

# **Garlinge and Parkside Primary Schools and Nurseries Federation**



## **GOVERNING BODY**

### **TERMS OF REFERENCE AND STANDING ORDERS**

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations and all other relevant legislation, and will review these Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

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## GARLINGE and PARKSIDE PRIMARY SCHOOLS AND NURSERIES FEDERATION

### Terms of Reference for the Governing Body

The Governing Body works as a 'whole team', meeting at least 6 times a year, once in each term, of which two will be held at Parkside, without any separate committees. An 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.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs/committees' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

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

#### Operational

- **\*To draw up Instrument of Government and any amendments thereafter**
- **\*To elect (or remove) the Chair and Vice Chair**
- **\*To appoint (or dismiss) the Clerk to the Governing Body**
- **\*To hold at least 6 Governing Body meetings each year**
- **\*To appoint and remove Co-opted Governors**
- **\*To suspend a governor**
- **\*To decide which functions of the Governing Body will be commissioned to a committee, pair of governors or an individual**
- **\*To receive reports from any committee, monitoring pair or individual to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary**
- **\*To review the delegation arrangements annually**
- **\*To appoint a Selection Committee in conjunction with the Thanet Endeavour Learning Trust for the appointment of the Executive Headteacher and to ratify or reject the decision of that Committee**
- **\*To comply with the Code of Practice for Governors**
- To recruit new governors as vacancies arise
- To set up a register of Governors' Business Interests
- To approve and set up a Governors' Allowances Scheme
- To establish and keep under review, a protocol for governor visits to the school
- To carry out an annual review of the structure of the Governing Body and make recommendations for any changes
- To regulate the Governing Body procedures where not set out in law, and to record these as Standing Orders
- To delegate to the Executive Headteacher the functions as described in the Delegation of Functions to Executive Headteacher Standing Order (attached)
- To arrange a suitable induction process and mentoring for newly appointed or elected governors

	<ul style="list-style-type: none"> <li>• To ensure that the Executive Headteacher provides such reports as requested by the Governing Body to undertake its role</li> <li>• To receive reports on bullying, homophobic and racial incidents</li> <li>• To audit individual and collective development needs and promote appropriate training</li> </ul> <p><b>* these matters <u>cannot</u> be delegated</b></p>
<b>General</b>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the schools and ensure that these are shared with all stakeholders</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement</li> <li>• To update and review regularly the School Improvement Plans identifying monitoring opportunities for the governing body</li> <li>• To review regularly how the schools are regarded by pupils and parents</li> <li>• To ensure that the schools have in place all statutory policies and to keep these under review on a regular basis, consulting with representative stakeholders as appropriate</li> <li>• To ratify policies on review</li> <li>• To approve all school trips involving an overnight stay away from home</li> <li>• To ensure the Schools' emergency planning document is kept up-to-date</li> <li>• To ensure that the schools do not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, disability or sexual orientation</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND governor' and to publish annually a SEN information report to comply with statutory duties under the SEND code of practice.</li> <li>• To ensure that the schools have a complaints procedure for parents and that parents know how to raise concerns and make a complaint</li> <li>• To ensure that the Governing Body complies with all legal duties placed upon them</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To approve the Finance Policy</li> <li>• To agree the Outturn confirming the Rollover for the new financial year</li> <li>• To approve and agree the first formal 3 Year Budget Plan each year</li> <li>• To receive Monitoring Reports as submitted to the LA</li> <li>• To approve virements within agreed limits</li> <li>• To receive reports of purchases, within agreed limits, where three quotations are required</li> <li>• To receive tenders for approval</li> <li>• To approve debts to be written off within agreed limits</li> <li>• To approve bank signatories</li> <li>• To agree the audited accounts of the Voluntary Fund each year</li> <li>• To receive findings from Benchmarking each year</li> <li>• To approve the Schools Financial Value Standard return each year</li> <li>• To review and take account of any consultations to change the LA Finance Scheme</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Executive Headteacher, Deputy Headteacher and Assistant Headteacher appointments</li> <li>• To approve the Executive Headteacher's, Deputy Headteacher's and Assistant Headteacher's salary, including any enhancements, where</li> </ul>

