



Code of Conduct for the Governing Board of Hallgate Primary School

1 Rationale

- 1.1 Principles contained in this Code of Conduct are based on the Nolan Report and the Principles of Standard in Public Life (1996). These are contained in Appendix 1.
- 1.2 The purpose of this Code of Conduct is to help promote best practice in the governance of Hallgate Primary School. The governing board aims to make a significant contribution to our school's performance, working as a team and involving ourselves in the life of the school. It recognises that effective governance is the result of strong professional relationships that are based on a mutual understanding of roles and responsibilities. The Code of Conduct also sets high expectations for everyone involved in governance and requires all board members to take individual responsibility for developing their knowledge and skills on an ongoing basis.
- 1.3 All members of the Governing Board are expected to conduct themselves in a manner that is acceptable. This Code of Conduct seeks to express those expectations.
- 1.4 This Code of Conduct will be reviewed on an annual basis at the autumn term meeting of the full governing board.

2 Aims and Standards

- 2.1 The governing board will help our school provide the best possible education for each of its pupils and enable them to reach the highest standards of progress and attainment. In doing so, we accept accountability to those who fund the school, to those who inspect the school and to parents and carers, their children, and the wider community for the way in which our school carries out its functions.
- 2.3 All members of the governing board are expected to contribute to the development of our school. They will do this by helping to establish and maintain the strategic framework within which our school operates and determining the character, aims, ethos and values and policies of our school.
- 2.4 Governors are expected to act as 'critical friends' to our school at all times. This includes monitoring and evaluating the work of the school, offering support, providing constructive advice, acting as a sounding board for ideas, offering a second opinion on proposals and offering help where needed. This will also include asking challenging questions of the Headteacher and senior leaders. Governors will politely question facts presented so that they are satisfied with their accuracy.
- 2.5 In order to ensure that all governors are equipped with a basic standard of governance knowledge, each governor is expected to attend a governor induction course within two terms of their appointment/election.



Code of Conduct for the Governing Board of Hallgate Primary School

2.6 The governing board will act at all times in accordance with the requirements laid down by Acts of Parliament and associated Regulations.

3 Roles and Responsibilities – Individual Governors

3.1 Governors will acknowledge that the office of governor involves a commitment of time and energy beyond attendance at termly meetings. Governors are expected to be actively involved in the work of the governing board, attending meetings regularly and accepting a fair share of responsibility, including serving on committees, working in groups, visiting the school and undertaking relevant training.

3.2 Governors are elected or appointed to the governing board by different groups and methods. These include parents, teachers, the governing board, sponsors, staff or church diocese, etc. Although chosen by different groups, each of our governors has a responsibility to make his/her own mind up about issues that are considered by the governing board and not necessarily in accordance with the views of the board through which they were elected. Once decisions are made by the governing board (or under the delegated authority of the governing board for example by a committee), individual governors are bound by them and are expected to support and abide by them. Governors will not expose the details of a vote taken in a governing board meeting and should remain conscious of governors' corporate responsibility when discussing governance issues.

3.4 Our governing board respects the right of individual governors to be able to express their ideas openly in meetings and have them heard. Governors will accept that others may not share their views and may strongly disagree with them. However, governors will show respect for each other and be courteous when there are differences of opinion. Individual governors will accept that all governing board decisions are made collectively and will accept majority decisions made. Disagreement in the privacy of a governing board meeting will not be considered as grounds for the removal or suspension of a governor.

3.5 Governors will accept the necessity of addressing individual and collective needs for training and development and will corporately monitor and evaluate the effectiveness of the governing board on a regular basis.

3.6 A governor that persistently fails to attend training or development may be in breach of the governing board's code of conduct and it may be necessary to consider their position.

3.7 Governors have a responsibility to maintain and develop the ethos and reputation of our school. Their actions and behaviours within the school and the wider community should reflect this. It is expected that all governors will demonstrate allegiance to the school and not proffer individual views or opinions to any third party that may be construed as views of the governing board.

3.8 In responding to criticism or complaints about any aspect of the school, governors will refer the complainant to the school's Complaints Policy and Procedure for the correct procedure to be followed. No individual governor will be expected to respond to criticism or complaint. Governors will ensure that they do not become prematurely embroiled in complaints in order that they will remain eligible to serve on an associated complaints panel, if required. The same will apply to pupil/student/staff disciplinary issues; each having their own relevant procedure.

3.9 Should one governor wish to register concern about the conduct of another, the issue will first be discussed with the governor directly. Where this is not practical or



Code of Conduct for the Governing Board of Hallgate Primary School

reasonable, the governor will address the issue with the Chair. Our governing board encourages informal mediation before progression to paragraph 10 and we agree that politely addressed disagreements on matters of governance do not constitute a concern.

4 Roles and Responsibilities – The Governing Board

4.1 All governors abiding by the Code of Conduct should do so with a good understanding of the core functions of governing boards, which are:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

4.2 All governors will understand that the Headteacher is responsible for the day-to-day management and operation of the school, the implementation of policy and delivery of the curriculum. The governing board will have responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

4.3 Our governing board is a corporate entity and acts as a group. No one category of governor or individual governor has any right to act individually, except when the governing board has given delegated authority to do so (or when the Chair must take urgent action).

