

Queen Mary's Grammar School

Proud to be part of the Mercian Multi-Academy Trust

AGREEMENT TO SERVE AS A GOVERNOR

I am pleased to join the Local Governing Board (LGB) of Queen Mary's Grammar School and I recognize the terms and conditions of this appointment and the responsibilities I will be undertaking. In particular I support, and will promote, the vision statement for the School detailed below.

"Queen Mary's Grammar School was founded in 1554 by Queen Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their fullest academic potential. We value the life of the mind and want to pass on a love of learning. Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, drama and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to Higher Education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best HE institutions and international employers. We were rated as "outstanding" by OFSTED and it is our mission to achieve excellence in all that we do.

Our House system celebrates four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to *share* what we have – experience, expertise, enthusiasm – both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you *give* that you will keep as eternal riches."

GENERAL

- (Foundation Governors) I have been appointed for a four-year term. Subject to an appraisal in line with the Board's policy on Governor appraisals, I may be invited to serve up to a maximum of two further four-year terms.
- (Staff Governors) I have been elected to serve for a three year term which is non-renewable
- (Parent Governors). I confirm that I have a child at the School at the date of my appointment. I will serve an initial term of either four years or until my child leaves the School, whichever is the shorter. If my child is still at the School at the conclusion of my four year term I will be eligible for re-election.
- I will act within the governing regulations of the School and the law. This includes having a knowledge of the contents of the Mercian Trust Articles of Association, the Committee Terms of Reference and the Scheme of Delegation documents.
- I shall at all times observe the Mercian Trust Code of Governance.
- I will support the objects and mission of the School, championing it and using the skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active Governor, making my skills, experience and knowledge available to the School and seeking to do what additional work I can outside the meetings of the LGB
- I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will use the School's resources responsibly, and when claiming expenses will do so in line with the Board's procedures.
- I accept my responsibility to contribute to the efficient leadership of the School and will raise issues and questions in an appropriate and sensitive way
- I understand that signing this document does not form an employer/ee relationship between me and the School.
- I will uphold the Nolan Standards of Public Life which focus on selflessness, integrity, objectivity, accountability, openness, honesty and leadership. A summary is attached.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with the School and will declare personal interests and conflicts with the Chair of Governors and the Headmaster.
- If items are raised at LGB meetings in which I have a personal interest I will declare that interest to the meeting and abide by the Chair's ruling in dealing with the discussion and my participation in it
- I will act in the best interests of the School as a whole, and not as a representative of any group.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with the LGB's policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.
- I will complete the LGB's register of interests

MEETINGS

- I will attend all appropriate meetings to which I am invited or give apologies. If there are occasions on which I unavoidably cannot attend meetings I will communicate my views on agenda items to the Chair or to the Headmaster.
- I will attend agreed training and strategy events
- I accept that if I do not attend LGB meetings for a period of six consecutive months I may be asked to resign.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the LGB and will not act individually unless specifically authorised to do so

QUALIFICATION TO ACT AS A GOVERNOR

I confirm that I:

- am over the age of 18 years
- have never been convicted of any offence involving dishonesty or deception
- have not within the last 5 years been convicted of a crime and sentenced to imprisonment
- have never been bankrupt nor made a composition with creditors
- have not previously been removed from the office of charity trustee, company director or company secretary
- will obtain DBS clearance and know of no reason why it should be withheld

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at the School. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of Governors, volunteers and staff at the School are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come into contact with at the School. In particular I recognise my responsibility to support the Chair and the Headmaster.
- I will not make public comments about the School unless authorised to do so. Any public comments I make about the School will be considered and in line with organisational policy, whether I make them as an individual or as a Governor.

LEAVING THE LGB

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the LGB.
- Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the LGB I will accept the majority decision of the LGB in this matter and resign at the earliest opportunity.



- If I wish to cease being a Governor of the School at any time, I will inform the chair in advance in writing, stating my reasons for leaving.

Signed	
Name	
Address	
Date	

Appendix A

The Seven Principles of Public Life

Selflessness

Holders of public office should take decisions 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 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.

These principles apply to all aspects of public life. The Committee has set them out here for the benefit of all who serve the public in any way.