	<p>applicable</p> <ul style="list-style-type: none"> <li>• To dismiss the Executive Headteacher after consultation with the Trust</li> <li>• To suspend the Executive Headteacher</li> <li>• To end the suspension of the Executive Headteacher</li> <li>• To receive a written report on staff annual salary reviews</li> <li>• To approve the Whistleblowing Policy</li> <li>• To establish a Governor Panel to hear staff appeals against dismissal and redundancy</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure the National Curriculum is taught to all pupils</li> <li>• To agree (or reject) the Teaching and Learning Policy</li> <li>• To ensure that British values are embedded within the curriculum and to have regard for their duties under the Prevent strategy</li> <li>• To establish a Charging and Remissions Policy for activities</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish and review annually an Appraisal Policy</li> <li>• To determine the timing of the appraisal review cycle of the Headteacher and appoint two or three governors to act as reviewers</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To establish a state of behaviour principles on which the school can produce a behaviour policy</li> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (this may be delegate to the Chair/Vice Chair in cases of urgency – see new 2007 guidance)</li> <li>• To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>• To develop a school building strategy or master plan and contribute to LA Asset Management Planning arrangements</li> <li>• To procure and maintain buildings, including a properly funded maintenance plan</li> <li>• To see advice from the LA where appropriate to ensure adequate levels of buildings insurance and personal liability</li> <li>• To receive annual site report</li> </ul>
<b>Health &amp; Safety and Safeguarding</b>	<ul style="list-style-type: none"> <li>• To establish and review a Health &amp; Safety policy</li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised and to appoint a Health and Safety governor</li> <li>• To receive a copy of the Health &amp; Safety Inspection report 3 times each year and agree any actions</li> <li>• To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the KCC Child Protection/Safeguarding policy and relevant procedures</li> <li>• To complete an annual safeguarding review</li> <li>• To have regard to their Prevent duty</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• To ensure that the schools provide teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of the right to withdraw their child</li> <li>• To ensure the schools provide an act of daily collective worship</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To publish proposals to change category of school</li> <li>• To set the time of school sessions</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor pupil numbers</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To approve the school websites</li> <li>• To adopt and review home-school agreements</li> <li>• To ensure that the statutory information required is published on the school websites, including details of governance and is regularly updated</li> <li>• To ensure that the information required for the National Database (Edubase) is collected and amended as necessary, and to ensure that all information held regarding pupils and parents conforms to GDPR</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>• To consider forming a partnership or joining an existing partnership or trust</li> <li>• To consider requests from other schools to join a partnership or trust</li> <li>• To leave a partnership.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>• To decide to offer additional activities and agree what form these should take</li> <li>• To cease providing extended services provision</li> </ul>

**Terms of Reference for Individuals**

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

To monitor an identified target on the School Plan or a statutory function of the governing body and report to the governing body. It is expected that a minimum of 3 visits will be made to the school during the year. Other forms of communication such as telephone calls emails etc. may be substituted for one or more visits. 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, such as Pupil Progress meetings and Learning Walks.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success.
- 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 target or duty.
- To evaluate the extent of success at the end of the set timescale in the School Plan.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.

Reports of no more than 1 side of A4 in length (not including any data), be lodged with the clerk of governors for distribution as soon as possible.

In addition, a named governor will be designated as the SEND Governor and another as the Safeguarding Governor.

## GARLINGE and PARKSIDE PRIMARY SCHOOLS AND NURSERIES FEDERATION

### Terms of Reference for Finance Committee

**The Finance Committee is expected to work within the following Terms of Reference:**

<b>General</b>	<ul style="list-style-type: none"> <li>• To elect a Chair</li> <li>• To appoint a Clerk</li> <li>• To monitor progress against the priorities of the School Plan particularly those related to finance and premises targets</li> <li>• To undertake monitoring visits to the school</li> <li>• To make regular reports to the Governing Body</li> <li>• To meet at least 3 times each year</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Oversee the preparation of the 3 Year Budget Plan, in consultation with the Headteacher and ensure it links to the School Plan priorities agreed by the Governing Body</li> <li>• Recommend the 3 Year Budget Plan for approval to the Governing Body</li> <li>• Evaluate and approve purchases within the agreed limits, where three quotations are required</li> <li>• Evaluate tenders within the agreed limits and submit to the Governing Body for approval</li> <li>• Make decisions in respect of service agreements and insurance</li> <li>• To advise the Governing Body of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation</li> <li>• To report monitoring and the outturn position to the Governing Body highlighting any significant variances</li> <li>• Evaluate any proposed virements</li> <li>• Evaluate and report on tenders to the Governing Body</li> <li>• Approve disposal of assets</li> <li>• Keeping in-school financial procedures under review</li> <li>• Ensure the school adheres to the LA's conditions of the Scheme for Financing Schools</li> <li>• Ensure the audit of all non-public funds (Voluntary Fund) which must run in accordance with LA regulations</li> <li>• Ensure recommendations arising from school audits are properly implemented</li> <li>• Establish procedures for governors to claim expenses</li> <li>• Ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection</li> <li>• Benchmark the school's financial performance and report to the Governing Body</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To determine the staff complement</li> <li>• To agree pay discretions</li> <li>• To end the suspension of staff</li> <li>• To determine dismissal payments/early retirement</li> <li>• To determine staffing levels which are within the budgetary and curricular constraints</li> <li>• To assist the Headteacher where necessary with new appointments</li> <li>• To assist the Headteacher where necessary with other personnel matters</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Review the Finance Policy and agree levels of delegation</li> <li>• Review the Charging and Remissions Policy</li> <li>• Review the Pay and Reward Policy</li> </ul>