4.4 The strength of our governing board lies in the talents and commitment of its members and in their ability to work together as a team for the good of the school and pupils. Every governor will have an equal right to participate and to state his or her own views.

4.5 Our governors will support the Headteacher with their responsibilities for the day-to-day internal organisation, management, and control of the school and for advising on and implementing the governing board's strategic framework. Governors will not seek to perform any duties delegated to the Headteacher (such as the appraisal of staff) but, instead, perform their strategic duty to develop and adopt appropriate policies and frameworks under which the Headteacher will operate.

4.6 Our governors will have a responsibility to act fairly and without prejudice at all times.

4.7 Our governing board will always carefully consider how the outcomes of decisions made might affect other schools.

4.8 As governors, we are responsible for the selection and recruitment of all staff employed at our school (though much may be delegated to the Headteacher). As such, the governing board will fulfil all that is expected of a good employer. Concerns about individual members of staff will be dealt with through the Headteacher in accordance with school policy and where necessary referral made to the relevant committee which deals with Human Resources issues. Concerns shared with any governor will not be aired publicly.

4.9 Our governors have a duty to get to know the school and are encouraged to involve themselves in school activities. All governors will be delegated a responsibility (e.g. for disadvantaged pupils, health and safety, Safeguarding or educational visits) and will be expected to visit the school in relation to these at least once per term. Visits to school



Code of Conduct for the Governing Board of Hallgate Primary School

will be undertaken within the framework established by the governing board and agreed with the Headteacher. Governor visits can be carried out either face to face or virtually. (See paragraph 7 below).

- 4.10 Our governors will seek to develop effective working relationships with the Headteacher and leadership team, staff, parents, the local authority and other relevant agencies based in the wider community and, where appropriate, Diocesan Authorities.
- 4.11 Our governing board will be inclusive in its approach to school governance. All groups within the school community will be made welcome and encouraged to contribute to the work of the governing board. Needs of governors who require extra support to fulfill their role will be addressed, including physical accessibility to meeting rooms, timing of meetings to take into account governors' working hours or caring responsibilities and access to IT.
- 4.12 Governors will, wherever possible, seek to establish secure lines of communication in order to protect the sensitive data which is necessarily shared with them. In practice, this will mean ensuring that governors have school email addresses or that the security credentials of governors' email servers can be verified. We consider that family email addresses or addresses to which more than one person has access are inappropriate and do not constitute responsible stewardship of our school's data. Our preference is that governors make use of school email addresses, managed through mail servers which we know to be secure.
- 4.13 Governors will uphold the school's reputation in private communications including those on social media. When using social media will not initiate, contribute to, support, 'like' or distribute any comments that include criticism of the school.

5 Confidentiality

- 5.1 All discussions that take place in Part A of the full governing board and committee meetings will be minuted and made available to parents and any other interested party upon request once they have been approved by the full governing board and signed by the Chair. Until the minutes have been agreed and signed as an accurate record, they remain confidential. The governing board will decide if an item for discussion is confidential and all governors are expected to abide by the decision.
- 5.2 All items of a confidential nature will be considered under Part B of each full governing board and committee agenda. Individual governors are expected to respect this confidentiality and not disclose information deemed as confidential in any other forum. All discussions in reaching a decision will remain confidential to those present at the meeting and the minutes of these discussions will not be made available to the general public.
- 5.3 Reports made to the governing board and its committees are public documents after the meeting has considered them and will be available at the school to anyone wishing to view them unless the governing board decides that they should remain confidential.
- 5.4 Equally, the governing board will not be obstructive to interested parties, only withholding information as confidential when appropriate and will ensure that the school makes non- confidential minutes and documents available to interested parties in a timely fashion.
- 5.5 Only those governors specifically authorised to do so will speak or act on behalf of the governing board.



Code of Conduct for the Governing Board of Hallgate Primary School

- 5.6 Governors will exercise the highest degree of prudence should discussions of potentially contentious issues arise outside the governing board. Individual governors will not express a personal view of any contentious issue and will refer comments made to them by external parties back to the governing board.
- 5.7 Governors will ensure all confidential papers are held and disposed of appropriately.
- 5.8 Governors will maintain confidentiality even after leaving office.
- 5.9 In the event of a breach of confidentiality, the chair of governors will be informed as soon as possible who will investigate the matter further.
- 5.10 Governors understand that if they breach confidentiality, they may be suspended.

6 Data Protection and GDPR

- 6.1 Governors will follow the school's information security processes; measures and data protection policy when using, storing, sharing and disposing of personal data.
- 6.2 Governors commitment to data protection/GDPR does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

7 Visiting the School

- 7.1 All governors will recognise that they do not have an automatic right to enter the school unannounced but will have the opportunity to arrange visits in order to see school policies in action and to understand how the school works.
- 7.2 The protocol for visits by governors to school is as follows:
 - The approximate number of governor visits per term will be agreed in advance with the Headteacher. Visits will have a clear focus, linked to school policy, a curriculum area or an aspect of the school improvement plan.
 - The date and timing of each visit will be arranged in advance with the Headteacher and relevant staff involved.
 - If a governor is going to spend time in a classroom, this will be discussed with the class teacher so that both are clear on the boundaries and outcomes of the visit.
 - Governors will understand that their visits do not replace professional inspections or the monitoring role of the Headteacher. Governors will not make judgements about the effectiveness of the teaching that they see. If a governor is concerned about any aspect of what they have seen, this will be passed to and discussed with the Headteacher.
 - When visiting the school in a personal capacity (for example, as a parent or carer), governors will continue to honour the commitments made in this code.
 - After each visit or series of connected visits, the governor will report back in writing to the governing board. Written reports will be via a proforma agreed and approved by the Headteacher and the governing board. Written reports provide a valuable evidence base which helps the governing board in undertaking our monitoring responsibilities. The written report produced will be shared with the Headteacher



Code of Conduct for the Governing Board of Hallgate Primary School

before it is considered at a governing board meeting.

