



Full Governing Body Standing Orders

Headteacher: Mrs Emma Humphrey

1. Introduction

This document gives details of the Governing Body's working structure, procedures and role. It is reviewed annually and approved by the Full Governing Body.

2. Constitution and Authority

- The Constitution of the Governing Body is laid down in the Instrument of Government that came into effect on 25 February 2015.
- The Governing Body complies with all current Education Acts and other legislation, regulations and statutory guidance covering its activities.

2. Membership

- The governing body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full governing body meeting **at not less than 4**.
- All governors will be appointed for a 4-year term of office.
- The governing body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.
- The GB will be proactive in recruiting Governors whose appointment is its responsibility.
- The governing body will seek to recruit people with the relevant skills and experience needed to deliver good governance.
- The governing body will consider for associate membership those individuals who may provide a particular contribution to the work of a Committee. The term of office of an Associate Member will be 4 years.
- The governing body will publish on the school's website all the information relating to its structure and membership as required by the Constitution Regulations Guidance, August 2017, Section 32.

3. Election of the Chair and Vice-Chair of the Governing Body

- Any changes to the governing body's arrangements for elections (below) will be made in advance of any election.
- The term of office of the Chair and Vice-Chair will be one year. The Chair and Vice-Chair will continue in office until the last full Governing Body meeting of the school year. At that meeting, the Governing Body will elect a new Chair and Vice-Chair or re-elect existing officers.
- The Clerk to the Governing Body will invite all eligible Governors to nominate themselves for the posts in advance of the meeting. If no nominations have been received by the start of the meeting, Governors may offer themselves for election at the meeting itself.
- Candidates will be able to make a personal statement to the meeting before the vote if they wish.
- The Clerk to the Governing Body will take the chair for the election of the Chair. If the election is contested it will be held by secret ballot with the candidate

receiving the largest number of votes being elected. Any Governor standing for election must withdraw from the room and may not vote. If the Governing Body cannot elect a Chair at its first meeting, the meeting will be chaired by the previous Chair or Vice-Chair or by the new Vice-Chair or by a Governor appointed as Chair for the purposes of the meeting. The Clerk will then convene another meeting of the Governing Body at the earliest opportunity to elect a new Chair.

4. Appointment of Clerk to the Governing Body

- The clerk will have a contract of employment that includes specific provisions in relation to their work as Clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.
- The Chair will arrange for the Clerk to discuss their role with him/her on an annual basis.
- The Governing Body will support the Clerk in their continuing professional development, for example, the clerks' accreditation programme, the clerks' development programme, support meetings, and whole governing body training.

5. Meetings

- An annual calendar of dates for main and committee meetings will be drawn up and circulated.
- The Governing Body will, as far as possible, plan its business across the year to take account of the school's internal management cycle and the availability of information and reports that are needed for it to effectively hold senior leaders to account.
- Meetings will focus the work of the governing body on its three core functions and meeting its statutory responsibilities. They will demonstrate that the governing body is monitoring progress, evaluating outcomes across the school and that it is ensuring that the school improvement plan is being successfully implemented.
- Governors will receive relevant information sufficiently in advance of meetings for them to be able to review it, leading to informed discussions and sound decision making.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support, and appropriate challenge through the questions they ask.
- Where possible questions coming out of the paperwork to be considered at the meeting should be tabled in advance via the clerk.
- The submission of apologies should not be taken as the GB giving consent to the absence with regard to the disqualification regulations for non-attendance. Each case will be considered on its own merits. Consent for absence may be granted by the GB on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or chair.

- All items discussed and decisions made at meetings of the Governing Body will be formally minuted. Draft minutes will be circulated as soon as possible after the meeting to which they refer and will be approved and signed at the next meeting.
- The Governing Body will aim to complete full Governing Body meetings and committee meetings within two hours.

