



BATTLEDOWN CENTRE FOR CHILDREN & FAMILIES

A Specialist Early Years Centre

GOVERNING BODY POLICY

Including Code of Conduct, Standing Orders & Governor Allowances

*This policy covers all aspects of school's work including Special School,
Extended Services (inc Daycare) and Child Development Centre*

March 2016

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1. Introduction

Governors should read this in conjunction with:

- Finance Policy
- Terms and Reference of delegated committees

As a governor at Battledown Centre for Children & Families, you will have responsibility for the strategic management of the school. New regulations came into force on 1 September 2000, which set out the "terms of reference" for governing bodies of all maintained schools in England and Wales. The role as defined in the regulations below;

The Regulations are made under section 38(3) of the 1998 School Standards and Framework Act. They set down a number of principles to operate as terms of reference for governing bodies. Governing bodies must act as a **corporate body**. They must also act with integrity, objectivity and honesty and in the best interests of the school.

All Governors should support the aims and values of the school and promote the interests of the school and its pupils in the wider community. We should remember that no Governor has any individual power or authority (unless legally delegated), they can only act corporately. To achieve this, all Governors will be expected to adhere to the Code of Conduct laid out and act for the good of the school.

Governors at school aim to work in a close and balanced partnership with the Headteacher and staff who together carry out the day to day running of the school. They must be open and be prepared to explain, their decisions and actions, through frank and regular communication working together for the good of each and every child.

2. The Role of the Governing Body

The Headteacher is responsible for the day to day management of the school, the implementation of policy and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review, the policies, plans and procedures within which the school operates.

The main aim of the school is to assess and raise the educational achievement of all its pupils with the Governing Body effectively contributing to this aim by focusing on its three roles:

- To provide a strategic view of where the school is heading.
 - To act as a critical friend by providing support and advice to the school.
 - To hold the school to account for the educational standards it achieves and the quality of the education it provides.
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- All Governors have equal status. Although Governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
 - Governors have a general duty to act fairly and without prejudice at all times.
 - In so far as they have, or share responsibility for the employment of staff, Governors should fulfil all reasonable expectations of a good employer.
 - Governors should encourage open governance and should be seen to do so.

- They have collective and final responsibility in all matters.

The Governing Body shall establish a strategic framework for the school by

- setting aims and objectives for the school;
- setting policies for achieving those aims and objectives;
- setting targets for achieving those aims and objectives.

The Governing Body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of that progress.

- Consider any advice given by the Headteacher to focus on the key issues of raising standards of achievement, establishing high expectations and promoting effective teaching and learning.
- The Governing Body is responsible for ensuring good quality education in the school. It has the right to discuss, question and refine proposals while always respecting the professional roles of the Headteacher and other staff, and their responsibilities for the management of the school.
- The Governing Body is accountable to parents and the wider community for its actions and the school's overall performance.

2.1 Commitment

- Being a Governor involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the Governing Body of a school.
- While it is recognised that individual personal, social and work commitments may vary every effort should be made to spread the work of governance evenly between the Governors
- Regular attendance at meetings of both the full Governing Body and committees is essential for the support of the Governing Body.
- All Governors should read all the papers sent to them in preparation for meetings and arrive promptly

2.2 Critical Friend

The Governing Body provides the Headteacher and staff with support, advice and information, drawing on its members' knowledge and experience.

Critical - it has responsibility for monitoring and evaluating the school's effectiveness.

A friend - it exists to promote the interest of the school and its pupils.

- Governors should be critical friends to the school inside its walls and loyally committed to it outside.
- A critical friend offers support, constructive advice, a second opinion on proposals and help when needed.

- They also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution.
- Everyone is equal and should be allowed to take part in meetings.
- Differences of opinion should be respected.
- All Governors should respect the work of other Governors, the Headteacher and staff.
- Governors should be supportive to each other, especially new Governors.
- Governors should strive to operate as a team in which constructive working relationships are actively promoted
- Governors should develop effective working relationships with the Headteacher, staff, parents, the LA, other relevant agencies and the local community.