We have a Governor Visits Policy, which outlines our approach to visits in more detail.

8 Governing Board Meetings

8.1 All our governors will recognise that, individually, they do not have any authority in our school and that it is the collective decisions of the governing board that carry authority. If that authority is to be respected and our governing board is to carry out its functions well, the way it conducts its meetings is crucial.

8.2 With regard to scheduled meetings, as a governor you can expect:

- An agenda and relevant documents to reach you at least seven days before a meeting is due to take place. Documents will be shared in the Governor Drive and you will need to use your school login credentials to access the meeting information.
- An agenda that makes clear the purpose of each item.
- A Chair who will keep to the agenda, pace meetings so that time is given to each matter in proportion to its importance, draw upon all members for contributions and keep discussions to the point.
- Your contribution in meetings to be heard.
- To receive minutes of meetings that summarise views succinctly and record decisions and actions accurately.

8.3 It is expected that as a governor you will:

- Attend meetings regularly and be punctual.
- Read the agenda, minutes and other papers before the meeting.
- Ensure you have access to the agenda and any other relevant papers at the meeting.
- Make relevant and positive contributions.
- Be prepared to ask challenging questions which clarify and enable your own understanding and hold senior leaders to account.
- Listen to and consider what other people have to say.
- Support new and inexperienced governors to enable their participation and understanding.
- Accept your share of collective responsibility, even for decisions made with which you do not personally agree.
- Be open to new ideas.
- Ensure that you do not allow any personal opinions or grievances or cloud your views.
- Abide by this Code of Conduct.

9 Committee Meetings

9.1 The expectations of governors described in paragraph 8.3 also apply to committee meetings. It must be remembered that committees may be responsible for either presenting decisions made to the full governing board or recommending actions to be taken. It is very important to remember that as a committee member you will also need to:

- Develop a good understanding of the committee's field of interest (e.g. finance, curriculum, etc.).



Code of Conduct for the Governing Board of Hallgate Primary School

- Willingly volunteer to undertake any tasks required by the committee (e.g. researching policy models, seeking views of those who may be involved in carrying out policies made by the committee).
- Be prepared to explain at full governing board meetings how the committee's decisions were reached.

10 Implementation of this Code of Conduct

- 10.1 Governors will understand that any allegation of a material breach of this Code of Conduct by any governor shall be raised at a meeting of the governing board and, if agreed and substantiated by a majority of governors, shall be minuted.
- 10.2 Governors will understand that any governor whose conduct is minuted twice in a period of twelve months shall be suspended for a period of six months from the date of the second minute.
- 10.3 Governors will be aware of the provisions of regulation 17(1) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which pertain to qualification and disqualification for the role of school governor and grounds for suspension (held as a separate document).
- 10.4 Where governors find cause to consider the suspension or removal of a governor outside of the provisions in 10.1 and 10.2, they will treat the issue sensitively and with strict confidence.
- 10.5 Should a governor breach the Code of Conduct in a serious way but not in such a way that they are not automatically disqualified from governance, the governing board will convene a meeting with a specific agenda item relating to the suspension or removal of the governor in question. The agenda must be circulated not less than seven clear days before the date of the meeting.
- 10.6 At the meeting, a governor must be prepared to present the case for removal or suspension. This process and address may never be undertaken or led by the Headteacher. The governor whose suspension or removal is to be considered must be given the right to address the governing board in reply. Both governors will then retire for the vote which will decide whether the governor should be suspended or removed. (Note: either suspension or removal must be specified on the agenda). Every reasonable effort will be made to ensure that all governors are able to attend a meeting with this purpose.
- 10.7 If the decision is taken to suspend or remove the governor, a further full governing board meeting must be held not less than 14 days after the decision to suspend or remove. The governing board must ratify its decision at this meeting. The governor being considered for suspension or removal may not attend this second meeting.
- 10.8 While suspended, a governor is entitled to receive agendas and documents as normal and may not be removed for non-attendance.
- 10.9 In the event that a complaint is made about a governor, the school's Complaints Policy and Procedure will be followed. Following an investigation in accordance with the Complaints Policy and Procedure, the governing board will consider whether that governor has breached this Code of Conduct, following the procedures set forth in paragraph 10.



Code of Conduct for the Governing Board of Hallgate Primary School

The Governing Board of Hallgate Primary School adopted this Code of Conduct

Chair of Governors: Chris Whitfield

Date: 03.12.24

Next review due by: Autumn 2025



Code of Conduct for the Governing Board of Hallgate Primary School

East Riding of Yorkshire Governing Board Work and Delegation Planner

GB = Governing Board

C = Committee

I = Individual

HT = Headteacher

Please note some items of business may only be applicable to maintained schools. Membership of Academy and Multi-Academy Trust Governing Boards will also differ.

