

Dover Park Primary School



1. PARENT- GOVERNORS, CARERS AND RELATIVES POLICY i. February 2026

Tel: 01983 562617
Office@doverparkpri.iow.sch.uk

Signed

A handwritten signature in black ink, appearing to be 'Jon Kirby'.

Jon Kirby
Headteacher

Signed:

Chair of Governors

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Statement of intent

Dover Park Primary School has created this policy to ensure that all pupils are treated fairly, including those who are related to members of the governing board.

While it is understandable that governors with children, or children who are close relations, at the school have the same rights as other parents/carers, they are required to maintain a clear separation between their governance role and their parental role.

The school has a zero tolerance approach towards biased decision-making, conflicts of interest and favouritism of any pupils at the school.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education (School Governance) (Roles, Procedures and Allowances) (England) Regulations 2013
- The School Standards and Framework Act 1998

1.2. This policy also has due regard to statutory guidance, including, but not limited to:

- DfE 'Governance Handbook'
- DfE 'School Admissions Code'

2. Staff-parent

- 2.1. For the purpose of this policy, a "governor-parent" is any member of the governing board who has a child registered at the school.

3. Relative

- 3.1. For the purpose of this policy, a "relative" is any governor who has a child they are related to registered at the school.

4. Carer

- 4.1. For the purpose of this policy, a "carer" is any governor who directly cares for a child registered at the school.

5. Admissions

- 5.1. In accordance with the School Admissions Code, the school adheres to the IOW Local Authority published admissions policy.
- 5.2. Governors must not be involved in individual admissions decisions where there is a conflict of interest, including where their own child or a related child is concerned.
- 5.3. Any conflict of interest must be declared and formally recorded in meeting minutes

6. Recruitment

- 6.1. Having a child at the school will not affect a governor's ability to serve on the governing board.
- 6.2. Governors must declare any conflicts of interest during recruitment processes involving staff where a personal relationship exists.
- 6.3. Governors with a conflict of interest must withdraw from discussions and decision-making relating to that matter.

7. Professional Conduct

- 7.1. Governor-parents, carers and relatives must comply with the school's Governor Code of Conduct and maintain high standards of integrity, objectivity and accountability.
- 7.2. Governor-parents and carers must keep their governance role and parent/carer role separate.

7.3. Governors must not use their position to:

- Influence decisions relating specifically to their own child.
- Gain access to information about their child that is not available to other parents.
- Seek preferential treatment for their child.

7.4. Governor-parents, carers and relatives will not:

- Attempt to influence class allocation or staffing decisions.
- Attempt to influence disciplinary decisions involving their child.
- Seek access to confidential staff discussions about their child outside normal parental procedures.

7.5. Governor-parents, carers and relatives must follow standard parental processes, including:

- Using published communication channels to contact staff.
- Following the school's Complaints Policy where concerns arise.
- Completing forms and administrative requirements through normal systems.

7.6. Governors must not discuss their child's progress, behaviour or personal matters during governing board meetings unless it forms part of anonymised strategic discussion.

7.7. Governors must not use confidential governing board information in conversations with their child or other parents.

8. Sharing of information

8.1. Governors are bound by confidentiality in respect of governing board business.

8.2. Governor-parents, carers and relatives must not:

- Share confidential governing board information with other parents/carers.
- Share confidential school information with their child.
- Use privileged information gained through governance for personal benefit.

8.3. Governors must ensure that communication about the school is appropriate to their role and does not compromise confidentiality.

9. Other governors and staff

9.1. Staff must treat children of governors in the same manner as all other pupils.

9.2. Staff should not provide preferential treatment or apply unfair critical judgement to a governor's child.

9.3. Staff will not involve governors in operational matters relating to their own child during the school day.

9.4. Any concerns regarding a governor's conduct in relation to their child will be addressed by the Chair of Governors (or Vice Chair where appropriate)

10. School trips

10.1. Governor-parents may volunteer for educational visits in their capacity as a parent helper only.

10.2. When attending visits, they will not act in a governance capacity.

- 10.3. Where appropriate, consideration will be given to avoiding situations that may present a perceived conflict of interest.

11. Incidents

- 11.1. In any emergency situation involving a governor-parent's child, normal school procedures will apply.
- 11.2. Governors will be contacted in their role as parent/carer, not as a governor.
- 11.3. Governors will not involve themselves in operational management of incidents involving their child.

12. Assistance provided by School

- 12.1. Any assistance provided to a governor-parent, carer or relative will be strictly in line with the relevant criteria and school policies.
- 12.2. Where financial assistance is provided, an additional approval process will be conducted by the Headteacher to ensure fairness and transparency.

13. Monitoring and review

- 13.1. The governing board will review this policy annually.
- 13.2. Any changes will be communicated to governors and relevant stakeholders.