



Highfield Priory  
Independent School & Nursery

# Appointment of Governor





# Contents

3	Executive Summary
4	An Introduction to Highfield Priory School
5	Values and Aims
6	School Life: Early Years
7	School Life: Infant School
8	School Life: Junior School
10	Confidence Building
11	Governance and Leadership
12	Role Description
13	Responsibilities as Governor of Highfield Priory School
14	Specification of the Post
15	Person Specification
17	Eligibility of Governor Trustees
18	How to Apply
19	Appendix 1: Governors Duties under Charity Law
20	Appendix 2: Specific Duties of Governors of Highfield Priory School
22	Appendix 3: Code of Conduct of a Governor





# Executive Summary



**Highfield Priory School is an independent co-educational day school for children from the age of two to eleven years.**

Highfield Priory School enjoys a long reputation of academic excellence. This is our twelfth year running in the top 30 of The Sunday Times Top 100 Independent Preparatory Schools in England and our fifth year in the top 10. We are currently =5th in England and 1st in the North West (November 2022). The school is situated in the Fulwood area of Preston, with easy access to motorway links. We take children from two to eleven years across our Nursery and Preparatory School

To help us meet the different challenges that the organisation faces, we are looking to recruit Governors to strengthen the Board and the Committees for Finance, Marketing, Legal, Human Resources. This presents an exciting opportunity for those who are looking to become a Governor for the first time, and are prepared to be supported in their development, as well as those who have previous experience of board level work.

We have an equal balance between parents and non-parents on the Governing Board to help ensure that the Board retains a strategic focus and benefits from the different knowledge, skills and experiences that individuals from different backgrounds can bring to our school.



# An Introduction to Highfield Priory School

Highfield School – later to become Highfield Priory School – was established circa 1940.

It was originally created to educate the children of local business men and women who were looking for an excellent academic environment for the education of their children. This history of the pursuit of academic excellence, a strong work ethic and good manners continues to this day. Visitors to Highfield regularly comment on the children's elocution, self-confidence and courteous behaviour.





# Values and Aims



## School Motto: Aim High

Highfield Priory School believes in aiming high in all areas of school life. We encourage our children to have high standards, not only with regard to academic success but also with regard to behaviour, self-respect, self-discipline and good manners.

## Values

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination
- To promote excellence in academic, creative and sporting endeavours
- To teach the value of integrity and a concern for others
- To enhance pupils' appreciation of their own and other cultures
- To develop self-confidence and independence so that they are well equipped to play an active role in society



# School life

## Early Years

### Nursery School (from two years)

Highfield Priory Day Nursery is situated on the school site and benefits from the best of both worlds. Whilst retaining an intimate home-from-home atmosphere, the Nursery has access to all the school facilities and the children are able to enjoy forest school sessions and walks in the school nature reserve as well as visiting the school Library, Performing Arts Studio, Sports Hall and the all-weather pitch.

As our Nursery School children approach their third birthday, they prepare for their next step on their Highfield journey into our Pre-School. Pre-School provides a broad and balanced curriculum for all our children, using routine times as creatively as possible and taking the opportunity to focus on the individual child.

"Outcomes for children are outstanding."

"The strong key person system ensures warm relationships and close bonds with children and their families."

(Inspection Report, 2019)





# School life

## Infant School

### Reception Class

There are three key areas of learning in Reception Class: Communication and Language, Physical Development and Personal, Social and Emotional Development. We work with the children as individuals, acknowledging that in Reception children progress at different rates as their knowledge, understanding and fine motor skills are developing. We believe passionately in the importance of reading as a key foundation for learning and so each child reads with an adult daily and keeps a Reading Diary.

### Years One and Two

Year One is a vital stepping stone on the way to independent learning. For a Year One pupil, the day becomes more structured as they follow a traditional timetable with subjects that begin and end with the bell. The children sit at tables and are addressed as a class. Whereas in Reception the children had a great deal of free choice and were invited in small groups to learn and create with the teacher, in Year One they work in larger groups, as a class and independently. By Year Two, the children are able to work with confidence as independent learners.

