

**STANDING ORDERS  
FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY  
2017/2018 #2**

**Stratford-sub-Castle CE VC Primary School**

**CONTENT**

**The Standing Orders cover:**

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**RECOMMENDED PRACTICE**

*The LEA recommends that each governing body compile a "STANDING ORDERS" file that contains:*

- *The governing body's Standing Orders*
- *A copy of the School Governance (Procedures) Regulations*
- *The current Instrument of Government*
- *The Terms of Reference for Committees*
- *The policy on governors' expenses*

*The file should be accessible to all governors. The clerk to the governing body should also retain a copy for their records. After the new Instrument of Government has been approved following re-constitution, a copy should be filed in the Standing Orders file, replacing the old Instrument.*

**MEETINGS OF THE GOVERNING BODY**

The full governing body must meet at least three times in each school year.

**The Governing Body notes the requirement to meet at least three times in each school year but will endeavour to meet once every two months.**

**TERMS OF OFFICE**

**TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR**

The governing body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years.

**The Governing Body resolves to have the same terms for all categories of governor.  
The agreed term is four years.**

*The Governing Body can choose whether to appoint associate members of the governing body, in addition to the agreed Constitution, and would need to agree what voting and attendance rights any associate member was*

*granted. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full governing body meeting.*

#### **TERMS OF OFFICE OF CHAIR AND VICE CHAIR**

The governing body must determine the length of term of office for the Chair and Vice-Chair, prior to the election taking place. This must be between one and four years in length. Please note that the term of office as Chair or Vice-Chair cannot be longer than the remainder of the term of office of the governor in question.

*For example; the governing body determine that the Chair's terms of office will be three years. The term of office of the governor elected Chair, however, ends in two and a half years' time, so the newly elected Chair's terms of office will also end in two and a half years' time.*

**The Governing Body resolves that the Vice-Chair of Governors will have a term of office of two years and the term of office will end on the date of the first meeting of the governing body after the second anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.**

The Regulations say that, when the office of Chair or Vice-Chair becomes vacant, the governing body must elect a new Chair or Vice-Chair at the next meeting.

This process would apply, even if an existing Chair or Vice-Chair was re-appointed after a term of office came to an end. The office of Chair or Vice-Chair would be deemed to have become vacant on the date the term of office ended and an election process must be undertaken. This does not, of course, prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish.

#### **ELECTION OF CHAIR AND VICE-CHAIR**

The Governing Body can decide the election process for the Chair and the Vice-Chair. The process must be agreed at a full governing body meeting. The clerk chairs the meeting for the item to elect the Chair. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.

**Please note that a governor who is paid to work at the school or is a pupil at the school is not eligible for the office of Chair or Vice-Chair.**

Factors the governing body should consider in agreeing their election process are:

- Whether written nominations are to be sought in advance of the meeting
- Whether a governor can stand for office if they are unable to be present at the meeting
- Whether a governor can vote if not present at the meeting (in writing or by proxy)
- Whether nominations will only be taken at the meeting
- Whether a candidate will self nominate or be proposed (and seconded if wished) by other governors
- Whether there will be a secret ballot or a show of hands (and whether this would vary depending on the situation i.e. in all circumstances or only when there is more than one candidate)
- How the governing body would treat a tie in the votes – Would candidates have the opportunity to speak to the governing body about why they want to be Chair and then another vote could be taken, for example, or would you toss a coin, or would you do something else? Although this is an unlikely scenario the procedure should accommodate all potential results.
- Whether a governor can be re-elected and whether there should be a limit to the number of terms a governor could serve
- Succession planning (vice-Chair to learn the role and move up to Chair at a later date)

The process must be fair, clear and transparent.

**The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair.**

**If possible, the election should be held at the meeting before the vacancy occurs.**

**Governors will be able to submit written nominations prior to the full governing body meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.**

**Nominee(s) will be asked to leave the room whilst the election process takes place.**

**If there is more than one nominee, the remaining governors will take a vote by paper ballot.**

**The nominee(s) will return to the meeting.**

**The clerk will announce the result, with the nominee polling the majority of votes being duly elected.**

**If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.**

**If there is still a tie, governors should discuss the strengths of the nominees further and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.**

#### **APPOINTMENT OF THE CLERK**

The governing body is required to appoint a clerk to the governing body. The clerk may not be a governor, an associate member of the governing body or the Headteacher of the school.