2.3 Confidentiality

- Governors must observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at Governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential.
- Minutes of Governors meeting are public property after they have been approved by the Governing Body. Therefore they should only record decisions and indicate action, not individual views or behaviour. The Governing Body can agree for some items to remain confidential if reference is made to specific individuals and these will be minuted separately.
- Governors should exercise the highest degree of prudence when discussions of potentially contentious issues arise outside the Governing Body.

2.4 Public Statements

These will only be made on behalf of the Governing Body by the person delegated to make one, usually the Chair or Vice Chair.

2.5 Conduct

- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Governors should only speak or act on behalf of the Governing Body when they have been specifically asked to do so.
- In responding to criticism or complaints relating to the school, Governors should refer to the school's 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
- Governors have a responsibility to maintain and develop the ethos and reputation of the school; their actions within the school community should reflect this.
- Any business/pecuniary interest that a Governor may have in connection with the Governing Body's business must be recorded in the Register of Business/Pecuniary Interests.
- Where an interest is declared, the Governor must leave the meeting while the item is under discussion.

2.6 Meetings of the Governing Body

- The Governing Body notes the requirement to meet at least six times in each school year and agree a timetable of meetings each year.
- Governing Body meetings will be held at Battledown Centre for Children & Families and will be limited to a maximum of 2.5 hours
- Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.
- Any business not completed will become part of the agenda for the next meeting of the Governing Body.
- Any governor may place an item on the agenda by contacting the Clerk not less than 7 days before the meeting.
- Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.
- Where a governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.
- The time of arrival and/or departure of any governor will be recorded in the minutes.
- Within 10 days of the meeting, the draft minutes will be sent by the Clerk to the Chair and Head for checking.
- Those minutes, which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.
- Recommendations received from Committees will be recorded in the minutes.

Meetings Charter

As a governor I expect:

- people to attend regularly and be punctual;
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- my contributions to be heard and others to contribute to the discussion;
- the decision making process to be quite clear;
- Governors to work together and not to be stubbornly partisan;
- Governors to take collective responsibility for decisions;
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting;

- make relevant and positive contributions;
- listen to and consider what other people want to say;
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

2.7 Access to meetings

- When the Head Teacher is absent, the Deputy Head Teacher will be permitted to attend but will have no voting rights.
- The Deputy Head Teacher or any other member of the School Leadership Team may attend meetings of the Governing Body as an observer, as part of their professional development.
- The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

2.8 Correspondence

- All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors.
- The Clerk will receive and log all correspondence to the Governing Body.
- The Clerk will present all significant items to the next meeting of the Governing Body.

2.9 Governors' relationship with parents

The Governors of Battledown Centre for Children & Families are committed to an open and accountable relationship with the parents of pupils at the school. To this end we will as far as is practical:

- Have open Governing Body Meetings where parents can sit and observe the proceedings; observers will of course be asked to leave if a confidential item is to be discussed.
- Make the agenda for Governing Body meetings available for viewing on the notice boards in reception and main school building together with the signed minutes of meetings.
- Publish a prospectus and School Profile each year in line with government regulations.
- Have Governor Representatives available at parents' evenings to hear their comments about the school.
- Welcome written comments via the clerk and Chair of Governors.
- Send a questionnaire to parents from time to time (not more than twice a year) to gauge their opinion on current issues.

3. Responsibilities - Setting the annual budget

The Governing Body is responsible for setting the school's annual budget. After governors and the school management team have completed the strategic planning for the next year, the finance committee will cost the plan and any options proposed. The finance committee will then report back to the full Governing Body with a detailed budget for consideration and approval.

Note: the budget and school charging policy must be approved by the Full Governing Body

4. Register of Business Interests

Governors and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and the interests of the School. One important means by which a school may demonstrate it is applying these principles is by maintaining a Register of Business

Interests. Such a register must be maintained for the governors and Headteachers and must be freely available for inspection by governors, staff and parents. See Appendix 1 for a pro-forma register for use by the Governors.

5. Budget Monitoring

- Prompt, accurate and up-to-date financial information should be readily available.
- Budget holders have responsibility for individual budgets in their area. Reporting of these will be done through the Finance administrator and Business and Operations Manager to the Headteacher and Finance & Staffing Committee.
- The Finance & Premises Committee will meet termly to review the income and expenditure against the budget.

