



St. Andrew's C of E Primary School

Governing Body Standing Orders and Terms of Reference



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.

Date adopted: September 2019

Date of review: September 2020

Agreed Chair of Governor: Tim Harrison

Date: 16/09/19

The Governors of the school provide strategic leadership and accountability and make an important contribution to the school's wellbeing and effectiveness. As the governing body, we have four core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the Headteacher and Senior Management Team to account for the educational performance of the school, its pupils and the performance management of the staff.
- Overseeing the financial performance of the school and ensuring that the budget is spent effectively.
- Realising a shared Christian vision for the school.

In exercising their functions the governing body will:

- Act with integrity, objectivity and honesty and in the best interests of the school.
- Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

The Headteacher's responsibilities include:

- The internal organisation, management and control of the school.
- The educational performance of the school.

The Headteacher is accountable to the governing body for the performance of all of his or her responsibilities and must comply with any reasonable direction of the governing body.

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (published January 2014). 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.

Membership of the Governing Body

- The composition of the Governing Body Is recorded in the Instrument of Government.
- The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the Governing Body. They may be given voting rights on committees but not at Governing Body.
- The Governing Body will adopt an agreed Code of Conduct.

Clerk to the Governors

- The Governing Body will appoint a Clerk to Governors. In the absence of the clerk, a Governor (but not the Headteacher) may take the minutes of a meeting. The Governing Body must have regard to advice from the Clerk as to the nature of the Governing Body's functions.

Governor's Meetings

- All meetings will be convened by the clerk. Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be made available at least 7 days before the meeting.
- The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any Governor.
- Any three Governors can request that the Clerk convenes a meeting.
- Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.
- If both the Chair and Vice-Chair are absent, another Governor (but not any person employed to work at the school) can take the Chair for that meeting. Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.
- The Governing Body will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.
- If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the Governing Body.

Quorum and Decisions

- The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.
- Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie the chair has a second, or casting, vote. Decisions of the governing body are binding on all members.
- All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

Election of Chair and Vice-Chair

- Prior to the election of the Chair and Vice-Chair the Governing Body must determine the date on which the term of office will end.
- If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body must elect one of their number to fill that vacancy at their next meeting.

The election of chair and vice chair will be conducted by the following process:

- Governors will be able to submit verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.
- The Clerk takes the chair for this agenda item, but does not have a vote.
- A vote will be conducted even where there is only one nominee.
- The nominee(s) will be asked to leave the room whilst the election process takes place
- The remaining Governors (as long as the meeting remains quorate) will take a vote by a show of hands. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity
- The nominee(s) will return to the meeting and the clerk will announce the result
- If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.

Delegation of Functions

- The Governing Body can delegate any of its statutory functions to a Committee, a Governor or to the Headteacher, subject to prescribed restrictions.
- The Governing Body remains responsible for any decisions taken, including those relating to a function delegated to a Committee or an individual. The Governing Body can still perform functions it has delegated.
- No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the Chair or Vice-Chair taking action under their emergency powers.
- Committees arrangements and membership will be reviewed annually at the first meeting of the Autumn term. Each Committee will have a Chair, a Clerk and a minimum quorum of three Governors who are members of the Committee.

Governors' Allowances

- The Governing Body has agreed to reimburse a Governor or Associate Members for expenditure necessarily incurred to perform his/her duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. All claims are subject to audit scrutiny.

Terms of reference for Resources Committee

Staffing

- To keep under review personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts) appraisal and staff development.
- To approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the Headteacher.
- To recruit and appoint all permanent teaching staff as necessary using 'Safer Recruitment' guidelines.
- To determine any matters regarding personnel matters in accordance with the procedures adopted by the Governing Body.
- To hear representation from, and if appropriate, to terminate the employment (or not renew the contract) of any person employed to work at the school.
- To hear appeals against a decision of the First Committee to terminate the employment (or not renew the contract) of any person employed to work at the school.
- If necessary to nominate three Governors, (including the Headteacher) to act as the Pay Committee.

- To review and determine each year the levels of pay for all teaching staff. This must be within the approved budget and in accordance with the current School Teachers' Pay and Conditions document.
- To consider and approve pay bonuses for staff recommended by the Headteacher in accordance with the Pay Policy.
- To determine any application for early retirement and the level of enhancement of pension payments and lump sum payments in accordance with the pay policy and in consultation with the LEA.
- To nominate from among their number 2 or 3 Governors to carry out the Headteacher's appraisal review, including the setting of targets in conjunction with an accredited external advisor.
- To ensure that the necessary arrangements are in place for the appraisal of teaching staff in the school and that an up-to-date job description is available for each member of staff at the start of his/her performance management cycle.
- To receive regular updates from the Headteacher on the implementation of staff appraisal.
- For Grievance, Discipline, Capability and Dismissal, please see relevant Local Authority and LDBS Policies.