As our pupils enter Year Two, they take their place at the top of the Infant School and they begin the process of transition to our Junior School. We encourage our Year Twos to be more independent and to focus on their organisational skills. We also look to ensure that they are confident in the skills that will be the foundation of their learning when they move up to Junior School.



“ The quality of teaching, learning and assessment is outstanding.”

"Pupils develop excellent levels of knowledge, skills and understanding in a wide range of subjects."

(Inspection Report, 2019)



# School life

## Junior School

The children will now be taking the following subjects with a specialist teacher as well as the core subjects which they will be taught by their class teacher. These lessons are mostly taught in specialist areas.

- I.C.T. with Mr Drake in the ICT Suite
- P.E. with Mrs Parsons and Mrs Botton in the Sports Hall/All-Weather Pitch
- Music with Miss Macklam in the Music Room
- French with Mme Morrice
- Highfield Public Speaking, Elocution and Drama (HPSED) with Mrs Jones in the Performing Arts Studio
- Art/DT with Miss Jewitt in the Art and Design Studio.

## Years Three and Four

The first two years of Junior School are a wonderful time as the children grow in independence and really begin to blossom and reveal their many talents. On a practical level, it means that they play in a new playground, have their form room in a different part of the school, go into the first sitting of Lunch, experience new subjects with new teachers and an even wider range of activities. Mentally, they are generally encouraged to think more; they are presented with the questions “How?” and “Why?” across all aspects of the curriculum. In Maths, this means greater problem solving, explanations and showing their workings out; in English, they meet more inferential questions and greater discussion of characterisation, motivation and purpose and in their Humanities subjects they are encouraged towards greater empathy and understanding. They are also encouraged to think more about their actions and their role within the community.

The children practise verbal and non-verbal reasoning tests and they sit a CATS paper to assist with pupil tracking, progression and development.

In Years 3 and 4 the children will perform, as part of their HPSED course, in a play in front of a large audience. In Year 4, this play is performed at the Landmark Theatre in Preston.







# School life

## Junior School



### Years Five and Six

In Years Five and Six there is a great deal of emphasis on working hard and playing hard. The work is more challenging and many are starting to think about Entrance Exams and Scholarships for their secondary education. The children are encouraged towards greater independence and self-reliance, while still taking full advantage of the support and expertise of their teachers. The children play a great deal of competitive sport and we regularly send children to compete in national events in athletics and swimming.

Chess is also popular with many representatives playing at county level. The children continue to work on their confidence and elocution in their HPSED lessons as entrepreneurs and young apprentices as well as performing on stage each year. The children in Years Five and Six act as monitors and role models for the younger children and are clearly adored for their efforts.

The children's NCT results are consistently high and have once again put us at the top of The Sunday Times League Table in Lancashire and the North West. Children and parents are guided in their choice of secondary school and are helped with focused preparation for exams and interviews.



# Confidence Building



Highfield Priory School believes passionately in building up children's confidence so that "I Can't" is wiped from a child's vocabulary forever.

## Sport

To this end, all children are encouraged to take part in all sporting activities and, in the Junior School, every child takes part in competitive sporting fixtures regardless of ability.

## Outdoor Pursuits

Each year group in the Junior School embarks on a team building activity day in which they put their problem solving and team work skills to the test in a series of physical problem solving activities.

A residential activity weekend is offered to children in Years Five and Six. This is extremely popular and helps the children to grow in confidence and independence as well as developing their ability to work as part of a team.

## HPSED

Highfield has created its own brand of Public Speaking, Elocution and Drama exams (HPSED) which are designed to help children to grow in confidence and speak for a range of purposes, including: speaking to inform, instruct, entertain and persuade. Each child in the Junior School has a weekly HPSED lesson, takes two HPSED exams and participates (with a speaking role) in a public dramatic performance each year. Children are also taught good table manners and interview technique.



# Governance and Leadership

Highfield Priory School Ltd is a charitable company limited by shares. The charity is governed by the company's Memorandum and Article of Association and regulated by the Companies Act 2006 and the Charity Commission for England and Wales.

The maximum number of governors is fifteen.

All governors of the school are directors and trustees of the charity. Some are parents who have a personal interest in the welfare of the school and others are external and independent. All have kindly offered their time and expertise.