6. Governor Monitoring Visits in school

Each Governor has a responsibility for assisting the school in its' self evaluation of the school's work. This is undertaken through school visits linking directly to the school's SDIP.

These could include:

- Visits to classes and other school events
 - Meetings with individual staff
 - Meetings with staff teams
 - Focus groups with parents
 - Meetings with School Improvement Advisors
 - Health and Safety walks
 - Curriculum walks
 - And a range of other activities - this is not an exclusive list.
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- While every Governor should get to know the school through visits, they should remember that school Governors do not have an automatic right to enter the school and that their visits do not replace professional inspections or the monitoring role of the Headteacher.
 - If Governors are concerned about any aspects of what they have seen this should be discussed with the Headteacher.
 - Each monitoring visit should be logged in the central diary.
 - The visits should always be purposeful and planned in advance with the Headteacher in order to avoid unnecessary disruption.
 - Visits can take place any time during the schools' working day including Extended Services. Governors will be contacted by the Headteacher or Staff Governor who can identify what aspect they will be monitoring and evaluating and how that can be achieved.
 - The purpose of visits should be to explore the impact and effectiveness of the schools' policies and procedures.
 - If a governor is going to spend time in a classroom, this should be discussed with the class teacher so that both are clear how long the governor is coming for, what they are going to look at and what they are going to do.
 - If governors are concerned about any aspects of what they have seen this should be discussed with the head teacher immediately.

After the visit, Governors will be asked to provide a brief written report and feedback to the Full Governing Body at the next meeting.

7. Terms of office

The Governing Body resolves that:

- The Chair of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

The Governing Body resolves that:

- The Vice-Chair of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.
- When the office of Chair or Vice-Chair becomes vacant, the governing body must elect a new Chair or Vice-Chair at the next meeting.

8. Election of Chair and Vice-Chair

The Governing Body will decide the election process for the Chair and the Vice-Chair. The Clerk will chair the meeting for the item to elect the Chair and the Chair will take over the meeting, once elected, including the item to elect the Vice-Chair. The process will be fair, clear and transparent.

Any governor who is paid to work at the school is not eligible for the office of Chair or Vice-Chair.

The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

- Governors are invited to submit written nominations to the October AGM prior to the full governing body and in the absence written nominations we will accept verbal nominations taken by the Clerk. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
- Nominee(s) will be asked to leave the room if the election is contested whilst the election process takes place.
- If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. (if a secret ballot, the Clerk will tally votes)
- The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.
- If there is still a tie, governors will discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.
- In the absence of any nominations the election will go to next full Governor Body meeting.
- Any Governor can act as Chair until a Chair is elected. Governors can appoint a Chair for that meeting.
- Succession planning (the Vice-Chair can learn the role and move up to Chair at a later date) or in the future assume responsibility of Chair.

9. Term of office for each category of Governor

The Governing Body resolves to have different terms for different categories of governor. Therefore, the term for governors in the following categories is:

With effect from 1/7/2015

Representing	Number
Parents (of children currently on roll)	3
Headteacher	1
Staff	1
LA	1
Co-opted	10 (of which no more than <u>3</u> can be eligible to be elected as staff governors)
Total number of Governors	16
Associate Members	5
All Terms of Office to be 3 years	

10. Appointment of the Clerk

The governing body will appoint a clerk to the governing body. The clerk may not be a governor, an associate member of the governing body or the Headteacher of the school.

*The Governing Body resolves that the clerk to the Governing Body is **Grace Phillips***

The clerk to the Governing Body will ensure that the work of the Governing Body complies with the regulations.

11. QUORUM for Full Governing Body

Decisions will not be taken at a full Governing Body meeting unless a minimum number (quorum) of governors is present. (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number. In the event of the meeting not being quorate the Governing Body can make recommendations that have to be taken to the next quorate meeting.

12. Committees and Working Parties

Definitions

A *Committee* of the governing body is set up with delegated powers; the Governing Body will decide its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote.

The Governing Body remain responsible for any decisions taken by committees and these decisions will be reported back to the full Governing Body at their next meeting. The establishment, terms

of reference, constitution and membership of committees will be reviewed annually being published on the Schools' website. The Chair of each committee must also be appointed annually. A quorum is specified in the Terms of Reference for each committee and that there must be a minimum quorum of 3 Governors (this does not include Associate governors).

