



Ranelagh Primary School
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Headteacher: Mrs O Hopper

Code of Practice & Meetings Charter for Governors

Reviewed on: 8th December 2025

Next Review due: December 2026

Signed by:

A black ink signature, likely belonging to the Chair of Governors, written in a cursive style.

Chair of Governors

Signed by:

A blue ink signature, likely belonging to the Headteacher, written in a cursive style.

Headteacher

Introduction

This Code of Practice and Meetings Charter has been approved by the Full Governing Body (FGB) of Ranelagh Primary School.

It sets out the standards and expectations for governors in carrying out their roles and responsibilities.

All governors will:

- Sign this Code upon appointment and re-adopt it annually at the first FGB meeting of the autumn term.
- Uphold the Nolan Principles of Public Life: *selflessness, integrity, objectivity, accountability, openness, honesty and leadership*.

General Principles

- All governors have equal status, regardless of their route of appointment or election.
- The collective purpose of the Governing Body is to promote high standards of education and welfare for all pupils.
- Governors act corporately and not as individuals. Individual governors have no authority unless explicitly delegated by the Governing Body.
- Decisions are made in the best interests of the school community and with due regard to the wider local education context.
- Governors must act fairly, ethically and without prejudice at all times.

Commitment

- Governors will actively participate in the work of the Governing Body and its committees, accepting a fair share of responsibilities.
- Attendance at meetings of the FGB and committees is expected; apologies should only be given in exceptional circumstances.
- Governors should know the school well, engaging through structured visits, participation in school activities and discussions with staff and pupils, in accordance with the agreed Governor Visits Policy.

Relationships

- Governors will foster positive, professional relationships built on trust, respect and transparency.
- They will work as a united team, valuing diversity of experience and opinion while focusing on the collective goal of school improvement.

- Effective working relationships will be maintained with the Headteacher, staff, parents, Local Authority, and the wider community.

Confidentiality

- Governors will maintain strict confidentiality on all matters deemed confidential by the Governing Body, particularly issues involving individual pupils, staff or parents.
- The content of governing body discussions will remain confidential, even if decisions are made public.
- Governors will exercise discretion and avoid discussing school business inappropriately outside meetings.

Conduct and Integrity

- Governors will contribute constructively to meetings, expressing views openly during discussions and accepting collective responsibility for decisions made.
- No governor will speak or act on behalf of the Governing Body without prior authorisation.
- All formal visits will follow agreed protocols and be arranged through the Headteacher.
- Governors will follow the school's Complaints Policy when approached with concerns, ensuring the correct procedures are observed.
- Governors must declare any business, personal or pecuniary interests and record them in the Register of Interests.
- Governors will withdraw from discussions or decisions where a potential conflict of interest exists.

Meetings Charter

The Governing Body recognises that well-run meetings are essential for effective governance. All members will support the following principles:

As a Governor, I expect:

- Meetings to start and finish on time, with regular attendance and punctuality.
- Agendas and papers to be circulated at least seven days in advance.
- The agenda to clearly state the purpose of each item and allocate time appropriately.
- The Chair to ensure balanced contributions, effective time management and focused discussion.
- My views to be listened to respectfully, and for all governors to work collaboratively.
- Clear, well-documented decisions and concise, accurate minutes shared promptly after meetings.

Others can expect me to:

- Attend regularly and arrive prepared, having read all papers in advance.
- Bring meeting papers and relevant information to each session.
- Contribute thoughtfully and constructively to discussions.
- Listen carefully and respect differing viewpoints.
- Uphold and support the collective decisions of the Governing Body, even where I may personally disagree.

Training and Development

- Continuous professional development is essential for effective governance.
- All new governors will complete the Local Authority's Induction Programme within six months of appointment.
- Governors will engage in ongoing training and development identified through the annual governance self-review and training plan.
- The Governing Body will review training uptake annually to ensure it meets the needs of the school and individual governors.

Declaration

I have read, understood and agree to abide by the Ranelagh Primary School Code of Practice and Meetings Charter for Governors.

Signature: _____

Name (print): _____

Date: _____

Address: _____