The Board of Governors is responsible for the overall direction of the school but plays no part in its day to day running which is left entirely to the Headmaster and his staff. However, Governors maintain close contact with the school, particularly with the Headmaster and the School Business Manager, making themselves available for consultation should the need arise.

## Senior Management Team

The Headmaster is responsible for the Senior Management Team which currently comprises:

- School Business Manager
- Deputy Head
- Assistant Head
- Early Years Co-ordinator



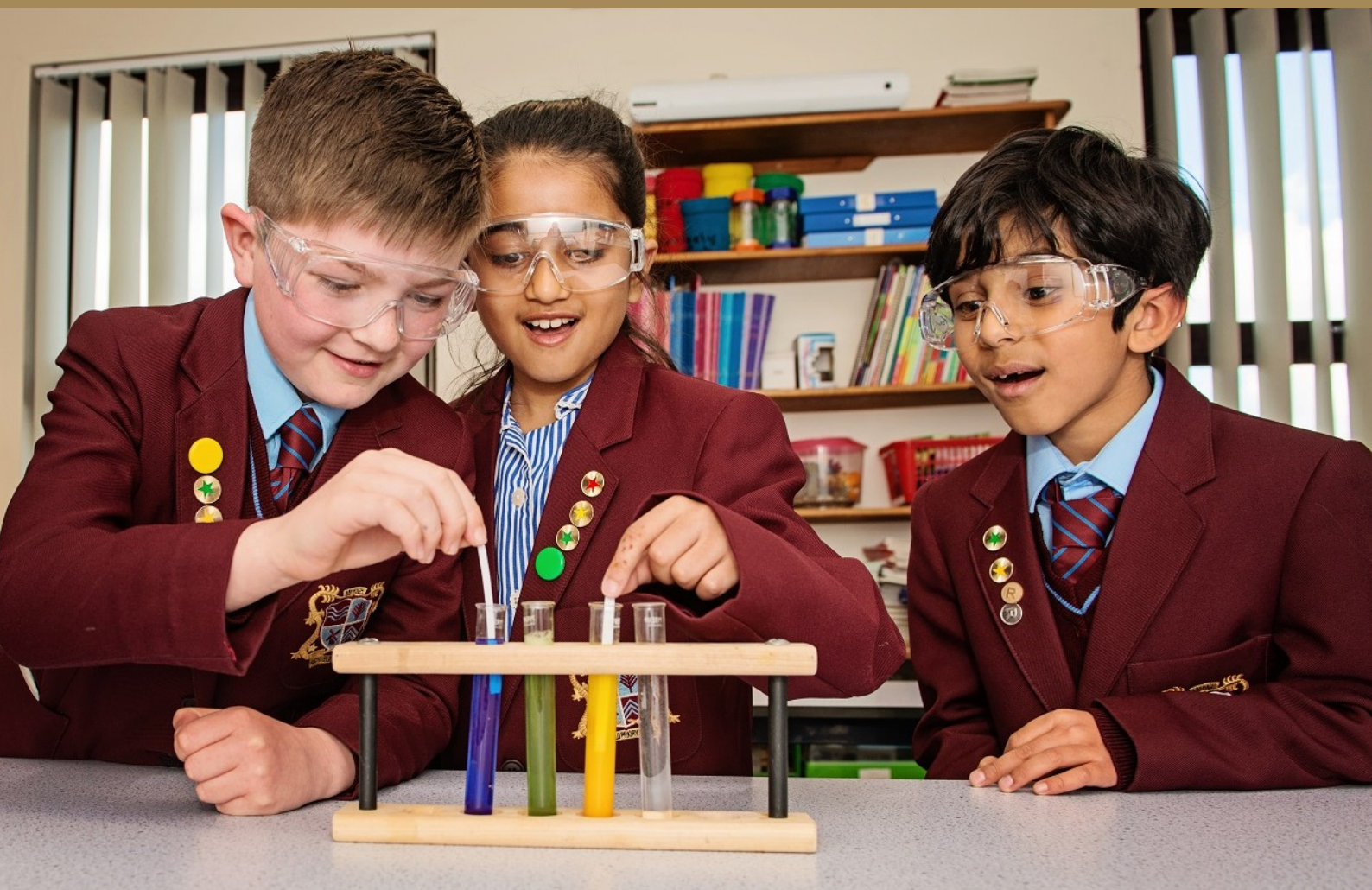


# Role Description

## Role of the Governor

The Governors are collectively responsible for the overall governance and strategic direction of Highfield Priory School, and for developing the organisation's aims, objectives and goals in accordance with legal and regulatory guidelines. They provide oversight of the charity's activities. Specific duties of a governor include:

