

# London Borough of Redbridge

## GLADE PRIMARY SCHOOL GOVERNING BODY STANDING ORDERS

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 . While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

<b>Date adopted</b>	Autumn Term	<b>Date of review</b>	Autumn Term
<b>Signed</b>		<b>Date</b>	

### 1 Roles of the Governing Body and Headteacher (Part 2, Regulation 6)

The governing body must operate in accordance with the following principles:

- 1.1 The functions of the governing body include the following core strategic functions:
  - a) setting the vision, ethos and strategic direction of the school
  - b) ensuring that the headteacher and staff perform their responsibilities for the educational performance of the school; and
  - c) ensuring the sound, proper and effective use of the school's human and financial resources and physical assets.
- 1.2 In exercising their functions the governing body will:
  - a) act with integrity, objectivity, honesty and leadership in the best interests of the school; and
  - b) be open about the decisions they make and the actions they take and be prepared to
  - c) explain their decisions and actions to interested and relevant parties.
  - d) provide feedback and guidance
- 1.3 The head teacher's responsibilities include:
  - a) the internal organisation, management and control of the school
  - b) the educational performance of the school
  - c) the head teacher is accountable to the governing body for the performance of all his/her responsibilities and must comply with any reasonable direction of the governing body

## 2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government.

- 2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies
- 2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

- *Co-opted governors are persons “who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school”.*
- *Local Authority governors are persons who are nominated by the local authority and appointed by the governing body “having, in the opinion of the governing body, met any eligibility criteria that they have set”.*

### 2.2.1 Procedure for co-options:

- Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school
- A decision on co-option will be made at a quorate meeting of the full governing body. The agenda for the meeting should include “Appointment of a co-opted governor” as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.

### 2.2.2 Procedure for Local Authority governor appointments:

- On notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee
- The Chair/other designated governor will meet the LA nominee and, if content that the person meets the governing body’s criteria, will propose that person to the next full governing body meeting with relevant supporting personal details.
- The agenda for the meeting will include “Appointment of an LA governor” as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.

### **3. Election of Chair / Vice-chair** (Part 3, Regulation 7)

All governors, other than those who are under 18, pupils or those paid to work at the school, are eligible to stand as the chair or vice-chair of governors.

3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end.

3.2 Where a vacancy arises before the end of an incumbent's term the governing body will elect one of their number to fill that vacancy at their next meeting.

#### **3.3 Election procedures**

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

- a) The clerk to governors will invite nominations in advance of an election date
- b) The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda
- c) Where there are no advance nominations the clerk will invite nominations at the meeting
- d) Candidates will be invited to make a short statement before withdrawing
- e) Voting will be by secret ballot
- f) A ballot will be held in the event of a tie break

### **4. Functions of the Clerk** (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the headteacher. However, if the designated clerk fails to attend a meeting, an associate member or a governor, who is not the Headteacher, may act as clerk for that meeting.

#### **4.1 The clerk is responsible for:**

- ensuring the efficient functioning of the governing body
- convening meetings of the governing body
- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors attending governing body meetings;
- producing draft minutes for agreement by the Chair
- ensuring that minutes are agreed and signed by the chair at the next meeting
- ensuring that signed minutes are retained by clerk
- maintaining a register of governors and associate members

- reporting vacancies, maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions
- additional administrative support for governing body functions by agreement

## **5. Meetings and Proceedings** (Part 4 Regs 12 - 16)

- 5.1 The number of full governing body meetings per annum will be at least 3.
- 5.2 The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.
- 5.3 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice chair may allow shorter notice to be given.
- 5.4 The agenda will be prepared by the clerk in consultation with the chair and headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 15 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and headteacher. The final decision on the agenda is for the chair.
- 5.5 The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.
- 5.6 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.
- 5.7 Absence / apologies: a governor or associate member ceases to hold office if s/he is absent without permission from all meetings over six months, calculated from the date of the first missed meeting.

Where a governor is absent and has sent apologies to the clerk or the chair the minutes will simply note receipt and a governor will cease to hold office after six months continuous absence. If an absent governor wishes to remain on the governing body s/he should inform the clerk of this fact in writing and the governing body will decide whether or not to agree his / her continuation at their next meeting

- 5.8 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.