Autumn Term						
			Responsibility			
			GB	C	I	HT
G o v e r n i n g B o a r d	Election of Chair	<ul style="list-style-type: none"> It is important to consider succession planning when electing the Chair and Vice-Chair of the Governing Board and determining term of office. Term of office can be between one and four years. Members of staff cannot be elected Chair or Vice-Chair. 	*			
	Election of Vice-Chair	<ul style="list-style-type: none"> Election of Chair and Vice-Chair may be done at any point in the academic year if the need arises The item must be on the agenda of the Full Governing Board meeting so that all governors are aware of the election and have the opportunity to express interest in the positions. 	*			
	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but must be appointed at a Full Governing Board meeting. The school should arrange elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Board. Governors can submit applications to the Local Authority for approval. Foundation governors are appointed by the Diocese. Schools should liaise with the appointing board regarding any vacancies or end of term of offices. The end of term of office of governors should be considered and appropriate action taken. 	*		*	*
	Revision of structure and membership of committees	<ul style="list-style-type: none"> Membership and structure of committees should be reviewed and published on the school website. Committee structure must be approved at a Full Governing Board meeting. 	*			
	Revision of the terms of reference of each committee	<ul style="list-style-type: none"> The terms of reference of each committee should be reviewed and the powers of each committee established. E.g.: approval of policies, approval of the School Fund Account, financial delegation, approval of the 5 Year Plan/School Budget. Terms of reference must be approved at a Full Governing Board meeting. 	*			



Code of Conduct for the Governing Board of Hallgate Primary School

	Review Special Responsibilities	<ul style="list-style-type: none"> Special responsibilities should be reviewed with regard to recent developments in practice and statutory requirements. Governor responsibilities should be published on the school website. 	*			
	Complete Skills Audit	<ul style="list-style-type: none"> Governors should complete a skills audit regularly to identify skills required by the governing board to allow for appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*			
	Set Governing Board Objectives	<ul style="list-style-type: none"> Governors should consider the governing board's objectives regarding the school's development and their own development as part of leadership and management. 	*			
	Establish a programme of visits	<ul style="list-style-type: none"> Governors should consider a programme of governor visits related to areas of responsibility and school improvement priorities/governing board objectives. 	*			
	Code of Conduct	<ul style="list-style-type: none"> Review and agree the code of conduct annually, upon significant changes to the law, or as needed. Full governing board should ratify and adopt. 	*			
	Receive Governor Visit Records	<ul style="list-style-type: none"> Governors may wish to report on recent governor visits and highlight any issues. Governor visits could also be discussed at the relevant committee. Copies of written reports should be kept in school as evidence of monitoring for reference for inspectors 				
Finance	Schools Financial Value Standard (SFVS)	<ul style="list-style-type: none"> This can be approved by the Full Governing Board at any time during the financial year. The deadline for submission is 31 March therefore must have been approved at a Full Governing Board meeting before this date. Finance governors will be asked to complete a competency matrix. The Finance Committee may recommend the SFVS to the Full Governing Board for approval. This must be approved by the Full Governing Board and signed by the Chair for submission to the Local Authority. 	*			
	School Fund Account	<ul style="list-style-type: none"> The School Fund Account and the auditor can be approved at any time throughout the financial year. The year end will differ from school to school. Approval of the School Fund Account and the auditor can be delegated to the Finance Committee. This must be stated in the terms of reference of the committee. 	*	*		
	Revision of delegation of financial responsibilities.	<ul style="list-style-type: none"> Governors should review the financial responsibility delegated to the Full Governing Board, Finance Committee and Headteacher. These should be included in the terms of reference. 	*			
	Premium Spend Action Plans	<ul style="list-style-type: none"> Governors should receive action plans for Sports Premium, and Pupil Premium as applicable. This could be delegated to the Finance (or equivalent) Committee 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	Declaration of Pecuniary interests	<ul style="list-style-type: none"> All governors must complete a declaration of pecuniary interests and the register of pecuniary interests should be reviewed. 	*			
	Review delegation of staffing responsibilities	<ul style="list-style-type: none"> The terms of reference of the Personnel (or equivalent) Committee should outline the staffing responsibilities of the Headteacher and governors. 	*			

	Headteacher Performance Management Review	<ul style="list-style-type: none"> Review previous academic year's performance. Set (Specific, Measurable, Achievable, Realistic and Time-bound) SMART objectives Agree termly review dates for the spring and summer terms. 	*			
	Approve pay decisions	<ul style="list-style-type: none"> Governors may be asked to approve pay decisions of staff following performance management. This may be delegated to the Finance or Personnel committee. Governors may be asked to approve pay decisions regarding the Headteacher following performance management. This may be delegated to the Finance or Personnel committee. 	*	*		
	Staffing structure	<ul style="list-style-type: none"> Governors should receive information regarding the school staffing structure. Staffing may be considered by the Personnel (or equivalent) Committee. 	*	*		
School Improvement	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report to Governors is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information may be received in the confidential section of the meeting. Governors should agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report to Governors within the agenda pack prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

