



Marsh Baldon CE Primary School

The Green, Marsh Baldon

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Governor Confidentiality Agreement

Governors' Role

- Governors need to be mindful that, from time to time, issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper.
- These confidential papers should be destroyed and governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

A Governor role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Marsh Baldon's Confidentiality Policy. This means you will not share pupil / staff information with anyone other than those who are directly involved.

Examples of confidential information are:

- Information about staff and pupils.
- Information about actions of the Governing Body that are not published in Governing Body minutes.
- Information accessed by 'privilege' e.g. notices on staff notice-board.
- Information about future school plans / actions that have not been disclosed to parents.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of my membership of the Governing Body.

Name of Governor

Signature of Governor

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Name of Chair of Governors

Signature of Chair of Governors

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Date

Date