- Ensuring that Highfield Priory School complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Actively contributing to the Board's role in giving strategic direction to Highfield Priory School, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguarding the good name and values of Highfield Priory School
- Ensuring the effective and efficient administration of Highfield Priory school
- Ensuring the financial stability of Highfield Priory School





# Responsibilities as Governor of Highfield Priory School



1. Preparing for and attending approximately four meetings of the Board each year- these are either held at Highfield Priory School or via video conferencing.
2. Being a member of, and participating in, one or more of the subcommittees - this will include a mixture of face-to-face meetings, teleconferences/video conferencing, and work outside the meetings. Governors are expected to prepare for meetings in advance.
3. Attending the annual strategic planning day (usually held in October each year)
4. Ad hoc assistance as required

This is a voluntary role. Travel and subsistence costs reasonably incurred as a result of being a Governor will be reimbursed consistent with our expenses policy. As a charity we seek to keep our costs to a minimum.



# Specification of the Post



The information in the Appendix sets out the four main aspects that potential applicants need to consider prior to application. The detail within these areas will also form the basis of the recruitment and selection process.

1. Person Specification – this sets out the competences, knowledge and experience required of all Governors as well as those that we are seeking on this occasion. The person specification will form the criteria against which selection decisions are made.
  2. Job description – this sets out the main duties and responsibilities of being a Governor
  3. Code of Conduct – all Governors are expected to act consistently with the Code of Conduct
- On appointment, Governors must complete a conflict of interest declaration and register any outside interests that may be relevant. This is to identify any conflicts of interest they have in relation to any aspect of the work consistent with Highfield Priory school conflict of interest policy.

## Recruitment and Selection

Our recruitment and selection process is underpinned by the following four principles:

**Merit** – our appointment and reappointment decisions will be based on evidence of candidates’ merit of skills, experience and qualities which best meet the needs of Highfield.

**Fairness** – our selection processes will be objective, impartial, applied consistently, promote equality and be free from discrimination, harassment and victimisation.

**Transparency and openness** – our appointments will be advertised publicly to attract a strong and diverse field of suitable candidates.

**Inspiring confidence** – our processes and systems will promote public confidence in our work and be in keeping with our legislative framework.



# Person Specification

## Essential Skills

### Commitment

- Ability to understand and accept the duties and liabilities of being a School Governor.
- Empathy with the vision, mission, values and aims of Highfield Priory School.
- Willingness to devote the necessary time and effort including participating in other tasks as they arise from time to time (e.g. interviewing new staff, attending Board and other meetings), keeping informed about the activities of the organisation and wider issues, which affect its work.

### Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Willingness to listen and learn

### Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- An ability to work effectively as a member of a team to form an effective governing body for the organisation.
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately
- Willingness to be available to staff for advice and enquiries on an adhoc basis

### Accountability

- Willing to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information
- Commitment to Highfield Priory School and our mission, vision and values, aims and objectives



# Person Specification

## Desirable Skills

The knowledge, skills and experience in the list below are relevant to Highfield Priory's main areas of activity. Highfield Priory is looking for Governors who have the knowledge and understanding to maintain an oversight of these activities at a strategic level in a complex charity, and who can contribute well informed views, constructive challenge and a commitment to best practice. Governors would normally expect each Governor to be able to do this in at least one of the areas below. A Governor's ability to contribute in this way will often, but not always, draw on professional and/or practitioner experience at a senior level.