Approval of School Improvement Plan/ School Development Plan	<ul style="list-style-type: none"> • Approval of the School Improvement Plan can be delegated the Teaching and Learning (or equivalent) Committee • All governors should be aware of the priorities named in the School Improvement Plan so governors may wish to keep this responsibility with the Full Governing Board. • The School Improvement Plan will continue to develop once approved with input from School Improvement Advisers. The Senior Leadership Team should track progress made against milestones detailed in the plan. • Governors hold responsibility to monitor actions made against the milestones stated, especially those highlighted as a weak area by Ofsted, School Improvement and school data. 	*	*		
Governor Visits Plan	<ul style="list-style-type: none"> • Develop an annual governor visits plan which supports the School Improvement/Development Plan. • Ensure all governors are aware of the plan and their responsibilities. 	*			

SEND-Co Report	<ul style="list-style-type: none"> • Governors may receive a report from the Special Educational Needs and Disabilities Co-ordinator outlining the numbers of SEND pupils in the school including those holding a Statement or Education Health and Care Plan (EHCP) or on the SEN register in receipt of school support. This may be included in the Headteacher's Report or considered at committee. 	*	*		
ASP and IDSR Data	<ul style="list-style-type: none"> • The school will receive ASP and IDSR data comparing the school's performance in the previous academic year to schools nationally. Governors may consider this at the Full Governing Board meeting or at the Teaching and Learning (or equivalent) committee. • It is important that all governors are familiar with the school's ASP data and aware of its indications for the school's improvement priorities. 	*	*		
Exam Results Discussion	<ul style="list-style-type: none"> • Governors should consider the examination results of the previous academic year. Results should be used to inform the school's improvement priorities. 	*	*		
Self-Evaluation Form	<ul style="list-style-type: none"> • Governors should be aware of how the school judges itself against the Ofsted areas: Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Development, Early Years Provision, Sixth Form Provision. • This information may be included in the Headteacher's Report or governors may receive the Self Evaluation Form stating the school's own judgements at a Full Governing Board meeting or at the appropriate committee. • The Self Evaluation Form is updated according to the school's current position and may be received at any point throughout the year as the school's judgements are reviewed. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	Annual Safeguarding Report	<ul style="list-style-type: none"> • Governors should receive the Annual Safeguarding Report for the previous academic year. • The report should be formulated with the governor responsible for safeguarding and submitted to the East Riding Safeguarding Children Board. • All governors should ensure that their safeguarding training is up to date. Governor training should be reported as part of the Safeguarding Report. • This can be considered at the appropriate committee however all governors are responsible for safeguarding in the 	*	*		
	Child Protection Policy Review	<ul style="list-style-type: none"> • The Child Protection Policy should be reviewed and adopted in light of the latest child protection and safeguarding guidance including Keeping Children Safe in Education documentation. • All governors must receive the latest Keeping Children Safe in Education guidance. • Schools may wish to ask governors to sign to confirm they have received and read the documentation. 	*	*		
	Set a timetable of review and agree responsibility for policy formulation	<ul style="list-style-type: none"> • Governors should set a timetable of review of statutory and school policies. • Policies can be formulated by an individual governor or staff member, committee or group, or the Local Authority. • Please see the School Policy Draft Schedule for guidance on the frequency of review. 	*	*		

P C I i C y	Approval of Policies	<ul style="list-style-type: none"> • Policies can be approved by the Full Governing Board or delegated to the appropriate committee. • If approved at committee level approval of policies must be included in the committee's terms of reference. • Numerous policies can be approved by the Headteacher, but this must be stated in the terms of reference of the relevant committee. Please see the School Policy Draft Schedule for guidance. 	*	*		*
	Review the Accessibility Plan	<ul style="list-style-type: none"> • Governors should receive the Accessibility Plan and Disability Equality Scheme to ensure compliance with statutory requirements relating to disability issues. 	*			*



Code of Conduct for the Governing Board of Hallgate Primary School

Spring Term						
			Responsibility			
			GB	C	I	HT
	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but must be appointed at a Full Governing Board meeting. The school should arrange elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Board. Governors can submit applications to the Local Authority for approval. Foundation governors are appointed by the Diocese. Schools should liaise with the appointing board regarding any vacancies or end of term of offices. The end of term of office of governors should be considered and appropriate action taken. 	*		*	*
	Review Skills Audit	<ul style="list-style-type: none"> Governors should review the results of the skills audit identifying skills required by the governing board to allow for appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*			
	Review Governing Board objectives	<ul style="list-style-type: none"> Governors should review progress against the governing board's objectives. This may be considered at a specific committee. 	*	*		
	Receive Governor Visit Records	<ul style="list-style-type: none"> Governors may wish to report on recent governor visits and highlight any issues. Governor visits could also be discussed at the relevant committee. Copies of written reports should be kept in school as evidence of monitoring for reference for inspectors. 	*	*		
	School Website Compliance	<ul style="list-style-type: none"> Ensure that the information on the school's website is compliant with the DfE Guidance 'What maintain/academies must publish online' 	*			
Finance	School Fund Account	<ul style="list-style-type: none"> The School Fund Account and the auditor can be approved at any time throughout the financial year. The year-end will differ from school to school. Approval of the School Fund Account and the auditor can be delegated to the Finance Committee. This must be stated in the terms of reference of the committee. 	*	*		
	Review Premium Spend Action Plans	<ul style="list-style-type: none"> Governors should receive progress against the action plans for sports premium, pupil premium, and Year 7 literacy and numeracy catch-up premium as applicable. This could be delegated to the Finance (or equivalent) Committee. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	Staffing structure	<ul style="list-style-type: none">Governors should receive information regarding the school staffing structure. Staffing may be considered by the Personnel (or equivalent) Committee.	*	*		
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Code of Conduct for the Governing Board of Hallgate Primary School