6. Governing Body Organisation

a) Committee Structure

- The governing body will operate a three committee structure
 - Finance and Resources
 - Pay
 - Curriculum
- Subject to regulations, the governing body will set up staff dismissal and appeal and pupil discipline committees.
- The GB is required, on an annual basis to:
 - review the constitution and membership of its committees
 - review the terms of reference of its committees – this task will be undertaken by the committees at their last meeting of the academic year and brought to the GB for agreement
 - set the quorum for its committees
- The chair of each committee will be appointed by the FGB annually from the members of the committee and will not be a member of staff or an Associate Member.
- Committees will be clerked by a trained individual who is not a member of the committee.
- Agendas and minutes of Committee meetings are dealt with in the same way as those of the Full Governing Body. Minutes of Committee meetings will be presented to the next available meeting of the Full Governing Body.

b) Delegation

- Each Committee will be responsible for reviewing and approving all statements and policies which have been delegated to it. The Governing Body, in addition to those responsibilities which it is required to carry out by Regulations, will not delegate:
 - approval of the school strategic plan or school improvement plan;
 - approval of the first annual budget in each financial year;
 - approval of key policies which require FGB approval.

c) General

- The overall effectiveness of the Committee structure and the way it works to support the core functions of the governing body will be reviewed annually.
- The governing body will ensure that there are opportunities for parents to engage with Governors so that their views can be considered by Governors.

7. School Improvement

The Governing Body:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the school;
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the school;
- will be actively engaged with school self-evaluation;
- will complete its own self-evaluation as required;
- will use a variety of internal and external information / data to hold the school to account and, where required, take appropriate action to drive up standards;
- requires written information from the Headteacher on:
 - pupil achievement and progress
 - an analysis of the school's performance data including vulnerable groups, with details on how pupil premium has been used and the impact it has had;
 - progress regarding the implementation of the School Improvement Plan
 - budget monitoring and financial planning
 - the effectiveness of performance management in the school including the impact on quality of teaching and standards and the link between pupil outcomes and pay progression
 - strategic staffing issues
 - behaviour and exclusions
 - attendance data.
- will receive and make use of external reports from the Local Authority where appropriate.
- understand the requirements of the Ofsted Leadership and Management criteria especially those relating to Governance;
- will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements.

7. Governor Relationships and Conduct

- The Governing Body and Headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The Governing Body

- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the Headteacher and staff to maintain a reasonable work/life balance in the way it conducts its business.
- in planning the frequency and times of meetings, will have regard to the commitments of current and future governors to ensure equal opportunity to attend.
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view.

- welcomes new governors and ensures they receive appropriate induction and training.

All Governors will

- undertake a focused school visit at least twice a year
- be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for governor business
- contribute to discussions and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.
- refrain from expressing views about matters concerning the school through social media and will, where appropriate, refer any complainants to the school's Complaints Procedure.
- be respectful of the views of others and help to foster honest and open debate
- always act in the best interests of the pupils of the school
- conduct themselves in a manner which reflects the ethos of the school
- provide relevant business and pecuniary interests including governance roles in other educational institutions, any material interests arising from relationships between governors or relationships between governors and school staff.
- share the workload and take on additional responsibility as and when required to ensure the governing body fulfils its core functions.
- undertake training relevant to their role.
- **contribute to the school community by building positive relationships with staff, parents and pupils.**

Agreed: July 2024

APPENDIX 1

Any conduct issues resulting from Governors being in breach of school governance regulations or this code will be investigated in the first instance by the chair or the vice chair where the matter relates to the chair. All possible efforts will be made to resolve issues at this level and the suspension of a governor will only be considered as a last resort in accordance with the relevant regulations.

Rules for the Suspension of Governors (School Governance (Roles, Procedures and Allowances) Regulations 2013):

The Governing Body may suspend Governors from meetings for up to 6 months on the following grounds:

1. The Governor is paid to work at the school and is the subject of disciplinary proceedings in relation to their employment;
2. The Governor is the subject of any court or tribunal proceedings, the outcome of which may be that they are disqualified from continuing to hold office as a Governor under Schedule 4 of the 2017 Constitution Regulations;

3. The Governor has acted in a way that is inconsistent with the school's ethos or with the religious character and has brought or is likely to bring the school or the Governing Body or their office as a Governor into disrepute;
4. The Governor is in breach of their duty of confidentiality to the school or to the staff or to the pupils.