

Governing Body Standing Orders

PURPOSE AND AIM OF THE GOVERNING BODY

The core duties, responsibilities, and all other aspects of governing a school are laid out in the Governance Handbook (March 2019). Each member of the Governing Body should ensure they are familiar with this document, which can be found at [Governance Handbook](#)

The Governing Body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The Governing Body aims to ensure that children are attending a successful school which provides them with a good education, supports their well-being as well as enabling them to become fulfilled individuals and active and compassionate citizens.

The Kennel Lane Governing Body defines its Core Functions as:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent.
- Ensuring that the voices of stakeholders are heard

STRUCTURE

1. Composition of the Governing Body

The Governing Body is composed of:

- 2 Parent Governors
- 1 Staff Governor
- 1 Local Authority Governor
- 6 Co-opted Governors
- 1 place reserved for the Head Teacher
- Total number = 11

As detailed in the Instrument of Governance for the school dated 20th November 2018. The term of office of a Governor is four years.

2. Election / Appointment of Governors

Co-opted Governors. When a vacancy occurs for a Co-opted Governor, the Governing Body is responsible for appointing a replacement. The Governing Body should be notified of the vacancy in the agenda of the next Full Governing Body meeting. If a suitable candidate is found, based on their skills and capabilities, then they should be proposed and seconded and the Governing Body can decide whether the appointment is approved.

Parent Governors. The election will be by secret ballot of parents/carers. When a vacancy occurs, notification will be sent informing parents and inviting nominations. A period of 10 days will be allowed for nominations to be made. If an election is required this will be held using a secure and reliable voting system. Candidates will be given the opportunity to publish a statement supporting their candidature. Votes received will be held in school for 10 school days in case of a disputed result (which shall be extended in the case of a dispute until the final resolution of the dispute).

Staff Governors. The election will be by secret ballot of all staff. When a vacancy occurs, a notice will be posted on the staff noticeboard, an email sent out to inform the staff and the information given out at staff briefing.

Nomination forms will be available from the school office and 10 school days will be allowed for their return. If an election is required, this will be held using a secure and reliable voting system. The result will be communicated to all staff. Votes received will be held in school for 10 school days in case of a disputed result (which shall be extended in the case of a dispute until the final resolution of the dispute).

Local Authority Governor. LA Governor appointments are generally approved by the Local Authority following the Governing Body's nomination of an individual who meets their desired criteria for skills & experience. The Governing Body are able to veto the appointment of an LA Governor directly proposed by the LA if they do not fulfil the desired criteria. A person eligible to be a Staff Governor at the school cannot be nominated.

Associate Members: Associate Members may be invited to join the Governing Body or a Working Party on the basis of their skills, experience or knowledge. These Associate Members will have such voting rights as decided by the Governing Body and may be invited to attend any meeting that the Governing Body chooses.

3. Election of Chair and Vice Chair

The Governing Body will elect from among its number a Chair of Governors and Vice Chair.

The term of office of the Chair and Vice-Chair is 1 year. The Chair and Vice Chair for the following school year will be elected each year at the last meeting of the school year. A succession plan will be put in place to ensure that the Governing Body continually builds for the future.

The process for the election of Chair and Vice Chair is:

- Governors may self-nominate or may nominate a fellow Governor for Chair and/or Vice-Chair. The permission of the nominee must be sought.
- nominations should be submitted to the Clerk by the date agreed at a Full Governing Body meeting
- nominees for the position of Chair / Vice Chair will be asked to leave the room individually whilst the Governing Body takes a vote.
- the Clerk will chair the meeting for the election of each position.
- the new Chair / Vice Chair will start their term of office at the start of the new school year.

4. Chair's actions

The Chair, or in his or her absence the Vice Chair, has authority to take certain urgent actions if a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil at the school or their parents, or to a member of staff at the school. Any actions taken in such circumstances must be notified to the Full Governing Body at the next meeting.

There are certain decisions / actions that *cannot* be taken by the Chair without reference to the Full Governing Body. These are covered within section 16.

5. The Clerk to the Governing Body

The Full Governing Body must approve the appointment of the Clerk.

The Clerk's role is to:

- convene meetings
- draw up, with the Chair and Headteacher, the agendas which must be issued together with all papers 7 days before the meeting
- ensure that minutes of the proceedings of meetings of the Governing Body are drawn up and signed (subject to approval of the Governing Body) by the Chair at the next meeting
- issue minutes to the Governing Body within 2 weeks of a meeting (good practice)
- circulate Committee minutes to all Governors when completed and ideally before the subsequent FGB meeting
- maintain a register of members of the Governing Body, and of Associate members, and report vacancies to the Governing Body

- ❑ maintain a register of business interests of Governors, Associate members, senior leadership team and all staff.
- ❑ record attendance and any apologies tendered and accepted
- ❑ provide advice and information to the Governing Body
- ❑ Chair the meeting pending the election of the Chairman
- ❑ provide advice on and clerk, if available, additional meetings as required e.g. exclusions, appeals and staffing
- ❑ ensure that Part 1 signed minutes, agendas and any papers presented at a meeting are available for public inspection
- ❑ ensure that all signed minutes, agendas and any papers are held securely in school
- ❑ receive relevant correspondence
- ❑ perform such other tasks as may be determined by the Governing Body from time to time
- ❑ if the Clerk is not available for the Full Governing Body meeting, the Chair may appoint a temporary Clerk after consultation with the Headteacher.

6. Committees and Working Parties

Effective September 2019 the Governing Body decided to operate a 'No Committees' structure with regard to the main business of the Governing Body, Committees will still be required for Pay and Headteacher's Review. Ad hoc panels will be convened as required for Complaints, Discipline and Exclusions. (For the purposes of this document the terms "Committee" and "Panel" are interchangeable.)

When establishing Committees the Governing Body should ensure that at least three Governors are appointed to each Committee and;

- ❑ agree the membership annually and the method of electing the Chair of each Committee
- ❑ establish Terms of Reference, including delegation and review annually
- ❑ allow Working Parties and Committees to determine their own timetables within given limits

The Headteacher has the right to attend any meeting of the Governing Body or any of its Committees or Working Parties subject to the statutory rules laid down in respect of exclusions, and staff disciplinary matters.

The Governing Body will delegate responsibility to Committees in the following areas:

- 1) Pay
- 2) Head Teacher Review
- 3) Complaints
- 4) Exclusions
- 5) Discipline

The Pay and Head Teacher Review Committees will have membership and Terms of Reference agreed annually at the Annual Planning Meeting, Complaints, Exclusions and Discipline will be ad hoc panels convened as necessary and will conduct themselves in accordance with the appropriate Policies that govern their actions.

In order to ensure the most efficient use of time and resources the Governing Body can set up Working Parties to gather information and/or make recommendations to the Governing Body. If the Governing Body establishes Working Parties to make recommendations or provide information they will be discontinued when their work has been completed.

7. Other Governor appointed roles

Governors will be appointed to the following special roles:

1. Development (Link)
2. Special Needs
3. Safeguarding
4. Pupil Premium
5. Careers Champion
6. Nominated 3rd Person

7. Nominated Governor in case of allegations against the Headteacher
Governors appointed in these roles should regularly present a brief update to FGB meetings, outlining any discussions and actions arising from meetings or investigations relating to their functions.

WAYS OF WORKING

8. Conducting meetings

The Chair will conduct all meetings of the Full Governing Body except where, in their absence, the chair will be taken by the Vice Chair.

If both the Chair and Vice Chair are absent from a meeting or have resigned, the Governing Body must elect from those present a Chair for that meeting.

If both the Chair and the Vice Chair resign, the Governing Body must hold a special meeting as soon as possible to elect their successors.

It is the role of the Chair to ensure that Governor business is conducted in an effective and efficient manner.

9. Governor's Virtual Office

GVO (Governor's Virtual Office) is the preferred tool for all documentation storage, meeting planning and discussion threads. This gives us an archived record of all business conducted. It is recognised that there will be times, such as when more immediate answers are necessary, when email is more effective but we should try to keep this to a minimum.

10. Calendar of meetings

The whole Governing Body must meet at least ten times a year, plus an Annual Planning Meeting at the start of the academic year.

The Governing Body will plan the dates and times of its meetings at the last meeting of the Summer Term.. These dates will be recorded in the FGB minutes and circulated to all Governors. the Senior Leadership Team, the Administration team and displayed on the school website.

The FGB meetings will generally last 2.5 hours

All meetings will be arranged and minuted by the appointed Clerk to the Governing Body, unless the Clerk is not available, when one of the meeting members may take the minutes (with the exception of the Headteacher).

11. Quorum

For meetings of the Full Governing Body the quorum will be one half, rounded up to a whole number, of the complete membership of the Governing Body, excluding any vacancies.

A meeting may be held if it is inquorate but no votes can be taken or decisions made. If during the course of a meeting it becomes inquorate, no further decisions can be made.

The Pay and Headteacher Review Panels can operate if a majority of members are present. Complaints, Exclusions and Discipline Panels must be quorate as per the appropriate Policy.

12. Alternative participation & voting

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 extend to all schools the freedom to agree alternative participation and voting arrangements for Full Governing Body meetings, such as telephone or video conferencing. This means Governors can decide to permit members of the Governing Body to participate in Governing Body meetings not by just being physically present, but also by utilising technology and any other means that the Governing Body agrees are acceptable.

13. Agenda

The agenda will be prepared by the Clerk in consultation with the Chair and Headteacher. Individuals or groups of Governors may put forward items for the agenda by writing to the Clerk at least 14 days ahead of the meeting. Supporting papers and other documents (including the Headteacher's report) relating to the agenda must be sent to Governors with the agenda by the Clerk 7 days ahead of the meeting.

An item raised by an individual Governor, once dealt with to the Governing Body's satisfaction, should not normally be raised again within one calendar year (unless requested by at least 3 Governors and at the discretion of the Chair of Governors).

14. Any other business (AOB)

AOB will be included within all agendas to ensure that flexibility of discussion and last-minute items are included from all Governors.

15. Attendance

The Clerk will keep a record of all persons attending a meeting of the Governing Body.

The minutes will also record the names of Governors who have sent apologies, which have been accepted, and the names of Governors who are absent (or whose apologies have not been accepted). To allow the Governing Body to decide whether to accept apologies a reason will be expected, a record will be kept but this will not be included in the minutes.

The time of arrival of any person attending the meeting late and departure of any person leaving before the end of a meeting will be recorded in the minutes.

If a Governor fails to attend meetings *without the consent of the Governing Body*, for a period of six months, they will be disqualified from holding office as a Governor. The six-month period commences from the date of the first meeting where the Governing Body does not accept the Governor's apology for absence.

Across the academic year, Governors are expected to attend as many meetings as possible, attendance of 70% or more is expected.

Attendance figures by governor will be published on the school website.

16. Governor discussions

The Chair will ensure that all Governors have the opportunity to express their views and that debate is not dominated by a small minority of the Governors to the exclusion of others.

It is the role of the Chair to ensure a smooth and efficient meeting and at times it will be necessary to draw discussions to a point that a decision can be made.

Recommendations received from working parties will be recorded in the written minutes.

The Governing Body will receive decisions that it has delegated to a Committee or to an individual. Decisions will be recorded in the minutes.

The Full Governing Body will not discuss in detail or with named individuals any matter that is likely, subsequently, to be the subject of a parental complaint or disciplinary hearing.

Governors will respect the confidentiality of discussions and the voting that takes place. Governors will agree to respect the confidence of those items of business which the Governing Body decides are confidential and not disclose what individual Governors have said or how they have voted within a meeting. This statement will be agreed each year at the Annual Planning Meeting as part of the acceptance of the Code of Conduct.

At the end of the minutes a statement is recorded to the effect that "Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity" and Governors will be asked to accept this statement at the Annual Planning Meeting each year.

17. Decision making

Members of the Governing Body accept that only a Full meeting of the Governing Body can make decisions unless an individual or a Committee has been delegated the power to deal with a specific issue.

If a vote is required a simple majority, through a show of hands, will be made after full discussion and the decision made on the result of this vote. However, if any one member, or more, requests a secret ballot then this will be done. The Chair has a casting vote in the event of a tie.

Decisions of the Governing Body may be amended or rescinded at a subsequent meeting of the Full Governing Body only when the proposal to amend or rescind appears as a separate agenda item.

A decision of the Governing Body is binding upon all its members. Any Governor publicly disassociating themselves from a decision may be judged by fellow Governors to:

- Have acted in a way that is inconsistent with the school's ethos
 - Have brought the school, or may be likely to bring the school into disrepute
- and this could result in that Governor being suspended for a period of up to six months.

There are a number of statutory policies, documents and procedures that require input, approval, review and monitoring by the Governing Body. The majority may be delegated to a Committee, Headteacher or individual, but there are a few decisions / actions that **must** be made by the Full Governing Body:

1. Appoint selection panel for Headteacher / Deputy Headteacher / Senior Leadership Team member.
2. Establish and review procedures for addressing staff discipline, conduct and grievance.
3. Decide whether to add or stop out of school hours activities and, if so, which activities.
4. School behaviour written principles (included within the Behaviour Policy).
5. Buildings insurance and personal liability - seek advice from Local Authority or Insurance broker.
6. Decide whether to convert to Academy status.
7. Set times of school sessions and dates of term.
8. Instrument of Governance amends.
9. Appoint Chair and Vice Chair of Governors.
10. Appoint/dismiss Clerk.
11. Appoint/remove Co-opted Governors.
12. Delegation powers to Committees.
13. Governing Body procedures, Terms of Reference and Code of Conduct.
14. Establish and review a Special Needs Policy.
15. Matters relating to the alteration or closure of schools.
16. Change of school category or constitution.
17. Approval of the budget.

18. Minutes of meetings

The minutes of meetings will be drawn up on consecutively numbered pages.

Questions, support and challenge from governors will be recorded and easily identifiable – individual governors will not be identified unless they specifically request to be in line with Local Authority advice.

Copies of the draft minutes, checked for accuracy by the Chair and the Headteacher, will be sent to all members of the Governing Body within 21 days of the meeting.

The minutes of a meeting will be considered for approval or amendment at the next meeting of the Full Governing Body. Each page signed by the Chair as a true record.

Actions will be undertaken, by individuals or Committees, based on draft minutes and need not await the approval of minutes at the next meeting.

Those matters that must by law remain confidential, or which the Governing Body decides shall be confidential, will not be published in the main minutes of any meeting but will be classified as Part II minutes, available to Governors only.

Minutes of meetings, together with the agenda, Headteacher's report and supporting papers will be available for public inspection once the minutes have been approved by the Full Governing Body and signed by the Chair. These will be available for inspection at any reasonable time, by arrangement with the school office.

19. Access to meetings of the Governing Body

Members of the Governing Body, nominated SLT members and the Clerk are entitled to attend a meeting of the Governing Body. At the start of the Academic year, the Headteacher will nominate various members of the SLT/teaching staff to become Advisors to the Governing Body.

When the Headteacher is absent the Headteacher's nominee may attend the meeting but does not have voting rights.

All meetings of the Governing Body and its Committees are closed – guests are invited as appropriate to contribute specific skills, knowledge or experience. Teachers may be invited to attend meetings of the Full Governing Body as part of his or her professional development or to provide specific input.

If the Governing Body feels it appropriate to hold an open meeting, parents/the public will be given reasonable notice of the date and time.

The Chair, on behalf of the Governing Body, may ask a guest to leave the meeting. If the person refuses to leave when asked, that person is trespassing and the Governing Body has the right to have him or her removed.

The Governing Body may exclude an SLT Advisor or guest from any part of its meeting, which the Associate member is otherwise entitled to attend, when the business under consideration concerns an individual member of staff or pupil.

20. Correspondence

Significant items of correspondence will be presented to each meeting of the Governing Body, including any on which the Chair has already taken urgent action, so that the need for, and the nature of any action may be decided or confirmed.

The Governing Body will determine, by resolution, who should write letters, policy papers or discussion documents on behalf of the Governing Body.

No Governor should write such a letter or policy paper without the delegated authority of the Full Governing Body.

21. Headteacher's responsibilities

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 the school and must comply with any reasonable direction of the Governing Body.

The Headteacher has a statutory duty to keep the Governing Body fully informed and will present a termly written report to the Governing Body. This report will be circulated by the Clerk along with the agenda and other paperwork 7 days ahead of the meeting.

Where important information required by the Governing Body is given orally, it will be recorded in the minutes in appropriate detail.

Where information is required by the Governing Body but is not so readily available, reasonable time will be given for its production.

Where expertise or contribution to discussion is needed but not available within the Governing Body, the Governing Body may invite guests from amongst pupils, staff or the community.

22. Public statements

Public statements eg to the press, will only be made by agreement of the Full Governing Body (which may be obtained via email), with the exception of the emergency powers delegated to the Chair in Section 4.

23. Pecuniary and personal interest

The Governing Body will maintain a register of the pecuniary interest¹ of its members signed by the relevant member(s). This includes SLT Advisors if they are involved in financial decision-making at the school eg cheque signatories, selection of suppliers. The register will be published on the school website.

Members will also draw attention, as appropriate, to their declared pecuniary or personal interest in an agenda item at the start of each meeting of the Full Governing Body and its Committees.

A Governor will be required to withdraw from a meeting, if he or she (or a relative, to the knowledge of the relevant person):

- Stands to gain financially from a matter under consideration
- Has a personal interest in a matter under consideration
- Is a relative of a pupil, a parent or an employee being discussed.

Governors who have declared a personal interest must be allowed to attend a meeting of a Committee or the Governing Body to give evidence, if they have made an accusation or are witnesses in the case that is under discussion.

24. Parental concerns and complaints

The Governing Body must approve a Complaints policy.

25. Distribution

These Terms of Reference & the Code of Conduct will be made available to each member of the Governing Body, new Governors when they join and the Clerk. An additional copy will be filed as part of the record of the meeting at which they are agreed or amended. The Terms of Reference & Code of Conduct will be reviewed each year at the Annual Planning Meeting and any amendments made to ensure the document remains fit for purpose.

¹ Schedule 1 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 explain the term 'pecuniary interest'