Staffing	Headteacher Performance Management	<ul style="list-style-type: none"> Carry out spring term review 	*			
	Instigation of Staffing Reductions including any end of temporary contracts	<ul style="list-style-type: none"> Staffing reductions and the decision to enter the redundancy process must be approved by the Full Governing Board. For further advice contact Human Resources. The end or renewal of temporary contracts should be considered for the next academic year. This may be considered further by the appropriate committee. 	*			
	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information may be received in the confidential section of the meeting. Governors should agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		
	School Improvement Plan	<ul style="list-style-type: none"> Governors should review progress against the School Improvement Plan termly. The School Improvement Plan and the individual priorities may be considered at the appropriate committee. 	*	*		
	In Year Data	<ul style="list-style-type: none"> Governors may receive in year data indicating pupil progress. This could be considered at the Teaching and Learning (or equivalent) Committee to allow full discussion. 	*	*		
Safeguarding	Termly Safeguarding Report	<ul style="list-style-type: none"> Whilst it is not a statutory requirement it is good practice that governors are presented with the Safeguarding Report termly. The Safeguarding Report may be considered at the appropriate committee. Information should be anonymised. Governors are responsible for ensuring that the correct safeguarding procedures have been carried out by the school. The Safeguarding Governor may wish to meet with the Child Protection Lead termly to discuss the Safeguarding Report prior to its presentation at a governor's meeting. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

Policy	Approval of Policies	<ul style="list-style-type: none">• Policies should be approved in accordance with the established review cycle by the Full Governing Board, the appropriate committee or Headteacher in accordance with the committee terms of reference.	*	*		*
	Admission Arrangements	<ul style="list-style-type: none">• Governors may be asked to approve the admission arrangements for the next academic year. Details of the admission arrangements must be published on the school website.	*	*		*