A Working Party of the Governing Body is set up with the Governing Body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full Governing Body (or a relevant committee if responsibility has been delegated to a committee) for approval.

Purpose of the Committees

- To inform the Governing Body about particular aspects of the school.
- To work with staff to develop policies for the approval of the full Governing Body.
- To ensure the Governing Body is carrying out its legal responsibilities.
- To share the work-load.
- To improve decision making.

Battledown Centre for Children & Families Governing Body has established 4 functional committees, which share the workload and delegate as and when necessary. Committees created by the Governing Body can include members who are not governors. This will enable some schools with limited financial expertise on the Governing Body to invite suitably qualified individuals to serve on committees.

Membership of Committees

- The terms of reference of each committee is reviewed annually.
- The membership of committees is listed and distributed by the Clerk.
- A Committee Chair will be appointed each year to each committee, elected by the governing body or the committee members, if the governing body agree to delegate this task.
- The governing body is required to appoint a clerk to each committee. This cannot be the headteacher but can be another governor and could be shared between named governors. It is recommended that one governor be named as committee clerk for a period of a year for each committee.

Delegation of functions

A governing body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

- An individual or committee with delegated functions must report decisions and actions to the Governing Body.
- The Governing Body can still perform functions it has delegated.
- Each committee must have a chair, which is either appointed by the Governing Body or elected by the committee. There is no restriction as to who can chair a committee.
- The Headteacher cannot be appointed as clerk to a committee.
- Committees may be used for making recommendations to the Governing Body on a particular

issue, topic or policy.

- The Governing Body agrees the delegation of the functions as described in the Terms of Reference.
- The expectation is that the Headteacher will lead in determining all staff appointments (Teaching & Support) outside of the leadership group and all initial staff dismissal decisions, with advice from a named governor and Human Resources representative from GCC.

The following functions cannot be delegated:

- The constitution of the governing body
- The appointment or removal of the Governing Body Chair or vice-Chair
- The appointment of the clerk
- The suspension of a governor
- The establishment of committees and delegation of functions

In exceptional circumstances an individual governor or group of governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

The exceptional circumstances are as follows:

- A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the governing body considers a new appointment for the Headteacher post the normal expectation for the Headteacher to undertake these responsibilities should apply.
- Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances.
- A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the LA has made representations to the Chair of the governing body on grounds of serious concerns about the performance of the Headteacher.
- Where the Headteacher has failed to abide by financial limits agreed by the governing body for any school purpose.

13. Appointment of Headteacher and Deputy Headteacher

The governing body will be responsible for selecting an appointments panel for the Headteacher, Deputy Headteacher & Assistant Headteacher.

The governing body will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual governor or a group of governors such as the (staffing). In the latter case this may include the Headteacher, but where not involved in determining the appointment, the Headteacher has a right to attend to offer advice.

14. Governing Body Induction and training

An effective Governing Body will be supported through prompt induction and through periodic training in the operation of Governing Bodies, roles and responsibilities and other matters relating to the efficient management of the school

Mentoring

- An experienced Governor will act as a mentor to new Governors. The mentor will be allocated at the time of appointment of the new Governor. They will provide support and a listening ear for all aspects of the work of the Governing Body.
- Governors should be prepared to act as mentors, as required.

Induction

New governors will receive as appropriate an induction pack.

In addition each Governor will need to complete the following:-

- Ethnicity Data Collection form.
- Governor or Associate Governor Commencing a term of office form.
- Governor Record form recording name, address etc of the new governor which the Clerk returns to governor services.

Completed forms should be returned to the Clerk.

The induction pack is intended to allow a new governor to become familiar with the work of the Governing Body. In addition the school website www.battledown.org.uk has links on the Governors News/Information pages to other useful sites to help governors.

An introductory visit will be arranged with the Chair of Governors to look around the school.

An experienced governor 'mentor' will be identified to provide assistance as required and the Link Governor will contact any new governors to discuss training.

Training and Development

- Governor training and development is important; it benefits the school and individual Governors, and can help to develop effective teamwork.
- Governors are encouraged to undertake training to further their individual interests within the Governing Body and the work of the Governing Body as a whole.