### Management

- Strategic leadership and management.
- Trusteeship/Governorship in a similar size or larger organisation, together with implementation of best practice in UK and/or international corporate governance

### Specialist expertise

An area of expertise relevant to Highfield Priory School such as:

- Financial management and accountancy
- Education and Training
- Law
- Human Resources
- Organisational development
- Marketing, Communications or Public Relations

### Public policy formulation and influencing techniques

Service development and/or provision at a senior level in a health, education or social care setting

Developing and delivering services, which promote inclusion, equal opportunities and diversity

International development at strategic level, particularly planning and delivery of services, governance and structures, and financial management

The knowledge and experience set out above is that sought across all of the members of the Board. No one person is likely to have knowledge and experience in each of these areas. Our aim is to ensure that overall the Governing Board has access to a wide spectrum of knowledge, skills and experience.

When selecting new members for the Board, we will be looking to ensure that we gain the appropriate balance of knowledge and experience in current and new Governors.

We will be looking for each Governor to be able to offer knowledge and experience in at least one of the areas.

We do not expect lay Governors to have a detailed knowledge of Education when they apply, but would expect them to develop in this area on appointment.





# Eligibility of a Governor Trustee

## Experience and Qualifications

Trustees must:

- Live in the UK
- Be over the age of 18
- Sign a written declaration acknowledging their responsibilities as a Trustee of Highfield Priory School and support of the objects of the Charity.

Some people are disqualified by law from acting a charity Trustee. this includes anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception
- Is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors
- Is disqualified from being a company director
- Has previously been removed as a Governor/Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

### **Our Commitment to Equality and diversity**

To fulfil our commitment to promote equality and value diversity we seek to ensure that our Board is, as far as possible, representative of society in general.

We aim to remove any barriers that could stop someone from being a Trustee who has the skills, knowledge and experience to do so. We will do this, for example, by:

- Keeping board papers (particularly financial information) short and easy to understand
- Translating documents or providing accessible formats
- Facilitating meetings via video or teleconferencing as appropriate
- Paying trustees reasonably incurred expenses to cover any costs they incur when attending meetings
- Holding meetings at venues that are accessible for people with disabilities when required
- Having meetings at times that do not exclude people who are working or have caring responsibilities
- Giving everyone a chance to contribute

We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This includes providing application forms in an alternative format or making adjustments to the interview process. If you wish to discuss your requirements, please contact the Clerk to the Board, Tilly Cottom, on 01772 709 624.



# How to Apply

## Application

All applicants are required to complete an application form. This is available online by visiting Highfield Priory School website.

If you have any queries about the application or wish to discuss the posts prior to application, please contact Jeremy Duke, Headmaster, via email. [Schooloffice@highfieldpriory.co.uk](mailto:Schooloffice@highfieldpriory.co.uk).

For any further queries please call 01772 709 624 Applications by post should be marked Private and Confidential and sent to:

Your application must consist of two elements:

- Your completed application form
- An up-to-date CV





# Appendix 1:

## Governor Duties Under Charity Law

Under charity law, Highfield Priory School Governors have the ultimate responsibility for directing the affairs of Highfield Priory School and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. In law, Trustees of Highfield Priory School have three particular duties – compliance, care and prudence, which are set out below using the wording given by the Charity Commission.

### **Duty of compliance** – Governors must:

Ensure that Highfield Priory School complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

Ensure that Highfield Priory School does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Comply with the requirements of other legislation (e.g. the Companies Act, the Equality Act) and other regulators which govern the activities of Highfield Priory School.

Act with integrity and avoid any personal conflicts of interest or misuse of Highfield Priory School funds or assets.

### **Duty of care** – Governors must:

Use reasonable care and skill in their work as Governors, using their personal skills and experience as needed to ensure that Highfield Priory School is well-run and efficient.

Consider getting external professional advice on all matters where there may be material risk to Highfield Priory School, or where the Governors may be in breach of their duties.

### **Duty of prudence** – Governors must:

Ensure that Highfield Priory School is, and will remain, solvent.

Use Highfield Priory School funds and assets reasonably, and only in furtherance of Highfield Priory School objects.

Avoid undertaking activities that might place Highfield Priory School's endowment, funds, assets or reputation at undue risk.

Take special care when investing Highfield Priory School's funds or borrowing funds for Highfield Priory School to use.

