



ROEDEAN MOIRA HOUSE CODE OF CONDUCT FOR GOVERNORS - ROLES AND RESPONSIBILITIES POLICY 2018-19

INTRODUCTION

The members of the Council of Roedean Moira House are responsible for the overall strategic management and development of the school. The governors are selected from a wide range of backgrounds and our aim is to achieve a balanced board with a core of individuals with educational, legal, accountancy, finance, property management, business, marketing, pastoral and spiritual backgrounds. All share a genuine commitment to the future of our school.

ROLE AND RESPONSIBILITIES

Governors work collectively as a group and are accountable to the wider community (the 'stakeholders') for the delivery of the best possible educational, pastoral and support service. They are responsible for ensuring that the overall structure is fit for purpose and consistent with the school's charitable objects. The conduct of affairs is delegated to the executive team (the Principal and members of the Senior Leadership Team) and the governors monitor performance in the light of an agreed framework.

The governors' detailed responsibilities include:

Constitutional Responsibilities

- Acting in the best interests of the charity and its pupils (the beneficiaries), taking into account the interest of parents and staff.
- Election of a chair, vice chair, chairs of sub-committees.
- Ensuring that governance is managed in accordance with its governing instrument.
- Maintaining the ethos of the school and setting a clear, strategic direction.
- Arrangements for voting and for the chair's casting vote.
- Updating and amending the governing instrument, as necessary.
- Approval of the appointment of new governors.
- Retiring governors, or removing them, in accordance with the provisions of the governing instrument.
- Co-opting individuals with particular expertise or qualifications as additional members of sub-committees.
- Appointment (and removal) of a clerk/company secretary.
- Reviewing periodically with the Principal the schedule of reserved matters -if the governors decide to have matters reserved for the board.
- Changes to the board structure.
- Approval of the terms of reference of the sub-committees.
- Compliance with the law, ISI, BSA, GSA and EYFS provisions.
- Compliance with charity and financial regulations.
- Avoidance of conflict of interest. Maintenance of register of interests.
- Diversification, within the UK and overseas.
- Review of board's performance regularly in order to ensure that duties are undertaken in a way that adds to public confidence and trust.
- Taking appropriate professional advice.
- Appointing professional advisors.

Meetings

The following functions are delegated to the clerk:

- Preparing a schedule of regular meetings of both the Governing body and the sub-committees well in advance.
- Preparing agenda, papers and minutes of meetings of the governing body and the sub-committees in conjunction with the Principal, for approval by the chair.



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- Ensuring that the agendas ensure that governors fulfil their responsibilities for the proper governance of the school throughout the academic year.
- Collating papers prepared by the Principal and other staff.
- Ensuring that meetings are quorate as specified in the governing instrument.

Senior Staff

- Appointment of the Principal - a function that AGBIS describes as a governing body's "most important task".
- Appointment of the Clerk to the governors in close conjunction with the Principal.
- Assisting with the appointment of members of the Senior Leadership Team.
- Pay and conditions of service of the Principal.
- Appraisal of the Principal.

Financial Issues

- To manage, safeguard and use the resources to their maximum potential.
- Sound financial management and control of resources.
- Approval of an annual budget, including the fee and salary rise that is reasonable and prudent.
- Agreeing a target operating surplus.
- Communication of fee rise to parents.
- Regular monitoring of in-year expenditure against budget.
- Approving expenditure in excess of delegated levels.
- Approving internal financial controls.
- Reviewing financial models and sensitivity analysis.
- Reviewing long-term financial projections.
- Approving the annual Statutory Information Return (SIR).
- Approving the annual Governors' report and the statutory accounts.
- Insurance levels, including Governors' indemnity insurance.
- Delegated levels of expenditure for capital projects, maintenance, IT and contracted out support services.
- Approving bank loans and overdrafts.
- Investment policy and performance. Selection of Investment Advisers.
- Reserves policy.
- Approval of the SORP Risk Register.
- Compliance with financial, company and charity regulations and best practice.