**The Governing Body resolves that the clerk to the Governing Body is Mrs Avril Thornton**

There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:

- Convening meetings
- The proceedings of meetings
- Removal of the Chair or vice-Chair from office
- Suspension of a governor

The clerk to the governing body should ensure that the work of the governing body complies with the Regulations.

#### **QUORUM**

Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present. The new Regulations require one half (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number.

**The Governing Body notes the requirements in respect of a quorum. A governing body of 14 members will govern Stratford-sub-Castle CE VE Primary School, giving a quorum of 7 at all times.**

SIZE OF GOVERNING BODY (governors in post)	QUORUM REQUIREMENT
9 or 10 governors	5
11 or 12 governors	6
13 or 14 governors – Parent: 4 - Foundation:2 - Staff: 2 - LA:1 - Co-Opted: 5	7
15 or 16 governors	8
17 or 18 governors	9
19 or 20 governors	10

## **COMMITTEES AND WORKING PARTIES**

### **DEFINITIONS**

A COMMITTEE of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. *This information must be minuted at a full governing body meeting.* The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chair of each committee must also be appointed annually.

A WORKING PARTY of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full governing body (or a relevant committee if responsibility has been delegated to a committee) for approval.

### **MEMBERSHIP OF COMMITTEES**

The terms of reference of committees should be included within the STANDING ORDERS file. The membership of committees is listed below. A Chair must be appointed each year to each committee, elected by the governing body or the committee members, if the governing body agree to delegate this task. The governing body is required to appoint a clerk to each committee. This cannot be the headteacher but can be another governor and could be shared between named governors. It is recommended that one governor be named as committee clerk for a period of a year for each committee.

COMMITTEES	MEMBERSHIP	QUORUM #
Staff dismissal and Employee grievance committee	3 un-associated governors at the time.	3 governors
Staff dismissal appeal committee	3 un-associated governors at the time.	3 governors
Pupil discipline committee	Mr David Mills Mrs Carole Long + 1 unassociated governor	3 governors
Curriculum and Standards Committee	Miss Hannah Crook (Chair) Mrs Kay Bridson (Clerk) Mrs Carole Long Mr David Mills Mr Lloyd Turner Miss Katie Hill	3 governors
Staffing and Pay committee	Mr David Mills Miss Angi Britten (Clerk) Chair Mr Simon Bourne Mrs Kay Bridson	3 governors
Finance committee	Mr Richard Fowle (Chair) Mrs Kay Bridson Mr Simon Bourne	3 governors

	Mr Peter Habert Mrs Penny Larcombe	
Premises committee (Incorporating Travel Plan)	Mrs Penny Larcombe (Chair) Miss Angi Britten (Clerk) Mrs Kay Bridson Mr David Mills Mr Lloyd Turner	3 governors
Health and Safety committee	Miss Angi Britten Mr David Mills Miss Hannah Crook Mrs Kay Bridson	3 governors
Head Teacher Appraisal	Miss Angi Britten (Chair and Clerk) Mrs Penny Larcombe	2 governors
Safeguarding Working Party	Miss Angi Britten Mrs Kay Bridson Mr Peter Habert (policies)	2 governors
Academy Working Party	Miss Katie Hill Mr Lloyd Turner Mr David Mills	3 governors

In the case of the Staff Dismissal Committee the quorum should be three governors, unless there are not enough governors who have not been involved in any previous action or decision connected with the dismissal, when the decision can be delegated to two governors. This also applies to the Staff Dismissal Appeals Committee but there should be no fewer governors than made the initial decision.