### Strategic Direction

Governors must ensure that Highfield Priory School has a clear vision, mission, strategic direction and is focused on achieving these. Governors must work in partnership with the Headteacher and other senior staff to ensure that:

- Highfield Priory School has a clear vision, mission, set of values and strategy, and that there is a common understanding of these by Governors, staff and volunteers.
- Operational plans and budgets and any fundraising strategy support the vision, mission and strategy.
- The views of users are regularly sought and considered, and that efforts are made to identify possible future users.
- There is regular review of the external environment for changes that might affect Highfield Priory School e.g. using an environmental, political, financial, competitive, partnership, alliances analysis).
- There is regular review of the need for Highfield Priory School and for the services it provides or could provide, and regular review of strategic plans and priorities.



## Appendix 2: Specific Duties of Governors of Highfield Priory School

### Performance Management

Governors are responsible for the performance of Highfield Priory School, for its impact upon stakeholders and for its corporate behaviour:

- To ensure that Highfield Priory School measures its impact and progress towards its strategic objectives and to regularly consider reports on Highfield Priory's School performance.
- To ensure that there are policies to direct.
- To ensure that there are quality and service standards for major areas of delivery and that these are met.
- To ensure that Highfield Priory School's values are understood and put into practice, by Trustees, staff and volunteers.
- To ensure that there are complaint systems in place, for users and supporters.
- To ensure that there are processes for Governors, staff and volunteers to report activity which might compromise the effectiveness of Highfield Priory School.
- To ensure that the Headteacher receives constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer- term objectives.
- To ensure that Highfield Priory School has effective employment policies and processes in place, to recruit, train and develop staff and volunteers.

### Compliance

Governors must ensure that Highfield Priory School complies with all legal and regulatory requirements:

- To ensure with professional advice as appropriate, that Highfield Priory School complies with all constitutional, legal, regulatory and statutory requirements.
- To understand and comply with the constitution and rules that govern Highfield Priory School, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.

### Prudent management of assets

Governors must be stewards of Highfield Priory School's assets, both tangible and intangible, taking care over their security, and how they are used:

- To ensure Highfield Priory's financial obligations
- are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
- To act reasonably and prudently in all matters relating to Highfield Priory School and always in the interests of Highfield Priory School.
- To ensure that Governors take professional advice when needed, and record the advice received.
- To ensure that if a fundraising strategy is in place it is effective.
- To be accountable for the solvency of Highfield Priory School.
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, as Highfield Priory School brand and reputation is recognised, used, and safeguarded.
- To review the condition and use of the properties and/or land owned by Highfield Priory School.
- To ensure that the major risks to Highfield Priory School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.



## Appendix 2: Continued

### Good governance

Governors must ensure that Highfield Priory School governance is of the highest possible standard:

- To ensure that Highfield Priory School has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its users.
- To ensure that Board decisions are recorded in writing by means of minutes.
- To ensure that the Board's delegated authority is recorded by terms of reference for Board Committees, job descriptions for Committee members, Governors and key staff, and that reporting procedures back to the Board are recorded in writing and complied with.
- To ensure that the responsibilities delegated to the Headteacher are clearly expressed and understood, and directions given to him/ her come from the Board as a whole.
- To ensure the Board regularly reviews Highfield Priory's governance structure and its own performance to an agreed programme.
- To ensure that major decisions and policies are made by the Governors acting collectively. In consultation with the Headteacher, to ensure that the Board has the skills it requires to govern Highfield Priory School well, and that the Board has access to, and considers, relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for recruitment of Governors and of the Headteacher.
- To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individual and collective).
- To ensure that Governors have a code of conduct and comply with it, and that there are mechanisms for the removal of Governors who do not abide by the Trustee code of conduct.
- Being an Highfield Priory School Governor carries with it responsibilities. In order that the Board, staff, parents and other stakeholders may have confidence in the effectiveness of the Board, Trustees must agree to act in the way set out below.



