Committee	Thurs 10 th Nov 2022 @ 3:45pm
MAT working group	Tues 29 th Nov 2022 @ 3:45pm
Governor Learning Walk (focus TBC)	Thurs 3 rd Nov 2022 @ 10:30am
HT Appraisal Committee	Fri 9 th Dec 2022 @ 1pm (with Liam Trippier)

Spring Term:

Meeting	Date
Resources Committee	Thurs 26 th Jan 2023 @ 3:45pm (SFVS / policy review)
MAT working group	Tues 7 th Feb 2023 @ 3:45pm
Full Governors Meeting	Thurs 9th Feb 2023 @ 5:30pm
Governor Learning Walk (focus TBC)	Thurs 2 nd Mar 2023 @ 2:00pm
Curriculum & Standards Committee	Thurs 2 nd March 2023 @ 3:45pm
SLT / Resources Committee	Thurs 11 th March 2023 @ 3:45pm – Pre budget setting

Summer Term:

Meeting	Date
Resources Committee	Thurs 4 th May 2023 @ 3:45pm
Full Governors Meeting	Thurs 11th May 2023 @ 5:30pm
Curriculum & Standards Committee	Thurs 15 th June 2023 @ 3:45pm – dev of SIP
Standards Scrutiny – (subject TBC)	Wed 21 st June 2023 @ 3:30pm
Standards Scrutiny – (subject TBC)	Wed 21 st June 2023 @ 3:30pm

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

CODE OF CONDUCT FOR THE GOVERNING BOARD

The Governing Board has adopted the following principles and procedures:

Purpose of the Governing Board

The Governing Board is the key strategic decision making body in the school, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a Governing Board's strategic role; every child has the right to attend a good school.

This code sets out the expectations on and commitment required from school Governors in order for the Governing Board to properly carry out its work within the school/s and the community.

The Governing Board has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Headteacher
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

The role of a governor:

In law, the Governing Board is a corporate body which means:

- No governor can act on his/her own without proper authority from the full Governing Board
- All governors carry equal responsibility for decisions made.
- Although appointed through different routes, the overriding concern of all governors has to be the welfare of the school as a whole. Governing Boards should be alert to the risk of becoming dominated by one particular mind-set or strand of opinion.

Role & Responsibilities

- We understand the purpose of the board and the role of the Headteacher
- We are aware of and accept the Seven Nolan Principles of Public Life (see Appendix 1).
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the Governing Board meeting.
- We 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.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the school's reputation is compromised by inappropriate postings.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.
- In making or responding to criticism or complaints we will follow the procedures established by the Governing Board.
- We will support the Headteacher and senior leadership team but challenge their expectations and hold them to account for school performance.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements
- We agree to adhere to the school's rules and policies and the procedures of the Governing Board as set out by the relevant governing documents and law
- We agree to abide by the School's Guidance for Safer Working Practices – Code of Conduct and will verify this on an annual basis
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation and ensure that our actions do not breach any school policies or procedures
- We agree to advise the Chair of Governors/Clerk to Governors of any change in our personal circumstances that might call into question our suitability to continue as Governors
- We acknowledge, both legally and morally, the duty of care which rests upon the Governing Board to ensure that all reasonable steps are taken to ensure the health and safety, and welfare of a child or young person for who we are responsible

Commitment

- We are committed to safeguarding and promoting the welfare of children and young people
- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Board, and accept our fair share of responsibilities, including service on committees or working groups and undertaking our roles as Link Governors diligently.

- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the staff and undertaken within the framework established by the Governing Board and agreed with the Headteacher.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a Governor.
- 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 school's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors "Get Information about Schools" (GIAS)
- We will consider seriously our individual and collective needs for induction, training and development
- We will undertake relevant training and we will attend training regularly at least one training session per year.
- New Governors will attend induction training within the first 6 months of their term of office

Relationships

We will strive to work as a team in which constructive working relationships are actively promoted.

We will express views openly, courteously and respectfully in all our communications with other governors/ committee members, the clerk to the Governing Board and school staff both in and outside of meetings.

We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

We will ensure we support new Governors are supporting in their role

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Board meeting.
- 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 act in accordance with the Data Protection Act 1994 and General Data Protection Regulation 2018.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting, or throughout the course of the meeting, should the situation arise.

- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Governing Board.
- We will accept and respect our role as a Governor and maintain appropriate professional boundaries between our role as a Governor with any other involvement in school life

Ceasing to be a Governor/Trustee/Academy Committee Member

- We understand that the requirements relating to confidentiality will continue to apply after a Governor/Trustee/Academy Committee member leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, advice from the Clerk to Governors will be sought and alternative arrangements for investigation made e.g. another Governing Board member, such as the Vice Chair or a Governor from another school will investigate.

Adapted from the NGA Code of Conduct for School Governing Bodies 2018

APPENDIX 1

The seven principles of public life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.