#### **RECOMMENDED PRACTICE FOR COMMITTEE MEMBERSHIP**

- A member of staff is not appointed to the Employee Grievance, Staff Dismissal and Staff Dismissal Appeals Committees
- The Headteacher is not appointed to the Pupil Discipline Committee
- A member of staff is not appointed to chair the following committees:

Staffing Pay Review – Delegated to Staffing committee

#### **RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT**

- Agendas should be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers should be available to all governors (not just those on the committee).
- Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.
- Any governor may attend a committee meeting but only named committee members may vote.
- Committee members should feedback at the full governing body on the work of the committee and any decisions taken.

## Terms of Reference for the Finance Committee

### Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year with consideration to the School Improvement Plan for approval by the FGB.
- To establish and maintain an up to date 3 year financial plan and a broader 5 year plan.
- To monitor income and expenditure of all funds and to report the financial situation to the FGB each term.
- To monitor the impact of spending decisions upon educational achievement.
- To recommend for approval by the FGB the level of delegation to the Headteacher for the day-to-day financial management of the school (see Scheme of Delegation) – This is currently set at £2,000.
- To ensure that the school operates within the Financial Regulations of the Local Authority including the recommendation of setting a deficit budget.
- To annually review all financial policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group’s recommendations, to determine whether sufficient funds are available for increments
- To ensure the audit of the school funds
- To be aware of, and advise governors of, the implications of the Equality Act 2010.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

<b>These terms of reference agreed by the Governing Body</b>	25 <sup>th</sup> September 2017
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Name of Governor	Date Appointed to the Committee
Mrs Kay Bridson	2000
Mr Simon Bourne	2009
Vacancy	
Mrs Penny Larcombe	2000
Mr Richard Fowle	2016

<b>Chair of the Committee</b>	Mr Richard Fowle
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<b>Clerk to the Committee</b>	
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date of review:</b>	September 2018
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## Terms of Reference for the Curriculum and Standards Committee

### Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's policies concerning learning.
- **To review the school's policies for learning ensuring they are up to date.**
- To monitor and evaluate the School Improvement Action Plan.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of self-evaluation (see "Terms of Reference for Individual Governors"). To receive regular reports from individual governors and provide advice the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To be aware of, and advise governors of, the implications of the Equality Act 2010.
- **To ensure the curriculum prepares children for life in modern Britain.**

**These terms of reference agreed by the Governing Body**

25<sup>th</sup> September 2017

<b>Name of Governor/Associate Member</b>	<b>Date Appointed to the Committee</b>
Mrs Kay Bridson	2000
Mrs Carole Long	2008
<b>Vacancy</b>	
Miss Hannah Crook	2013
Mr David Mills	2016
Miss Katie Hill	2016
Mr Lloyd Turner	2016

**Chair of the Committee**

Miss Hannah Crook

**Clerk to the Committee**

Mrs Kay Bridson

**Quorum (minimum of 3, committee can determine higher number)**

3

**Date of review:**

September 2018

## Terms of Reference for the Premises and Travel Plan Committee

### Terms of reference:

- To provide support and guidance for the Headteacher and the Premises Manager in all matters relating to Safeguarding, school premises and grounds, security and Health and Safety).
- To inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development for approval by the FGB.
- To review the AMP and develop a rolling program of repairs and maintenance and to approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To draw up and review an Accessibility Plan which meets the requirements of the Equality Act 2010.
- A financial limit of £1,000 is delegated to the Headteacher for repairs and maintenance work in everyday school life.
- To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Headteacher for taking appropriate action on behalf of the governing body in the event of an emergency.
- To monitor the work of the Statutory Compliance and Reactive Maintenance Scheme (replaced maintenance pool) in the preparation and implementation of contracts and to monitor and review arrangements for cleaning and grounds maintenance.
- To ensure governors responsibilities are discharged regarding litter and refuse under the Environmental Protection Act 1990.
- To liaise with the LA about any matter concerning the school premises and grounds
- To attend or commission appropriate governor training
- To report to the FGB termly.
- To be aware of, and advise governors of, the implications of the Equality Act 2010.

