

THE TEN GOLDEN RULES FOR GOOD GOVERNANCE

And finally, in summary, here are the 10 golden rules. Abide by these and you won't go far wrong!

1. Get to know your school

- ✓ Attend the special events organised by your school and celebrate its successes
- ✓ Offer to help at events or with visits
- ✓ Arrange visits during the school day
- ✓ Get to know the staff, the pupils and the wider school community
- ✓ Seek out and read information about your school, including its performance

2. Attend meetings regularly

- ✓ Make sure you note dates and times of any meetings - ask if you are unsure
- ✓ Prepare well by reading all the documentation in advance - note any questions you may have or anything you want to say
- ✓ If you cannot attend make sure you let the Chair know and the reason why you cannot attend

3. Be a team player

- ✓ Treat all governors as equal
- ✓ Be willing to help and to learn from each other
- ✓ Abide by the majority decision even if you don't agree
- ✓ Don't disagree in public with the Governing Body after a decision has been taken
- ✓ If you want the Governing Body to reconsider a decision you must ask for it to be put on the agenda at the next meeting

4. Make a positive contribution

- ✓ Make the most of the skills you have to offer
- ✓ When in doubt about anything, ask
- ✓ Make sure you are aware of the training available to governors
- ✓ Make use of the governor websites and other relevant online information

5. Follow procedures in meetings

- ✓ Signal to the Chair when you want to speak
- ✓ Don't interrupt others
- ✓ Listen to differing points of view and learn
- ✓ Don't monopolise the discussion or refer back to matters which have been decided
- ✓ Don't raise matters under 'Any other business' unless it is genuinely urgent and could not have been foreseen when the agenda was drawn up

6. Remember that as an individual you have no authority

- ✓ You can only speak and act on behalf of the Governing Body when it has formally delegated the power to you
- ✓ The Governing Body may also delegate powers to a committee
- ✓ If you want to raise a matter, you should ask for it to be put on the agenda

7. Be clear - you are neither a representative nor a delegate

- ✓ You have a duty and a responsibility to put forward the views of those who appointed you e.g. other parents, the staff etc. This ensures diverse views are put forward
- ✓ However, when it comes to a vote, you must weigh up all the arguments and vote the way your conscience directs for the good of the pupils and the school.

8. Maintain confidentiality and discretion

- ✓ Sometimes the business of the Governing Body is confidential-keep this confidence and act with integrity
- ✓ Although the minutes of meetings (Part A only) are made public, the details of the discussion that takes place should remain confidential
- ✓ The Part B section of the meeting (if any) remains entirely confidential and minutes are not made public
- ✓ The more trust placed in you by the school, the school community and other governors, the more effective you can be in your role as a governor

9. Declare any personal interest

- ✓ Don't use your position as a governor to gain an advantage or benefit in other situations
- ✓ If a matter under discussion affects you personally and/or financially, you should declare an interest at the start and you may be asked to withdraw from that part of the meeting

10. Act as ambassador for your school

- ✓ Find every opportunity to make good news public
- ✓ Never talk down your school in public
- ✓ Never gossip about individual staff or pupils with others
- ✓ If things are going wrong, ask yourself if you are part of the problem or part of the solution
- ✓ Be there for your school