Code of Conduct for the Governing Board of Hallgate Primary School



Code of Conduct for the Governing Board of Hallgate Primary School

Summer Term						
			Responsibility			
			GB	C	I	HT
	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but must be appointed at a Full Governing Board meeting. The school should arrange elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Board. Governors can submit applications to the Local Authority for approval. Foundation governors are appointed by the Diocese. Schools should liaise with the appointing board regarding any vacancies or end of term of offices. The end of term of office of governors should be considered and appropriate action taken. 	*		*	*
	Review Skills Audit	<ul style="list-style-type: none"> Governors should review progress made against results of the skills audit including appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*			
	Review Governing Board objectives	<ul style="list-style-type: none"> Governors should review progress against the Governing Board's objectives. This may be considered at a specific committee. 	*	*		
	Receive Governor Visit Records	<ul style="list-style-type: none"> Governors may wish to report on recent governor visits and highlight any issues. Governor visits could also be discussed at the relevant committee. Copies of written reports should be kept in school as evidence of monitoring for reference for inspectors. 	*	*		
	Establish a schedule of meetings	<ul style="list-style-type: none"> Governors should identify appropriate dates for Full Governing Board and committee meetings for the next academic year and determine whether held in school or virtually. 	*			
	Review Work Plan	<ul style="list-style-type: none"> Governors should review the Governing Board Work Plan for the next academic year. 	*			
Finance	School Fund Account	<ul style="list-style-type: none"> Governors should consider and approve the auditor of the School Fund Account for the next academic year. 	*	*		
	Review Premium Spend Action Plans	<ul style="list-style-type: none"> Governors should receive progress against the action plans for Sports Premium, Pupil Premium, and Year 7 Literacy and Numeracy Catch-up Premium as applicable. This could be delegated to the Finance (or equivalent) Committee. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	School Budget/ Five Year Plan	<ul style="list-style-type: none"> Governors should receive and approval the School Budget for the next academic year and the Five Year Financial Plan. This can be delegated to the Finance Committee (or equivalent) if the committee has strong finance skills but must be stated in the committee terms of reference. Governors may wish for approval to remain with the Full Governing Board. The Budget and Five Year Plan may be recommended for approval by committee. 	*	*		
S t a f f i n g	Staffing structure including any end of temporary contracts and the appointment of staff	<ul style="list-style-type: none"> Governors should receive information regarding the school staffing structure for the next academic year. Staffing may be considered by the Personnel (or equivalent) Committee. The end or renewal of temporary contracts should be considered for the next academic year. This pay be considered further by the appropriate committee. Governors may be involved in the appointment of staff. This will be outlined in the staffing delegation. 	*	*		
	Headteacher Performance Management	<ul style="list-style-type: none"> Carry out summer term review. 	*			
	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information may be received in the confidential section of the meeting. Governors should agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		
	School Improvement Plan	<ul style="list-style-type: none"> Governors should review progress against the School Improvement Plan termly. The School Improvement Plan and the individual priorities may be considered at the appropriate committee. 	*	*		
	End of Year Data	<ul style="list-style-type: none"> Governors may receive end of year data indicating pupil progress. This could be considered at the Teaching and Learning (or equivalent) Committee to allow full discussion. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	Termly Safeguarding Report	<ul style="list-style-type: none"> ● Whilst it is not a statutory requirement it is good practice that governors are presented with the Safeguarding Report termly. ● The Safeguarding Report may be considered at the appropriate committee. ● Information should be anonymised. ● Governors are responsible for ensuring that the correct safeguarding procedures have been carried out by the school. ● The Safeguarding Governor may wish to meet with the Child Protection lead termly to discuss the Safeguarding Report prior to its presentation at a governor's meeting. 	*	*		
	Health and Safety Report	<ul style="list-style-type: none"> ● Governors have the responsibility of ensuring that Health and Safety procedures are adhered to. ● The Health and Safety Governor may wish to join staff in the completion of a health and safety walk. ● A Health and Safety report could be received by the Full Governing Board or appropriate committee. ● This could be completed termly. 	*	*	*	
Po lic y	Approval of Policies	<ul style="list-style-type: none"> ● Policies should be approved in accordance with the established review cycle by the Full Governing Board, the appropriate committee or Headteacher in accordance with the committee terms of reference. 	*	*		*
	Establish a Schedule of policy review	<ul style="list-style-type: none"> ● Governors may wish to consider a schedule of policy review for the next academic year. 	*	*		
Sta ffin g	Staffing structure including any end of temporary contracts and the appointment of staff	<ul style="list-style-type: none"> ● Governors should receive information regarding the school staffing structure for the next academic year. Staffing may be considered by the Personnel (or equivalent) Committee. ● The end or renewal of temporary contracts should be considered for the next academic year. This pay be considered further by the appropriate committee. ● Governors may be involved in the appointment of staff. This will be outlined in the staffing delegation. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information may be received in the confidential section of the meeting. Governors should agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		
School Improvement	School Improvement Plan	<ul style="list-style-type: none"> Governors should review progress against the School Improvement Plan termly. The School Improvement Plan and the individual priorities may be considered at the appropriate committee. 	*	*		
	End of Year Data	<ul style="list-style-type: none"> Governors may receive end of year data indicating pupil progress. This could be considered at the Teaching and Learning (or equivalent) Committee to allow full discussion. 	*	*		
	Termly Safeguarding Report	<ul style="list-style-type: none"> Whilst it is not a statutory requirement it is good practice that governors are presented with the Safeguarding Report termly. The Safeguarding Report may be considered at the appropriate committee. Information should be anonymised. Governors are responsible for ensuring that the correct safeguarding procedures have been carried out by the school. The Safeguarding Governor may wish to meet with the Child Protection lead termly to discuss the Safeguarding Report prior to its presentation at a governor's meeting. 	*	*		
	Health and Safety Report	<ul style="list-style-type: none"> Governors have the responsibility of ensuring that Health and Safety procedures are adhered to. The Health and Safety Governor may wish to join staff in the completion of a health and safety walk. A Health and Safety report could be received by the Full Governing Board or appropriate committee. 	*	*	*	



Code of Conduct for the Governing Board of Hallgate Primary School

		<ul style="list-style-type: none"> ● This could be completed termly. 				
P oli cy	Approval of Policies	<ul style="list-style-type: none"> ● Policies should be approved in accordance with the established review cycle by the Full Governing Board, the appropriate committee or Headteacher in accordance with the committee terms of reference. 	*	*		*
	Establish a Schedule of policy review	<ul style="list-style-type: none"> ● Governors may wish to consider a schedule of policy review for the next academic year. 	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

School Policy Model Schedule

Legal Requirement

GB = Governing Board C = Committee I = Individual HT = Headteacher

Policy/Statement	Frequency of Review (guide)	Date Last Reviewed	Next Review Date	GB	C	I	H
Admissions Policy or Arrangements	Annual	ERYC		*	*		*
Bullying and Harassment Policy and Procedure (Schools)	Annual	January 2024	January 2025				
Charging and Remissions Policy	Governing Board to determine	November 2024	November 2025	*	*		*
Child Protection Policy	Annual	September 2024	September 2025	*	*		*
Complaints Policy	Governing Board to determine	January 2024	January 2025	*	*		*
Code of Conduct	3 years	December 2024	December 2027	*			
Data Protection Policy	At least every 2 years	July 2024	July 2025	*			
Disciplinary Policy	2 years	ERYC		*	*		*
Disciplinary Procedure and Guidelines (Schools)	2 years	ERYC					
Early Years Foundation Stage	See full guidance	February 2024	February 2025	*	*		*
Equality in Employment Policy	2 years – publish yearly	ERYC		*	*		*
Equality Objectives and Accessibility Plan	Annual	July 2025	July 2027	*			*
Freedom of Information Publication Scheme	Annual	December 2023	December 2024	*			
Governors' Allowances	Governing Board to determine	N/A	N/A	*	*		*

