



# MURRAY PARK SCHOOL

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7<sup>th</sup> October 2020

Dear Parent/Carer,

## **ELECTION OF PARENT GOVERNOR TO THE GOVERNING BOARD OF MURRAY PARK SCHOOL**

Would you like to be a Governor of your child's school? As you may know, all schools have places for parent governors on their Governing Boards. We currently have a vacancy for a position at our school and an election will have to be held if we have more than one parent interested. If, after reading the information in this letter and the Code of Conduct, you are interested in becoming a governor please write a short biography (no longer than 200 words) including what relevant skills you have and why you want to become a governor. This will then be circulated to all parents if a ballot needs to take place. Please send this to Main Reception for the attention of the Clerk to Governors by no later than Thursday 30<sup>th</sup> November at 3:30pm.

It is a chance for you as a parent to have an influence over the education the school provides for all its children. Governors make decisions about many aspects of the school including the curriculum, staffing and the school's finances.

Their role is vital to the education of the children of Derby so we would urge you to consider standing. In case you feel a bit daunted by the responsibilities, we will offer training to help you understand your role as a governor.

There is also a vital role for Parent Governors in providing a link between the school and parents. The Parent Governor will be expected to attend at least three full meetings of the Governing Board each year and also other meetings of Committees of the Governing Board. They will take an active interest in the school and the children and help promote the parental view at meetings of the Governing Board.

- All people who have parental responsibility for a child at Murray Park School are eligible to stand for election as a Parent Governor.
- If there are more nominations than vacancies, an election is held. The election will be organised by the Head teacher of the school and every parent of a pupil in the school will receive a voting paper and will have the opportunity to vote.
- The detailed arrangements and a list of parents standing for election will be sent to you.
- The term of office is four years.
- If you wish to stand for election you may nominate yourself as a candidate. No proposer or seconder is required but you must signify your intention to stand including a short biography in writing to Main Reception by Thursday 30<sup>th</sup> October 2020 at 3:30pm.

Please note that there are certain restrictions which prevent a person from standing for election as a Parent Governor. For example if you are an elected member of the Local Authority or if you work at the school for more than 500 hours in a school year. People who are bankrupt may not serve as Governors, nor may people who have in the previous five years been sentenced to three months or more in prison without the option of a fine, people who have been sentenced to a period of more than two and a half years of imprisonment may not stand within twenty years of that conviction and anyone who has been sentenced to a period of imprisonment of five years or more is totally disqualified. People who are disqualified from working with children may not hold office as a Parent Governor.

If you have any questions about parental elections, nominations or appointments, please contact me at the school or you may wish to telephone the Governor Support and Improvement Team at Derby City Council on 640364 or 640345.

Yours sincerely

Mrs L Phelps, Clerk to Governors

## COULD YOU BECOME A PARENT GOVERNOR?

A Parent Governor believes parents should have a say in matters affecting their children's education and has:

- an interest in all the children's future
- a desire to make a difference
- a willingness to accept responsibility
- an ability to work in a team and is happy to ask questions, listen and learn

and will:

- visit and get to know the school and the people in it
- work in partnership with the Head teacher to raise standards.

**A Parent Governor is a representative not a parent delegate. A parent Governor does not have to vote in a particular way because they have been asked to do so by parents. Parent Governors represent and are elected by other parents.**

**Parent Governors:**

- help to decide the priorities for improving the school
- will listen as well as they can to parents' opinions and take account of them as they contribute to Governors' decisions
- work co-operatively with other Governors in the best interest of the school
- attend the meetings of the Governing Board and its Committees
- promote the interest of the school in the wider community
- have an equal right to participate and to state their views whilst respecting the views of others
- are loyal to the decisions made by the Governing Board
- respect the confidentiality of those items of business that have been designated as confidential and do not disclose what individuals have said or how they have voted
- withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- have regard to the broader responsibilities as a Governor of a public institution in regard to promoting a public accountability for the actions and performance of the Governing Board
- participate in training and development opportunities and to take responsibility for such needs.

Meetings are held throughout the year on Tuesday or Thursday evenings. Please see the school website for more information.



## MURRAY PARK SCHOOL

### CODE OF CONDUCT

<b>Title of Policy</b>	<b>Governors - Code of Conduct</b>
<b>Date of adoption</b>	<b>Autumn 2019</b>
<b>Originator</b>	<b>Paul Davies</b>
<b>Date of review</b>	<b>Autumn 2022</b>
<b>Additional information</b>	<b>Update May18</b> Data will be processed in line with requirements and protections set in the General Data Protection Regulation  Policy adopted in 2016, reviewed but not changed in 2019.

# Code of Conduct for School Governing Boards

## 2014 Version

This code sets out the expectations on and commitment required from school governors and trustees in order for the governing board to properly carry out its work within the school and the community. It can be amended to include specific reference to the ethos of the particular school. 'School' includes academies, and it applies to all level of school governance.

## The governing board has the following core strategic functions:

Establishing the strategic direction, by:

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

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

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

## As individuals on the board we agree to the following:

### Role & Responsibilities

- We understand the purpose of the board and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.

- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher.

## Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

## Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

## Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

## Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business
- in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body.

## Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

## The Seven Principles of Public Life

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

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

The following information will be made readily available to the public via the school website and complimentary hard copies will be made available upon request:

- The structure and remit of the Governing Board and any committees
- For each governor who has served at any point over the last 12 months the following:
  - Full name ○ Date of appointment ○ Term of office
  - Date stepped down (where applicable) ○ Which body appoint them ○ Category of governor
  - Attendance record at governing board and committee meetings over the last academic year
  - The names of any committees the governor serves on
  - Details of any positions of responsibility such as Chair or Vice Chair of the Governing Board or a committee of the governing board ○ Governing boards should also publish this information for associate members, making clear whether they have voting rights on any of the committees they serve on
  - Relevant business and pecuniary interests of governors ○ Details of any educational establishments they govern
  - Relationships between governors and members of the school staff, including spouses, partners and relatives

Any governor failing to provide information to enable the governing board to fulfil their responsibilities may be in breach of the Code of Conduct and, as a result, be bringing the governing board into disrepute. In such cases the governing board should consider suspending the governor.