**These terms of reference were agreed by the Governing Body on**

25<sup>th</sup> September 2017

Name of Governor	Date Appointed to the Committee
Mrs Penny Larcombe	2000
Miss Angi Britten	2001
Mrs Kay Bridson	2000
Vacancy	
Miss Katie Hill	2016
Mr Lloyd Turner	2016

**Chair of the Committee**

Mrs Penny Larcombe

**Clerk to the Committee**

Miss Angi Britten

**Quorum (minimum of 3, committee can determine higher number)**

3

**Date of review:**

September 2018



## Terms of Reference for the Staffing and Pay Committee

### Terms of reference:

- To keep under review the staffing structure in consultation with the Headteacher and the Finance Committee with consideration to the School Improvement Plan.
- To establish a Pay Policy for all categories of staff, for approval by the FGB, and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff in accordance with the Schools staffing regulations 2009.
- To establish and review all staffing policies and procedures, including redundancy, grievance, conduct and discipline, capability and ill health, premature retirement and leave of absence.
- To ensure that the Performance Management policy is implemented throughout the school
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To be aware of, and advise governors of, the implications of the Equality Act 2010 and Child Protection issues.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>These terms of reference agreed by the Governing Body</b>	25 <sup>th</sup> September 2017
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Mrs Kay Bridson	2002
Miss Angi Britten	1998
Mr Simon Bourne	2007
Mr David Mills	2016

<b>Chair of the Committee</b>	Miss Angi Britten
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<b>Clerk to the Committee</b>	Miss Angi Britten
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date of review:</b>	September 2018
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# The Terms of Reference for the Head Teacher's Performance Management Group

## Terms of reference:

- To arrange to meet with a School Improvement Advisor (SIA) to discuss the Headteacher's performance targets.
- To decide, with the support of the SIA, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.
- To be aware of, and advise governors of, the implications of the Equality Act 2010.

## Membership – 2

### Disqualifications – The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	25 <sup>th</sup> September 2017
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Miss Angi Britten	2007
Vacancy	

<b>Chair of the Group</b>	Miss Angi Britten
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<b>Review Officer</b>	
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date of review:</b>	September 2018
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## Terms of Reference for the Safeguarding Working Party

### Terms of reference:

- To provide support and guidance for the Headteacher in all matters relating to Safeguarding.
- To ensure that DBS checks are carried out for all new members of Staff, Governors and Volunteers and that the school maintains a "Single Central Record".
- To ensure the school fulfils its role in relation to Child Protection issues and has the required procedures in place.
- To ensure that the school follows Safe Recruitment practices and has an induction programme for all new staff members.
- To review and complete the annual Safeguarding audit.
- To establish and maintain policies relating to Safeguarding.
- To attend or complete on-line appropriate governor training.
- To report to the full governing body.
- To be aware of, and advise governors of, the implications of the Equality Act 2010 and Child Protection issues.

These terms of reference were agreed by the Governing Body on

25<sup>th</sup> September 2017

Name of Governor	Date Appointed to the Committee
Mrs Kay Bridson	2015
Miss Angi Britten	2015
Mr Peter Habert (policies)	2016

Chair of the Committee

Miss Angi Britten

Clerk to the Committee

Mrs Kay Bridson

Quorum

2

Date of review:

September 2018

## **DELEGATION OF FUNCTIONS**

A governing body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- The constitution of the governing body
- The appointment or removal of the Chair or vice-Chair
- The appointment of the clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools,
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Admission matters

The governing body can still perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action or decision made.

**The Governing Body resolves that the following functions will be delegated to the committees or individuals named:**

**See “Scheme of Delegation” and “Delegation of Responsibilities to Individuals”.**

**The Staffing Committee will be responsible for staff appointments and the Staffing committee will also be responsible for initial staff dismissal issues.**

**Appointment of Headteacher and Deputy Headteacher**

**The governing body will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher.**

**Appointment of Assistant Heads**

**The governing body will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual governor or a group of governors (suggest the Staffing Committee). In the latter case this may include the Headteacher, but where not involved in determining the appointment the Headteacher has a right to attend to offer advice.**

## **DECLARATION**

The Governing Body, at its meeting **on 25th September, 2017** resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school for reference.

Signature

(Chair)

Date of signature