

Ysgol Gynradd Penmachno

COD YMDDYGIAD LLYWODRAETHWR

Er mwyn i Lywodraethwyr gyflawni eu cyfrifoldebau a'u dyletswyddau'n effeithiol ac effeithlon dylent:

- sicrhau bod eu gweithrediadau'n adlewyrchu buddiannau gorau'r ysgol a'i disgyblion;
- mynychu cyfarfodydd y Corff Llywodraethu'n rheolaidd;
- ar ôl eu penodiad, cwblhau Datgeliad y Gwasanaeth Diogelu a Gwahardd (DBS) yn brydlon;
- ar ôl eu penodiad, mynychu hyfforddiant mandadol neu fel arall a ddarperir gan yr ALL/ysgol;
- ar ôl eu penodiad, ymgyfarwyddo a gwaith yr ysgol a chadw'r wybodaeth hon yn gyfredol;
- cynnal eu gwybodaeth am bolisiau, rheoliadau a chanllawiau addysgol cyfredol ac ehangu eu sgiliau trwy gymryd rhan mewn rhaglenni hyfforddiant yn cynnwys hyfforddiant ar gyfer y Corff Llywodraethu llawn a digwyddiadau eraill;
- arddangos ymrwymiad i gyfle cyfartal ac adlewyrchu hynny wrth ddatblygu a chymhwyso'r polisïau y mae'n ofynnol i'r ysgol eu cael mewn perthynas â rhyw, gogwydd rhywiol, statws priodasol neu bartneriaeth sifil, ailbennu rhywedd, hil, crefydd neu gred, anabledd neu oedran (fel y diffinnir yn y Ddeddf Cydraddoldeb 2010);
- gweithredu fel 'ffrind beirniadol' gyda'r rhai hynny sydd â chyfrifoldebau proffesiynol yn yr ysgol, gan gofio cyfrifoldeb y Corff Llywodraethu ei hun i hybu cyflawniad addysgol o safon uchel;
- bod yn ymwybodol o, a gweithredu o fewn, cyfyngiadau cyfrifoldebau'r Corff Llywodraethu a, ble bo angen, chwilio am a rhoi ystyriaeth ddigonol i wybodaeth, cyngor a chanllawiau proffesiynol;
- parchu'r cyfrifoldeb sydd ar y Pennaeth i wneud penderfyniadau o ddydd i ddydd i reoli'r ysgol;
- ufuddhau i gyd gyfrifoldeb trwy gefnogi penderfyniadau democrataidd y Corff Llywodraethu;
- parchu hawl y Corff Llywodraethu i drin rhai materion yn gyfrinachol, gan gyfyngu trafod y fath faterion, naill ai o fewn neu'r tu allan i gyfarfodydd y Corff Llywodraethu yn unig, i gyd Lywodraethwyr ac mewn achosion addas o fewn pwyllgorau'r Corff Llywodraethu yn unig;
- datblygu gweledigaeth glir ar gyfer yr ysgol gyda chydweithwyr ar y Corff Llywodraethu;
- sicrhau bod eu cyfraniad i benderfyniadau Corff Llywodraethu yn canolbwyntio ar yr hyn sydd o fudd gorau i'r disgyblion, a bod yn ymwybodol y dylai lles disgyblion fod yn flaenoriaeth bob amser o ran amddiffyn plant, iechyd a diogelwch a helpu pob plentyn i ddatblygu i'w potensial llawn;
- annog a chyfranogi mewn systemau sy'n darparu cyfathrebu agored ac effeithiol, gan helpu i sefydlu gweledigaeth glir o ddatblygiad yr ysgol;
- bod yn ymwybodol bod pob Llywodraethwr yn gyfartal a pharchu barn eraill ac adlewyrchu hynny yn ei ymddygiad wrth ddelio gyda chyd-lywodraethwyr;
- bod yn ymwybodol eu bod yn atebol i rieni ac eraill yn y gymuned leol a cheisio dyfeisio deialog effeithiol gyda phawb sydd â diddordeb yng ngweithrediad a safonau'r ysgol;
- gyda'r cynnydd ym mhoblogrwydd safleoedd rhwydweithio cymdeithasol fel Facebook a Trydar, dylai Llywodraethwyr gofio eu bod yn gynrychiolwyr y Corff Llywodraethu ac yn rhan o gorff corfforaethol. Mae'n synhwyrol felly i Lywodraethwyr gynnal lefel neilltuol o arwahanrwydd ar safleoedd rhwydweithio cymdeithasol, gan y gallai hyn greu gwrthdaro/sefyllfaoedd anodd yn y dyfodol;
- cadw at bob protocol a gweithdrefn a gytunir gan y Corff Llywodraethu;
- bod yn agored, gonest, gwrthrychol, teg a diduedd ac yn barod i wynebu'r rhagfarnau personol a all amharu ar wneud penderfyniadau yn cynnwys diddordebau sy'n gwrthdaro.

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GOVERNORS CODE OF CONDUCT

In order for Governors to conduct their responsibilities and duties effectively and efficiently they should:

- ensure that their actions reflect the best interests of the school and its pupils;
- attend Governing Body meetings regularly;
- on appointment, complete the Disclosure and Barring Service (DBS) Disclosure form promptly;
- on appointment, attend mandatory and other training provided by the LA/school;
- on appointment, familiarise themselves with work of the school and keep this knowledge up to date;
- maintain their knowledge of current educational policies, regulations and guidance and extend their skills by participating in training programmes including full Governing Body training and other events;
- demonstrate a commitment to equality of opportunity and reflect this in developing and applying the policies the school is required to have in respect of sex, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, disability or age (as defined in the Equality Act 2010);
- act as a 'critical friend' towards those with professional responsibilities in the school, bearing in mind the Governing Body's own responsibility to promote high standards of educational achievement;
- be conscious of, and act within, the limits of the responsibilities of the Governing Body and when necessary, seek/give due consideration to professional information, advice and guidance;
- respect the responsibility of the Headteacher for the day-to-day decisions in the management of the school;
- observe collective responsibility by supporting, once determined by democratic means, the decisions of the Governing Body;
- respect the Governing Body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside Governing Body meetings, solely to Governor colleagues and in appropriate cases solely to discussion within Governing Body committees;
- develop with colleagues on the Governing Body, a clear vision for the school;
- focus their contribution to Governing Body decisions upon what is in the best interests of pupils, and be conscious that the welfare of pupils should always come first in terms of child protection, health and safety and helping each child to develop their full potential;
- encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development;
- be aware that all Governors are equal and respect others' views and behave accordingly in dealings with Governor colleagues;
- be aware of their accountability to parents and others in the local community and seek to devise effective dialogue with all those interested in the conduct and standards of the school;
- with the rise in popularity of social networking sites such as Facebook and Twitter, Governors should remember that they are a representative of the Governing Body and part of a corporate body. It is therefore sensible for Governors to maintain a certain level of separation on social networking sites, as this may create a conflict / difficult situation in the future.
- observe all protocols and procedures agreed by the Governing Body;
- be open, honest, objective, fair and impartial and prepared to confront the personal prejudices that may hinder informed decision-making including conflicts of interest.