# Appendix 3:

## The Code of Conduct of a Governor

### Values

- I will act in accordance with, and promote, Highfield Priory School values
- I will act in accordance with the Nolan principles of good conduct in public office, which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### Law, mission, constitution and policies

- I will not break the law or breach charity or other relevant regulations
- I will support Highfield Priory School vision and mission and consider myself its guardian
- I will comply with Highfield Priory School constitution
- I will comply with Highfield Priory School organisational policies

### Duties and responsibilities

- I will undertake my legal duties of compliance, prudence and care as a charity Trustee
- I will act always in the best interests of Highfield Priory School
- I will undertake all my responsibilities set out in the Highfield Priory School Governing Board terms of reference and the Highfield Priory School Governor, Officer role description.
- I will hold myself accountable to Highfield Priory School stakeholders for the performance of the Governing Board and of Highfield Priory School.
- I will seek professional advice when necessary, in order to make decisions in the best interests of Highfield Priory School

### Keeping up to date with Highfield Priory School activities

- I will do my best to keep myself informed about Highfield Priory School activities through its website, publications and other resources
- I will take an interest in Highfield Priory School public image, and the environment in which the charity operates, noting media coverage about the charity, about similar organisations or about important issues for the organisation.

### Conflict of interest

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises
- I will accept the judgment of the Governing Board and do as it requires regarding potential conflicts of interest

### Person to Person

- I will strive to establish constructive and courteous relationships with everyone I come into contact within my role as Governor



# Appendix 3: Continued

## Protecting Highfield Priory School reputation

- I will comply with Highfield Priory School Social Media Policy
- When I am speaking as a Governor of Highfield Priory School, my comments will reflect current Highfield Priory School policies even when these do not agree with my personal views
- When speaking as a private citizen I will uphold the reputation of Highfield Priory School and of those who work in it
- I will respect Highfield Priory School, Governing Board and individual confidentiality

## Personal gain

- I will not personally gain materially or financially from my role as Governor, nor will I permit others to do so as a result of my actions or inaction.
- I will not put myself under any financial or other obligation to others, which might influence me in undertaking my responsibilities as a Governor of Highfield Priory School.
- I will document expenses and seek timely reimbursement according to the Highfield Priory School.

## Trustee Board meetings

- I will attend most Governing Board, Sub Committee meetings and strategy meetings each year (at least 75% of meetings), giving apologies ahead of time to the Chair if I am unable to attend
- I will study the agenda and reports sent to me prior to the meeting in order to be prepared to contribute to discussion
- I will respect the role of the Chair as meeting leader
- I will contribute constructively to debate and decision making, maintaining a respectful attitude toward the opinions of others while making my voice heard
- I will accept the Governing Board's decision (by vote or consensus) on an issue as decisive and final, and will support the decision in my dealings with stakeholders
- I will maintain confidentiality about what is discussed and decided by the Governing Board, unless authorised by the Chair or Governing Board to speak of it

## Enhancing governance

- I will give leadership and strategic direction to Highfield Priory School
- I will comply with the Board of Governors governance procedures and practice
- I will continually seek ways to improve Board governance
- I will identify people who may be suitable as Governors
- I will ensure that there is a fair and open Governor selection process and that Governors are appointed on merit, in relation to the needs of the whole Governing Board
- I will participate in induction, training and development activities for Governors
- I will support the Chair in his/her efforts to improve his/her leadership skills
- I will support the Headteacher in his/her role, and with my fellow Governing Board members, seek development opportunities for him/her
- I and my fellow Governors will give clear direction to the Headteacher, from the Governing Board as a whole



# Appendix 3: Continued

## Relationships with Staff

- I will understand and respect the different roles of Governor, Headteacher and executive/secretariat
- I will understand and respect the authority delegated to the Headteacher, and I will allow him or her to use this to the full
- I will act fairly and in accordance with equality principles and employment law and good practice, in the selection, appointment, development, remuneration and appraisal of the Headteacher and staff
- I will try to develop effective and mutually supportive relationships with the Headteacher and the executive/secretariat, which benefit Highfield Priory School

## Leaving the Board of Governors

- Should I find myself in a position where I am disqualified from serving as a Governor of Highfield Priory school, I will resign as a Governor immediately
- Should I resign from the Governor Board I will inform the Chair in advance in writing, stating my reasons for resigning.
- Additionally, I will participate in an exit interview.
- I understand that a substantial breach of any part of this code may result in my removal from the Governing Board