



CONFIDENTIALITY POLICY FOR THE GOVERNING BODY

CONTEXT

For the purpose of this Policy confidential issues are defined as follows:

- Business issues that are agreed as confidential either prior to or during the discussion
- Business issues that are minuted but where the relevant section of the minutes is kept separate from the rest of the minutes and are not made available for public scrutiny
- Where the minutes that contain confidential issues are circulated to Governing Body members only
- Business issues that relate to specific personnel or financial situations
- Business issues that are not reported to stakeholders

THE REQUIREMENT FOR OBSERVING CONFIDENTIALITY

- **All** Governing Body discussions are confidential in order to ensure that everyone is comfortable about airing their views
- Minutes will reflect the tenor of discussion and decisions made, but not who contributed what, unless this is specifically requested by a member of the Governing Body and authorised by the Chair.
- No verbal reports from Governing Body meetings should be relayed unless agreed by the Governing Body – absolute clarity of what may be reported is vital.
- The Governing Body advocates the ‘four wall’ principle i.e. discussion stops once participants leave the four walls within which the meeting has taken place. Even conversation between Governors should not continue outside the room as this could be overheard/misconstrued/deemed divisive
- On no occasion should Governors divulge the detail of Governing Body discussions – particularly if they disagree with a decision that has been taken
- Once a decision has been democratically made, all Governors must support that decision – inability to do so compromises the team effectiveness of the Governing Body
- Governing Body minutes become public documents only after they have been agreed by the Governing Body
- The drawing up and dissemination of such documents should be done in an atmosphere of confidentiality



- The Governing Body may adopt a code of conduct to which all Governors, current and new, subscribe
- The Governing Body should have regard to the School's Data Protection Policy and their responsibilities under the Data Protection Act

Although open discussions should remain confidential, the Governing Body should consider ways of keeping the school community informed of its work and of the key decisions it makes. This could include newsletters, authorised briefings, a Governing Body notice board or even retaining the practice of holding an annual meeting for parents/carers.

REVIEW

This Policy will be reviewed and signed by each Governor on an annual basis at the first meeting held in each academic year.

Signed by (insert full names and signatures)

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| 1 | Head Teacher: |
| 2 | Chair: |
| 3 | Vice Chair: |
| 4 | Clerk: |
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