Development

- Development planning.
- Establishing the framework and objectives for the future.
- Review of performance in the light of development plan objectives.
- Appeals and Fundraising.
- Marketing strategy.

Employment Responsibilities

- Employee terms and conditions of service, including pay, pensions and benefits.
- Approving structure for salaries and allowances.
- Redundancy and dismissals.
- Disciplinary and grievance procedures, including appeals and complaints.
- Any employment issues that could result in legal proceedings.
- Establishing a staffing complement and agreeing changes to it.
- Staff fee remission.



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Property Development and Management

- Acquisitions and disposals of property or assets.
- Appointment of professional advisers.
- Awarding major contracts.
- Capital development.
- Maintenance projects.
- Any issue that could result in legal proceedings.
- Insurance.

Health and Safety Procedures and Policies

- Any issue that could result in legal proceedings

Interface with Parents

- Parent contract.
- Policy on fee collection.
- Approving annual bursary awards.
- Bursary policy and public benefit.
- Scholarship policy, sibling and staff discounts.
- Provision of Information to Parents.

Curriculum Oversight

- Setting the admissions policy.
- Setting academic targets, and monitoring performance.
- Endorsing the aims and objectives of the school.
- Overview of changes to the curriculum.
- Approving changes to the structure of the school day.
- Approving term dates.
- Approving the framework for reports - tracking pupils' progress.
- Monitoring compliance with ISI, BSA, GSA and EYFS standards.
- Liaison/registration with the DfE

Public Benefit

- Complying with charity law and meeting the public benefit requirement.

Pastoral Oversight

- Arrangements for safeguarding and promoting the welfare of children.
- Child Protection policies, procedures and training.
- Policy on pupil numbers and class size.
- School policies on behaviour, sanctions, exclusions of pupils.
- Appeals procedure.
- Attendance policies.
- Complaints procedures.
- Anti-bullying policies.
- School uniform.
- Safety and security of the premises.
- Provision of First Aid.
- Any issues affecting a pupil that could result in legal proceedings.
- Standard of catering.
- Standard of classroom and boarding accommodation.
- Availability of drinking water.
- Accessibility policy and SEND.
- Liaison with the social services/police were required



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Reports on the above topics are produced by the Principal and other senior staff on a regular cycle for the meetings of Governors and of the Sub-Committees. They form the framework of the discussion.

CODE OF CONDUCT

Governors should act at all times with honesty and integrity. Each Governor has an important role in supporting and encouraging the Principal, although prime responsibility for developing the partnership rests with the Chair of Governors. As the employers of all of the staff, it is important for the Governors to meet staff wherever possible, and groups of pupils, when the opportunities are offered. Regular attendance at meetings and major functions is important, and Governors need to be prepared to devote the time and energy that is necessary to carry out their role and to develop their understanding of the school. They should arrange their visits in advance via the Principal.

Individual Governors should express their personal views within meetings; but once a decision has been reached, they are bound by collective decision-making. They need to take care to avoid breaches of confidentiality and to avoid undermining the Principal, since their relationship can only flourish if it is based upon mutual respect and collaboration. They should only speak on behalf of the Governing Body if they have been specifically authorised to do so - a function that normally falls to the Chair, or Vice Chair. Conflicts of interest must be declared in advance.

Qualities of integrity, impartiality and objectivity are important. The Governing Body, under the leadership of the Chair should be as transparent and open as possible, with all members conscious of their responsibilities towards the school community and of the clear distinction between the roles of trustees and of paid employees as well as any potential conflicts of interest.

Training

Governors are encouraged to attend training courses and seminars arranged by AGBIS and other professional providers, such as law and accountancy firms in order to reinforce their awareness of their varied duties and responsibilities.

All Governors are expected to undertake safeguarding training annually.



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Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Appointment, Induction and Retirement of Governors
- Conflict of Interest Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019