Governor's Annual Report to Parents	Nursery Schools only. Governing Board to determine	N/A	N/A	*	*		*
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Code of Conduct for the Governing Board of Hallgate Primary School

Grievance Policy and Procedure (Schools)	2 years	ERYC					
Health and Safety Policy	Governing Board or proprietor or LA free to determine	October 2023	October 2024	*	*		*
Home School Agreement	Governing Board to determine	April 2022	April 2024	*	*		*
Information Governance Policy (incl. Information Security/Data Protection)	As updated by East Riding of Yorkshire Council	ERYC		*			
Instrument of Government	Governing Board to determine	ERYC		*			
Procedure for dealing with allegations of abuse against staff	Governing Board to determine	September 2024	September 2025	*			
School Behaviour Policy (School Discipline)	Headteacher to determine (Annual)	June 2023	June 2024				*
School Information published on a website	Live Document	https://www.hallgateprimaryschool.co.uk/		*	*	*	*
RSHE Policy	Governing Board to determine (Annual)	September 2024	September 2025	*	*		*
Special Educational Needs Policy	Governing Board to determine (Annual)	May 2024	May 2025	*			
Teachers Appraisal	Governing Board to determine (Annual)	November 2024	November 2025	*	*	*	*

Teachers Pay Policy	Governing Board to determine	ERYC December 2024		*	*	*	*
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Statutory for HR Purposes

Policy/Statement	Frequency of Review	Date Last Reviewed	Next Review Date	GB	C	I	H
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Code of Conduct for the Governing Board of Hallgate Primary School

Capability (Schools - Teachers & Support Staff)	2 years	ERYC		*			
Pay Policy	Annual	ERYC December 2024		*			
Grievance Policy & Procedure - Schools	2 years	ERYC		*			
Performance Management/Appraisal Policy	Governing Board to determine (Annual)	November 2024	November 2025	*	*	*	*
Highly Recommended by HR							
Attendance at Work Policy Procedure	2 years	ERYC		*	*	*	*
Equality in Employment	2 years	ERYC		*			
Induction checklist	3 years	July 2024	July 2027	*	*	*	*
Maternity Pay and Leave Policy and Procedure	3 years	ERYC		*	*		
Paternity Leave Policy and Procedure	3 years	ERYC		*	*		
Pay Progression – Incremental – Support Staff	Annual	ERYC		*			
Probationary Periods Guidelines for Managers (schools)	3 years	ERYC		*	*	*	*
Schools Redundancy Policy & Procedure	2 years	ERYC		*	*		
Retraining and Redeployment (Schools)	2 years	ERYC					
Recommended by HR							
Acceptable use Policy – ICT and e-technology	3 years	December 2024	December 2025	*	*	*	*
Adoption	3 years	ERYC		*	*		
Recommended by HR							
Retirement Guidelines	3 years	ERYC		*	*		
Workplace Drug & Alcohol Testing Policy & Procedure	3 years	ERYC		*	*	*	*
Code of Conduct	3 years	December 2024	December 2025	*			
Flexible Working	3 years	ERYC		*	*	*	*



Code of Conduct for the Governing Board of Hallgate Primary School

Whistleblowing Policy	3 years	September 2024	September 2025	*			
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Code of Conduct for the Governing Board of Hallgate Primary School

Policies and other Documents that Schools/Governing Boards may still use. These also need to be included in the review schedule.

Policy/Statement	Frequency of Review	Date Last Reviewed	Next Review Date	GB	C	I	H
Access to education for C&YP with medical needs	GB to determine	June 2024	June 2025	*	*		
Action Plan following OFSTED Inspection	3 years	February 2024	September 2025	*	*		
Administration of prescribed medicines policy	3 years	July 2025	July 2027	*	*		
Assessment Policy	2 years	December 2024	December 2025	*	*		
Confidentiality Policy	3 years	March 2025	March 2027	*	*		
CCTV Monitoring Policy	3 years	June 2025	June 2027	*	*		

Education/Offsite Visits and Activities	Annual	January 2025	January 2026	*	*		
Emergency and Critical Incident Procedures	3 years	January 2025	January 2026	*	*		
Fire Safety Policy	3 years	April 2025	April 2026	*	*		
Governor School Visits	Annual	July 2024	July 2025	*	*		
Homework Policy	2 years	January 2024	January 2026	*	*		
Marking Policy	2 years	December 2022	December 2024	*	*		
Mobile Phone Policy	3 years	November 2022	November 2025	*	*		
Records Retention and Disposal Schedule	As updated by East Riding of Yorkshire Council	ERYC		*	*		
RE Policy	2 years	November 2024	November 2026	*	*		
School Development Plan (SDP)	Annual	September 2024	September 2025	*	*		
Social Media Guidelines	3 years	November 2023	November 2025	*	*		

Sun Screen Policy	3 years	February 2023	February 2025	*	*		
Teaching and Learning Policy	2 years	December 2024	December 2025	*	*		



Code of Conduct for the Governing Board of Hallgate Primary School

Uniform and Appearance Policy	3 years	November 2024	November 2026	*	*		
Use of Force to Control/Restrain Pupils Policy	3 years	June 2024	June 2025	*	*		
Use of Images/Photographs	GB to determine	October 2024	October 2025	*	*		
Privacy Policy	3 years	November 2024	November 2026	*	*		