Premises

- To formulate a Premises Plan for the maintenance and development of school building and grounds.
- To monitor the implementation of the premises plan within agreed budgets.
- To receive surveys (Conditions, Suitability, Asbestos etc) from external consultants and incorporate this information into premises plan as necessary.
- To tender for contracts following LDBS and LA guidelines.
- To monitor Health and Safety across the school in accordance with policy including a termly fire practise and health and safety survey.
- To ensure all Mechanical and Electrical schedules are completed to legal requirements and that all services are compliant to legal standards.
- To ensure that all insurances are in place.
- To monitor use of the grounds and buildings for lettings.
- To be responsible for all health and safety issues.

Finance

- To consider the financial implications of the School Improvement Plan (SIP), in consultation with the Headteacher.
- To consider the annual budget proposed by the Headteacher prior to its submission to the Governing Body for approval, taking account of the school's priorities in the SIP.
- To monitor the expenditure of the school's annual budget and provide a quarterly report for the Governing Body
- To authorise virement, as permitted by the LA's scheme, between budget heads provided that the Committee refers to the Governing Body, without taking any other action, any question relating to virement of more than £10,000.
- Expenditure below £10,000 to be at the discretion of the Headteacher, expenditure above £10,000 to be referred to the Resources Committee and about £75,000 to the full Governing Body.
- To consider the financial implications of any recommendation from other committees or working parties as appropriate.
- To keep under review the financial procedures and ensure that any requirements of the LA in relation to the school's budget share are met in accordance with the School's Finance Manual procedures.
- To receive reports from the Headteacher, School Business Manager or other persons as appropriate, giving details of delegated expenditure.
- To ensure that the 'Governors Fund' is audited and that appropriate records are kept.

Terms of reference for Curriculum Committee

Curriculum

- To ensure that curriculum needs are clearly identified in the School Improvement Plan and they are sufficiently resourced.
- To receive reports from curriculum co-ordinators on specific curriculum areas in line with the School Improvement priorities.
- To receive regular reports from the Headteacher and/or the SENDCo in order to monitor the provision made for pupils with special educational needs and disabilities (SEND).
- To monitor the performance of pupils by considering the School's Performance Data and receiving reports on the pupil's achievement and progress.
- In consultation with the Headteacher, to keep under review the management and structure of the school day.
- To determine complaints made by parents on curriculum matters where such complaints have been referred to the Governing Body under the LA Complaints Procedure.
- To determine any appeal made by a parent or request by the Headteacher for a pupil's temporary withdrawal from part of the national curriculum (disapplication).

Safeguarding

- To ensure that all legal requirements for safeguarding are in place and regularly monitored.
- To ensure that all policies and procedures adopted by the Governing Body in relation to safeguarding are fully implemented and followed by all staff.
- To ensure that the school holds an up to date Single Central Record (SCR) and that all adults working in school have been appropriately checked.
- To annually review attendance including authorised and unauthorised absence and patterns of lateness and to receive reports from the EWO.
- To review Child Protection procedures annually.
- To monitor annually reported 'racist incidents' and the impact of our 'Equality and Diversity' and 'Disability Discrimination' policies.
- To ensure that all school activities are properly risk assessed.

Terms of reference for Admissions Committee

- The membership of the Admissions Committee will comprise four Governors (the fourth to act as a reserve in case of absence of one of the other Governors)
- The quorum for a meeting of the Admissions Committee shall be 3 Governors
- The Committee will appoint its own Clerk who will not be a member of the Committee. The Clerk's role will be to minute the decisions of the Committee.
- The Chair will be appointed by members of the Committee. The Headteacher may not chair the Committee.
- To determine applications for admission in accordance with the Governing Body's published Admission Policy.
- To ensure the consultation process on the school's admission arrangements is effected within the specified timetable, and within that process, that the full Governing Body approves the admission arrangements.
- To authorise the Admission Committee to give power to the Headteacher to admit applicants outside the normal admission round, in accordance with the Governing Body's published Admission Policy.
- Where there are two or more applicants for one place, the decision must be made by the Committee.

- Where the waiting list has been agreed by the Admission Committee for any given year group, the Headteacher will have power to admit pupils in accordance with that list subject to any new applications received since the waiting list was established being decided by the Committee.
- To ensure that the Governing Body's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
- To carry out its duties in accordance with the DfES Codes of Practice on Admission and Admission Appeals.
- To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body.
- To keep the admission arrangements under review and make recommendations to the Governing Body for approval.
- To report any decisions taken on behalf of the Governing Body to the next full meeting
- To carry out any other reasonable and appropriate duties at the request of the Governing Body