The Link governor will contact governors on an annual basis to see if any training is required. This should be organised in such a manner that it is appropriate to both the Governing Body and individual Governors, representing the best use of available funds.

A list of courses attended by Governors will be kept in order to maximise the advantages of the training, i.e. when considering the membership of committees etc.

15. Governor Allowances

This statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their authorised and approved duties as a school governor.

Battledown Centre for Children and Families Governing Body believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From the date of appointment all governors of Battledown Centre for Children and Families will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Battledown Centre for Children and Families, and are agreed by the Chair of Governors or Chair of Finance & Staffing Committee to be presented to the Finance & Staffing Committee so that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate which does not exceed the specified rates for school personnel;
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Battledown Centre for Children and Families acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance & Staffing Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance & Staffing Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

Declaration

The Governing Body, at its meeting on _____ resolved to adopt the Standing Orders specified in this policy. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school for reference.

Signature
(Chair)

Date of signature

This policy will be reviewed as part of a rolling programme every year by the Planning Committee and approved by the Full Governing Body.

Appendix 1

Register of Business (or Pecuniary) Interests School: Battledown Centre for Children & Families



Name of Governor or Member of Staff _____

I understand that it is my responsibility (as set out in the School's or Local Authority's guidance on governance arrangements in Schools) to declare the nature of any business or pecuniary interest, direct or indirect, of myself or of the members of my immediate family in any contract or other matter when present at a meeting at the School where the specified contract or other matter comes under consideration and withdraw from the meeting during the discussion and not vote in respect of it.

I also understand that it can be a criminal offence to:

- omit information which should be included on this form;
- provide information which is false or misleading;
- failed to notify the governors or head teacher of any subsequent change in circumstances which might render this declaration invalid or out of date

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

If you have no such interests please write "NIL" in the table above - for completeness of the School's records NIL are needed.

I certify that I have declared all beneficial interests which I or the members of my immediate family have with businesses or other organisations which may have dealings with the school. I also undertake to inform the school of any change in these business interests.

Signed _____ Date _____

FOR THE GUIDANCE OF GOVERNORS, A SUMMARY OF THE RELEVANT PART OF THE REGULATIONS ABOUT WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTEREST ARE SET OUT BELOW

WITHDRAWAL FROM MEETINGS - HAVING AN INTEREST

The general principle is that non-one should be involved in a decision where his or her personal interests may conflict with those of the governing body.

- The regulations apply to all members of the governing body and the head teacher and any others in attendance at the meeting, though if a matter is to be voted upon, then only to the members of the governing body.
- The clerk to the governing body shall only be required to withdraw when the governing body is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Governors have to withdraw when their own appointment, reappointment or removal as a member of the governing body or a committee is under consideration.
- Any governors who is employed to work at the school (other than the head teacher), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school is under discussion.
- The head teacher must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.
- If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting s/he shall at the meeting disclose the fact and -
 - (a) withdrawn from a meeting during the consideration or discussion of the meeting;
 - (b) not vote on any question with respect to that matter.
- A person has an indirect pecuniary interest if:
 - (a) s/he, or any nominee of hers/his, is a member of a company or other body with which a contract is under consideration or has been made;
 - (b) s/he is a partner in business or in the employment, of a person with whom the contract is made or under consideration.
- A person has a direct or indirect pecuniary interest in a matter if a relative (including a spouse) living with her/him, has a direct or indirect pecuniary interest.
- The head teacher (whether a governor or not), a governor who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
- A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of his/her relative or spouse) to a post as a teacher or otherwise at the school, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, s/he shall be deemed to have an interest.

GOVERNORS ARE REFERRED TO THE EDUCATION (SCHOOL GOVERNMENT) (ENGLAND) REGULATIONS 1999, REGULATION 57, SCHEDULE 6
THIS CAN BE FOUND AT THE BACK OF 'SCHOOL GOVERNORS - A GUIDE TO THE LAW'



Battledown Centre for Children And
Families
Governor Monitoring Visit

Governor Name:

Monitoring Visit Date:

Focus of Monitoring Visit:

What you saw:

Thoughts and Reflections:

Follow Up Questions and Actions:

Signed: