



Terms of Reference for the Governing Body of Highley Community Primary School

Adopted: 02.11.2021

Reviewed: Annually at the first full governing body meeting of the academic year.

Circle Model – Whole Governing Body Approach

The Governing Body works as a 'whole team', meeting at least six times per year, two to three times in each term, without any separate committees. An annual planner and agenda for each meeting will include all the tasks which the Governing Body is required to consider, and the Governing Body will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any 'commissioned' working groups will have Governing Body drafted agreed terms of reference.

In addition to 'commissioning' activities or actions on their behalf, the Governing Body in order to ensure its core functions are fulfilled will delegate monitoring duties to individuals or groups of governors. These include the statutory required individual roles and those focused on the priorities of the School Development Plan.

In each case where monitoring duties have been delegated, there is a duty to report any observations the Governing Body at the next meeting. No monitoring group or individual will be delegated any decision-making responsibilities without the final approval of the Full Governing Body. Monitoring individuals or groups may make recommendations to the Governing Body to be approved.

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Highley Community Primary School

Terms of Reference for the Governing Body

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Body has resolved to conduct all its business as a full Governing Body, and to work collectively without committees. The Governing Body will appoint individual link governor roles as directed by the DfE, as well as delegated monitoring groups to focus and report back, in replacement of a committee, on various school development priorities.

The Board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding Headteacher / Executive Leaders to account for the educational performance of the school / organisation and its pupils, and the performance management of staff.
- Overseeing the financial performance of the school / organisation and making sure its money is well spent.

The main responsibilities to be managed by the Governing Body are outlined below:

Items in bold cannot be delegated.

Operational

- **To draw up the Instrument of Government and any amendments thereafter.**
- **To review the standing order for election of the Chair and Vice Chair including the length of the term of office.**
- **Elect (or remove) the Chair and Vice Chair.**
- **To appoint (or dismiss) the Clerk to the Governing Body.**
- **To hold at least six Governing Body meetings each year.**
- **To appoint and remove any associate members.**
- **To appoint the LA nominated governor (in maintained schools).**
- **To delegate responsibility for the correct running of elections for staff and parent governors to the school.**
- **To suspend or remove a governor where appropriate.**
- **To decide which functions of the Governing Body will be delegated in replacement of a committee and to whom.**
- **To appoint the statutory individual required roles of Safeguarding and SEND based on skill set and expertise.**

- To receive reports from any group or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Body is necessary.
- To review the delegation arrangements annually.
- Appoint a selection panel for Head teacher / Executive Leader.
- To ratify or reject decisions of appointed selection panel.
- To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective.
- To set up and publish a register of Governors' Business Interests.
- To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary.
- To ensure the information required for the National Database (GIAS) is collected, uploaded, and amended as necessary and accurate with the details published on the school website.
- To regulate the Governing Body procedures where not set out in law and record these as Standing Orders.
- To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order.
- To assign individuals or groups of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors. New Governors to complete the individual Governor's skills audit.
- To audit individual and collective development needs and promote appropriate training.
- To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation, promote training.
- To regularly audit and evaluate the impact of governance to inform the structure of the Governing Body.
- To ensure the Head teacher provides such reports as requested by the Governing Body to enable it to undertake its role.

General

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To take an active role in School Self Evaluation identifying success and areas requiring improvement.
- To approve, update and review regularly the School Improvement Plan agreeing a monitoring schedule for the Governing Body.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all **statutory policies** and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve **statutory** policies, ensuring compliance, on review.
- To approve all school trips involving an overnight stay away from home.
- To ensure the school has a Complaints Procedure and that any external party knows how to raise concerns and make a complaint.
- To have regard to the professional advice given by the Clerk.
- To ensure that the Governing Body complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.

- To agree annually a schedule of delegation for any statutory or non-statutory policies which do not require approval by the full governing body.

Inclusion and Equality

- To establish and approve a special educational needs (SEN) Policy annually (or as frequently as recommended by the DfE).
- To publish and update at least annually a SEN Information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014).
- To comply with statutory duties from the SEND Code of Practice and KCSIE in respect of pupils with special needs by appointing a SEND Governor.
- To ensure that the school does not discriminate against pupils, job applicants, or staff on the basis of race, religion, gender, age, disability of sexual orientation.

Safeguarding

- To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the Shropshire model child protection / safeguarding policy and relevant procedures.
- To appoint Safeguarding and Health and Safety Governors.
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent Duty into the Child Protection Policy.
- To complete an annual Safeguarding Review and return to the LA.

Curriculum

- Ensure the National Curriculum is taught to all pupils.
- To ensure the curriculum is broad and balanced.
- To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To monitor the curriculum policy if there is one in place.
- To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain.
- To deliver Sex and Relationships Education Programme in line with the National Curriculum guidelines in this subject area.
- To establish a charging and remissions policy for activities.

Budget

- To ensure all financial decisions above those delegated by the Board to the Headteacher are agreed at Board meetings.
- To ensure compliance with the LA scheme for financing local authority schools.
- To approve the first formal budget plan each year.
- To engage in strategic decision making.
- To agree a 3 year budget.
- To analyse and recommend the annual budget.
- To annually review and approve the Finance Policy and recommend levels of delegation.
- To annually review and approve the Charging and Remissions policy.
- To enter into contracts following agreed financial limits.

- To make decisions in respect of service agreements following agreed delegation of financial limits and insurance.
- To ensure the school complies to the SFVS guidelines.
- To agree annual action plans and monitor how school premiums are spent (i.e. PE and Sports Premium, and the Pupil Premium).
- To appoint a Finance Governor, Finance Working Party or Monitoring Group.
- To ensure financial succession planning within the board.
- To review and take account of any consultations to change the LA Finance Scheme.
- To undertake regular financial benchmarking and report back to the Board.
- To approve any assets to be written off and disposed of, at a Board meeting and document within the Minutes.

Headteacher and Deputy Headteacher appointment

- To consider structural solutions upon resignation/retirement of the Headteacher seeking the advice and support of the LA prior to decision making.
- To appoint a selection panel to make recommendations for the appointment of Headteacher and Deputy Headteacher roles.
- To ratify or reject recommendations from the board approved selection panel in line with diocesan requirements.

Staffing

- To ensure the provisions of the contractual documents are fulfilled and take steps in relation to any breaches of contract, take advice from the diocese.
- To annually determine the staff complement.
- To annually agree a pay policy and pay discretions following the STCPD.
- To annually review the impact of and implementation of the Pay and Reward Policy.
- To establish and review procedures for addressing staff discipline, conduct and grievance.
- To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances.
- To take into account the Headteacher Standards for Excellence
- To end the suspension of staff or Head teacher.
- To determine dismissal payments / early retirement.

Appraisal and Performance Management

- To establish and review and approve annually the Appraisal Policy.
- To determine the timing of the Head teacher appraisal review cycle
- To appoint the Head teacher Performance Management Panel consisting of 2 or 3 skilled or trained governors (at least one foundation governor).
- To appoint an external adviser.
- To take into account the Head teacher Standards for Excellence.
- To appoint a pay committee (including at least one foundation governor) to review staff appraisal recommendations and associated pay increments recommendations made by the Headteacher.
- To agree total pay award following recommendations from Pay Committee.
- To agree any pay award for the Head teacher / Executive Leader following recommendation from the Head teacher performance management panel.

Discipline / Expulsions

- To establish a statement of behaviour principles on which the school can produce a behaviour policy.
- To consider expulsions and expulsion appeals in line with Exclusions from Maintained Schools, Academies and PRUs in England 2017.
- To hear appeals for suspensions of less than five days in length.

Premises & Insurance

- To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements.
- To procure and maintain buildings, including a properly funded maintenance plan.
- To seek advice from the LA or diocese where appropriate to ensure adequate levels of buildings insurance and personal liability.
- To receive a termly site report.

Health & Safety

- **To institute a Health & Safety policy**
- To ensure that Health & Safety regulations are followed and appropriately prioritised.
- To receive (3 x per year) an annual Health & Safety Inspection Report and agree any actions.
- To appoint a Health and Safety Governor.

Admissions

- To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions. The governors are the admission authority for the school.
- To consult annually before setting an Admissions policy, notify the LA and publish the arrangements on the School website in accordance with the paragraph 1.47 of the School Admissions Code.
- Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received.

Collective Worship

- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.
- To ensure the school provides an act of broadly Christian daily collective worship.

School Organisation

- To set the time of the school sessions and the dates of school terms and holidays
- To publish proposals to change category of school.
- To propose to alter or discontinue voluntary or academy status

Information for Parents

- To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus or by publishing information on the school website.
- To adopt and review home school agreements.

Collaborations

- SDG8 in Shropshire for Headteachers.
- At times work with the schools in the local area.

Agreed by the Governing Body: Autumn Term 2022

Review Date: Autumn Term 2023

Quorum: one half of the number of governors in post (rounded up)

Chair of Governors – Jennifer Brown

Co Vice Chairs – Kirby Adlington and Donna Richardson

Clerk – Services4Schools



Delegated Duties for the Clerk to the Governing Body

If the Governing Body uses the services of Services4Schools Ltd, the following principles and tasks are included as part of the Service Level Agreement:

- The Clerk is accountable to the Governing Body.
- Governors, Associate Members and the Headteacher cannot be appointed as Clerk to the Governing Body.

The main responsibilities of the Clerk are:

- To work effectively with the Chair of governors, the other governors and the Head teacher to support the Governing Body.
- To keep up to date and advise the Governing Body on constitutional and procedural matters, powers and duties as outlines within legislation, statutory guidance and the Governance Handbook.
- To convene meetings of the Governing Body ensuring they are quorate.
- To produce agendas for the meetings working with the Headteacher and the Chair of Governors.
- To ensure the Chair receives the draft minutes for approval within fifteen school days.
- To create an action list at each meeting and monitor progress to ensure that actions agreed are carried out within the agreed deadlines.
- To assist the school with the collection of Business and Pecuniary Interest forms to facilitate the maintenance of an up-to-date Register of Business Interests which must be published on the school's website.
- To ensure the requirements what information schools must publish online is adhered to.
- To collect the required details for the Governor National Database (GIAS) and ensure the relevant staff member for uploading to the database is informed of any changes.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To maintain a register of attendance to be published on the school website and report non-attendance to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.
- If the Clerk does not attend a meeting, the governors present at the meeting may appoint a member of the Governing Body (but not the Headteacher) to act as Clerk for that meeting.

Agreed by the Governing Body: Autumn Term 2022
Review Date: Autumn Term 2023



Delegation of Functions to Headteacher / Executive Leader

The delegation to the Headteacher ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Headteacher is expected to work within the following framework, and to provide the Governing Body with such reports in connection with his or her functions as the Governing Body requires.

Budget

- To make miscellaneous financial decisions up to an agreed limit of £5,000 as set out in the school's finance policy.
- To enter into contracts totalling up to the delegated expenditure limit of £5,000 per annum.
- To make virements up to the delegated limit of £5,000.
- To monitor monthly expenditure.
- To make payments as per the school's internal financial procedures.

Staffing

- To appoint teachers and non-teaching staff.
- To adhere to disciplinary, capability and grievance procedures as approved by the Governing Body.
- To produce and maintain a central record of recruitment and vetting checks.

Curriculum

- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.
- To establish and implement a Curriculum policy.
- To be responsible for standards of teaching.
- To be responsible for each individual child's education.
- To ensure that the content of the Relationship and Health Education adheres to the current national curriculum guidelines and an up to date a written policy for its delivery is maintained.
- To ensure the balanced treatment of political issues and to prohibit political indoctrination.
- To promote British Values.
- To provide clear guidance, informed by statutory guidance, on which a strategy for careers advice and guidance can be based.

Appraisal and Performance Management

- To implement the Appraisal policy.
- To make pay recommendations to the Pay Committee in line with the Pay policy and legal requirements.
- To carry out appraisal of other teachers (or delegate to line managers in the school).

Standard Setting

- To set standards and predictions for pupil achievement and progress.

Religious Education

- To provide Religious Education in line with school's basic curriculum.

Collective Worship

- For maintained schools – to ensure, after consultation with the Governing Body, that all pupils take part in a daily act of collective worship.

Health & Safety

- To ensure that Health & Safety regulations are followed.
- To formulate and maintain up to date risk registers to reflect any risk to the school, it's staff and pupils which is regularly reviewed by the Governing Body.

Discipline / Exclusions

- To draft the content of the School Behaviour Policy and publicise it to staff, pupils and parents.

Inclusion and Equality

- To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENDCO).
- To appoint a named teacher to be designated for Looked After Children (LAC).
- To establish and maintain appropriate safeguarding arrangements as required by the LA, including the appointment of one or more designated safeguarding leads (DSLs).

School Organisation

- To ensure that the school meets for 380 sessions in a school year.
- Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.
- To draft and implement a data protection policy which complies with GPDR and review it at least every 2 years and register with the Information Commissioner's Office.
- Maintain a register of pupil attendance.
- To publish on the website the structure of the Governing Body, including governor appointment details, terms of office and attendance record.
- To submit governor information to the DfE database of governors (GIAS).

Information for Parents

- To ensure that a report on each child's educational achievement is forwarded to parents /guardians.

Agreed by the Governing Body: Autumn Term 2022
Review Date: Autumn term 2023



Delegated Duties for Monitoring

Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference.

- To monitor an identified area on the School Plan or a statutory function of the Governing Body and report to the Governing Body, ensuring the challenge and support of the committee the monitoring is replacing is captured.
- It is expected that a minimum of 3 monitoring visits will be made to the school during the year unless school circumstances necessitate more.
- A visit does not necessarily have to take place during the time when students / pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.
- To meet with the lead professional within the school to gain an understanding of the scope of the area / target and the activities the school is conducting to achieve success.
- To ensure holding to account by the questions which would have been asked as part of a committee meetings are undertaken within the visit with the answers documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas / subject.
- To monitor the progress of school activities towards the priority milestone or duty.
- To evaluate the extent of success at the end of the set timescale.
- All visits to the school will be arranged with reference to the Head teacher / Executive Leader and in accordance with the Policy for Governor Visits.
- Reports will be submitted for approval by the Head teacher and the Chair within the school within two weeks of the visit, and then be lodged with the Clerk of governors for distribution as soon as possible, at least 7 days before the next Governing Body meeting.

The following designated statutory governor roles need to be appointed by the Governing Body:

- Safeguarding
- SEND

The following monitoring roles are considered good practice:

- Pupil / Sports Premium
- Health and Safety
- GDPR
- Training and Development for Governors

Before undertaking any monitoring, governors will ensure they have read the Governing Body Code of Conduct (this is read and adopted annually at the first Governing Body meeting of the academic year).

Having designated / delegated governors does not reduce the collective accountability of the board for all its functions. The board will need to ensure that its agenda and reporting mechanisms enable ALL board members to have strategic overview and responsibility to enable effective decision making.

Agreed by the Governing Body: Autumn Term 2022

Review Date: Autumn term 2023



Terms of Reference for the Monitoring of the School Budget

A working party consisting of two governors will be appointed at the first meeting of the academic year to strategically monitor the financial management of the school on behalf of the Governing Body. Three monitoring visits should be made each year, ensuring all financial questions and answers are captured within the subsequent report to enable collective decision making.

The visits and reports should include monitoring of the following:

- To maintain an up-to-date 'balanced' three year budget plan, which shows clear links to the 'School Improvement' and 'Staffing' plans.
- To report monitoring and rollover to the full Governing Body, highlighting any significant variances.
- To evaluate any virement recommendations and report to the Governing Body.
- Analyse and report on Tenders for Contract Services in accordance with board delegated limits.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the Governing Body.
- To evaluate proposed expenditure following recommendations as set out within the delegated limits following recommendations from the Head teacher / Executive Leader and present to the Governing Body.
- To draft the **Schools Financial Value Standard (SFVS)** following discussions with the SBM, using the support tools, for Governing Body approval before 31st March.
- To ensure that the school is working within the guidance of the **SFVS** recommendations.
- To ensure that all spending provides 'Value for money' in terms of raising standards in education and is wisely spent.
- To monitor benchmarking both locally and nationally and report to the Governing Body.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To monitor the spend of extra funding such as pupil premium, sports premium, ensuring its use has impact.
- Review Finance Policy; Lettings Policy, Whistle blowing Policy, making recommendations to the board.
- Ensure annual Governor financial skills audit is undertaken and evaluated.
- Review the business continuity plan making recommendations to the Governing Body.
- Review compliance audit reports, ensuring the board follows recommendations and actions.
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.
- *Any additional items which individual Governing Body may wish to include*

Working Party Members

S Billingham
J Brown
E Lloyd
D Richardson

Agreed by the Governing Body: Autumn Term 2022
Review Date: Autumn Term 2023



Terms of Reference for Panel Hearings

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher / Executive Leader is the subject of the action.
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher / Executive Leader.
- To make any determination or decision under the Governing Body's Complaints Procedure.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an expulsion or suspension of less than five days.
- To consider the appropriateness of any expulsion or suspension which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents / guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Body.

NB: Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel Membership (not less than 3)

Any three governors from a pool of governors [comprised of the whole Governing Body], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified
3. Have no declaration of interest of any sort in the matter being considered.

The Head teacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

**Agreed by the Governing Body: Autumn Term 2022
Review Date: Autumn Term 2023**



Terms of Reference of the Head teacher Performance Management Panel

- To meet annually with an independent advisor to discuss and determine the Head teacher appraisal objectives for the coming year (The Planning Meeting).
- To review, with the support of the independent advisor, the performance of the Head teacher against the agreed appraisal objectives and determine the recommendation on pay progression (The Review Meeting).
- To prepare and agree the Head teacher appraisal review statement, and report to the Governing Body.
- To monitor through the year, including a mid – year review meeting, the performance of the Head teacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Body in respect of pay progression.

Membership (2 or 3 governors)

Independent Advisor: David Werry

Agreed by the Governing Body: Autumn Term 2022

Review Date: Autumn Term 2023



Terms of Reference for the Pay Committee

The Governing Body will delegate all pay decisions with the exception of decisions relating to the pay of the Leadership Team to the Head teacher. All decisions relating to the pay for members of the Leadership Team, including the Head teacher will be taken by a Committee of the Governing Body.

Terms:

- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the School's performance appraisal process.
- To consider fully all recommendations for pay progression and any other relevant information made available with due regard to implications on the school budget plan.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Body changes to the policy and to consult with staff and recognized unions on those proposed changes.
- To seek advice from the LA where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Body.

All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the Leadership Team should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

Membership (3 governors)

Membership of the Pay Committee will not be open to anyone who could benefit financially, directly, or indirectly from such membership or any of the decisions of the committee.

Agreed by the Governing Body: Autumn Term 2022
Review Date: Autumn Term 2023



Standing Order for Meetings of the Governing Body

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask or comments to make.
- Bring a copy of the School Plan and be familiar with its milestones and priorities.
- Limit discussion to policies and actions and not people, ensuring challenge, support and celebration is captured within the minutes.
- Participate in discussion and listen to the views and comments of others.
- Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons will be invited to attend regular meetings of the Governing Body:

- Deputy Head teacher or members of the Senior Leadership Team
- Subject Leaders,
- School Business Manager

Full Governing Body meetings will be held **at least six times each year**. The first and last meetings of the academic year will be held on site in School, with any scheduled meetings in between taking place virtually as per the Schools Virtual Meeting Policy.

The clerk will prepare a suggested calendar of meeting dates for the following year for approval at the first meeting of the academic year, following evaluation of impact of the structure.

The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the Headteacher and the Chair. Governors wishing to place items on the agenda should give notice to the Clerk and provide a copy of any supporting papers.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a monitoring group or individual, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

Where there is an equal division of votes the Chair will have a second or casting vote.

All meetings will be convened by the Clerk. Any 3 members of the Governing Body may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Each meeting will commence at a specified time and will be limited to **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

Draft minutes will be approved for email circulation by the Chair within fifteen school days of the meeting, before being formally approved by the Governing Body at the next meeting.

Agreed by the Governing Body: Autumn 2022
Review Date: Autumn Term 2023



Standing Order for the Election of Chair and Vice Chair

- The Governing Body **MUST** elect a Chair and a Vice Chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Body must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.

- Governing Bodies are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Headteacher and the staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.
- The Chair and Vice Chair are elected for a term of one year.

Factors the Governing Body should consider in agreeing their election process are:

- Whether a Governor can be re-elected and whether there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair. (You may like to consider succession planning, individual Governor and Governing Body development, workloads and the involvement of all Governors.)
- Whether a governor can stand for office if they are unable to be present at the meeting.
- How nominations will be made (in writing in advance of the meeting via the agenda or verbally at the meeting, with or without a supporting written or verbal statement.)
- Whether a candidate will self-nominate or be proposed (and seconded if wished) by Governors.
- Whether there will be a secret ballot or show of hands (and whether this would vary depending on the circumstances i.e. in all cases or only where there is more than one candidate.)
- How the Governing Body would treat a tie in votes.

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, act as a role model, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.

Agreed by the Governing Body: Autumn 2022

Review Date: Autumn Term 2023



Standing Order for the Appointment of an Associate Member

Governing Bodies can benefit from being able to draw on particular skills or experience from outside their formal governor membership. The definition of associate members is wide and can include pupils, school staff and persons who want to contribute specifically on issues related to their particular area of expertise, for instance finance.

Associate Members:

- Are appointed for a period between one and four years and can be reappointed at the end of their term of office. They can be removed from office by the Governing Body at any time. They are not governors and are not recorded on the Instrument of Government.
- Cannot be given voting rights at Governing Body Meetings.
- May be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff or other confidential items.

Factors the Governing Body should consider in agreeing their appointment process are:

- What the purpose of the appointment will be (i.e. addition of skills, project etc.)
- Whether there will be a secret ballot or show of hands.
- What the terms of office for the membership shall be.
- Whether the Associate member will be excluded in all distributions of documents and meetings (or whether for instance confidential minutes will not be available).
- The expectation of the Associate member to sign the Governing Body's Code of Conduct.
- The expectation of the Associate member to have their name and business interests published on the school website.

Agreed by the Governing Body: Autumn Term 2022

Review Date: Autumn Term 2023

Code of Conduct for School Governing Body

See separate document available on GovernorHub / school website. This document is approved and signed by all governors on an annual basis.