- 5.9 Virtual participation in meetings by telephone, video conference or other remote means was not encouraged, but would be permitted in special circumstances.
- 5.10 The only people entitled to attend a meeting of the governing body are governors, the headteacher, the clerk and where appropriate, associate members. If the headteacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting headteacher.
- 5.11 The deputy headteacher may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development.
- 5.12 Minutes and papers
- 5.12.1 The draft minutes will be sent by the clerk to the chair for checking as soon as possible following the meeting. Once agreed, the draft minutes will be sent to all members of governing body.
- 5.12.2 The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.
- 5.12.3 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available on written request.
- 5.14 All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.
- 5.14.1 Any letters received for the Chair of Governors will be posted weekly and other letters will be opened by the school.
- 5.14.2 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols.

## **6. Decision-making**

- 6.1 Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or to an individual.

- 6.2 Only governors present at a meeting may vote; proxy voting is not allowed, except for consideration of a change of name of the school, when special procedures will apply as set out in the Regulations.
- 6.3 A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting or second vote – except in the case of a selection panel deciding who, if any, candidate to recommend to the governing body for appointment as head/deputy.
- 6.4 Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors request a secret ballot. There is no second or casting vote in the election of chair.
- 6.5 Decisions of the governing body are binding upon all its members.
- 6.6 Decisions of the governing body (or of any of its committees) may be amended at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.

## **7. Confidentiality of Proceedings**

- 7.1 Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

## **8. Information and Advice**

- 8.1 The headteacher has a statutory duty to keep the governing body fully informed, and will present a written report to each termly meeting of the governing body.
- 8.2 A representative of the LA will be invited to attend meetings in order to inform and advise the governing body when considered appropriate.
- 8.3 Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.
- 8.4 Where information required by the governing body is not readily available, reasonable time will be given for its production.
- 8.5 Where expertise is needed but not available within the governing body, the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members.

## **9. Conduct and suspension / removal of governors** (Reg 17 / Constitution regulations)

- 9.1 The governing body has adopted a Code of Conduct for Governors.

- 9.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

## **10. Delegation arrangements** (Regulation 18, 19 and 20)

The governing body may delegate many of its functions to a committee, an individual governor or to the headteacher. It must review delegation arrangements annually.

- 10.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.
- 10.2 The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
- 10.3 Staff appointments: the delegation arrangements for staff appointments are: *complete as appropriate*
- 10.3.1 *Support staff – Headteacher/SLT*
- 10.3.2 *Teaching staff – Headteacher/SLT*
- 10.3.3 *Senior staff - GB*
- 10.4 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

## **11. Committees** (Part 5 Regulations 21 - 26)

- 11.1 The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees:
- Finance Committee
  - Curriculum Committee
  - Buildings Committee
  - Personnel / Pay Committees
  - Pay Appeals Committee
  - Pupil Discipline Committee
  - Complaints Committee
  - Disciplinary, Grievance, Redundancy and Capability Panel
  - Disciplinary, Grievance and Capability Appeal Panel

11.2 Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

11.2.1 The governing body has agreed the following arrangements for Associate Members: candidates will be asked to provide a statement outlining the contribution they can make to a particular committee. A decision on appointment will be made at a quorate meeting of the full governing body. The agenda for the meeting will include "Appointment of an associate member to the..... Committee". The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance.

11.2.2 Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

## **12. Collaboration with other schools** (Schedule 2 reg 4)

There are currently no such arrangements.

## **13. Governors' Allowances** (Part 6 regs 27 – 30)

The governing body has agreed a policy which is reviewed annually.

## **14. Pecuniary Interests / restrictions on taking part in meetings** (Schedule 1; Reg16)

A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing body will decide on the matter

14.1 Declaration of Interests will be a standard item on governing body and committee agendas

14.3 A register of Business Interests has been established and is available to view on the school website.



## **15. Public Statements**

- 15.1 Public statements on behalf of the governing body will be made only by the Chair, Vice Chair or a nominated governor.

## **16. Safeguarding Pupils**

- 16.1 All governors will be required to undergo an Enhanced Disclosure and Barring Service check within 21 days of their appointment or election to determine their suitability to have access to children and young people.
- 16.2 Any governor refusing to undertake the checks will be disqualified from membership of the governing body.