

Ormiston Forge Academy

# Confidentiality Policy

January 2015



Approved by the SLT on behalf of the Local Governing Body: **2<sup>nd</sup> March 2015**

Review period: **March 2017**

## **Policy statement on observing confidentiality within the Local Governing Body**

### **CONTEXT**

For the purpose of this statement confidential Items are defined as follows:

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

### **THE REQUIREMENTS FOR OBSERVING CONFIDENTIALITY**

- All Local Governing Body discussion is confidential in order to ensure everyone is comfortable about airing their views.
- Minutes will reflect the tenor of discussion and decisions made.
- No verbal reports from Local Governing Body meetings should be relayed unless agreed by the Local Governing Body – and absolute clarity of what may be reported is vital.
- The Local 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 Local Governing Body discussion – particularly if they disagree with a decision taken.
- Once a decision has been democratically made, all Governors must support that decision – inability to do so compromises the team effectiveness of the Local Governing Body.
- Local Governing Body minutes become public documents only after they have been agreed by the Local

### **Governing Body**

- The drawing up and dissemination of such documents should be done in an atmosphere of confidentiality.

- The Local Governing Body may adopt a code of conduct to which all Governors, current and new, subscribe.
- Although open discussion should remain confidential, the Local Governing Body should consider ways of keeping the school community informed of its work and of the key decisions it makes.