## **GARLINGE and PARKSIDE PRIMARY SCHOOLS AND NURSERY FEDERATION**

### **Terms of Reference for Policy Committee**

**The Policy Committee is expected to work within the following Terms of Reference:**

#### **General**

- To elect a Chair
- To appoint a Clerk
- To meet at least 3 times each year

#### **Specific**

- To consider, review, revise and approve school policies and determine a regular cycle for ratification by the full Governing Body

## GARLINGE and PARKSIDE PRIMARY SCHOOLS AND NURSERIES FEDERATION

### Terms of Reference for the Clerk to the Governing Body

**The clerk is expected to work within the following Terms of Reference:**

**As the Governing Body uses the services of a Kent Clerking Service clerk, the following principles and tasks are included as part of the Service Level Agreement**

#### **Guiding Principles**

- The Clerk is accountable to the Governing Body.
- He/she is employed by the Governing Body and line managed by the Chair of Governors, whose responsibility it is to provide induction and conduct an annual appraisal.
- The Clerk will be provided with a contract of employment based on one of the 3 model job descriptions for a Clerk recommended by KCC Leadership and Governance.
- 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 Headteacher to support the Governing Body.
- To advise the governing body on constitutional and procedural matters, powers and duties.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of Business Interests.
- To maintain a register of members of the Governing Body and report vacancies to the governing body.
- To maintain a register of attendance 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.
- To undertake appropriate professional development.
- 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.

#### **Details of employment**

Part-time, Term Time only	Paid on claim	✓
	Hours per annum	36
Clerk to Governing Body Job Description Level 1, 2 or 3		2

## **Clerk's Induction Programme**

The key elements of the induction programme include:

- Helping the clerk to locate essential documentation and information
- Discussing access to a computer (this may include discussion of use of home computer and consumables)
- Discussing use of school reprographics equipment or alternative means of copying documents for governors
- Clarifying the use of email for communication with governors, including the KCC Governorhub system
- Clarifying pay and conditions of service
- Agreeing the form of appraisal for the Clerk
- Agreeing release and payment of time for the Clerk's professional development, including the National Clerks' Development programme. This includes attendance at clerk's briefings, induction training and the annual Clerks' Conference.

## GARLINGE and PARKSIDE PRIMARY SCHOOLS AND NURSERIES FEDERATION

### Terms of Reference & Delegation of Functions to Executive Headteacher

The Headteacher is expected to work within the following Terms of Reference, and provide the Governing Body with such reports in connection with their function as they require

<b>Budget</b>	<ul style="list-style-type: none"> <li>• To make miscellaneous financial decisions up to an agreed limit of £8,000</li> <li>• To monitor monthly expenditure</li> <li>• To make payments</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To appoint teachers and non-teaching staff</li> <li>• To establish disciplinary/capability procedures</li> <li>• To suspend staff</li> <li>• To dismiss staff</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate</li> <li>• To establish and implement a Teaching for Learning Policy</li> <li>• To be responsible for standards of teaching</li> <li>• To be responsible for each individual child's education</li> <li>• To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery</li> <li>• To ensure the balanced treatment of political issues and to prohibit political indoctrination</li> <li>• To promote British values</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• To formulate and implement an Appraisal Policy</li> </ul>
<b>Target Setting</b>	<ul style="list-style-type: none"> <li>• To set targets for pupil achievement</li> </ul>
<b>Religious Education</b>	<ul style="list-style-type: none"> <li>• To provide Religious Education in line with schools' basic curriculum</li> </ul>
<b>Collective worship</b>	<ul style="list-style-type: none"> <li>• To ensure, after consultation with the Governing Body, that all pupils take part in a daily act of collective worship</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To ensure that health &amp; safety regulations are followed</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To ensure that the school meets for 380 sessions in a school year</li> <li>• To ensure that school lunch nutritional standards are met</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To prepare and publish the School Prospectus</li> <li>• To prepare and publish the School website</li> <li>• To ensure that free school meals are provided for those pupils meeting the criteria</li> <li>• To ensure that parents are aware of their right to withdraw their child from collective worship, RE, and sex and relationship education</li> <li>• To ensure an annual report on each child's educational achievement is forwarded to parents/carers</li> <li>• To ensure progress updates on each child's educational achievement is forwarded to parents/carers twice yearly</li> </ul>
<b>Extended Schools</b>	<ul style="list-style-type: none"> <li>• To put into place the additional services provided</li> <li>• To ensure delivery of services provided</li> <li>• To ensure contact with the local community</li> </ul>

**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 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
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents
- 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 exclusion (parents/carers do not have to be invited)
- To consider the appropriateness of any permanent exclusion or Fixed Term exclusion which totals 15 days or more in one Term or where a pupil is denied the chance to take a public examination (parents/carers do not have to be invited)
- All panels 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; 3 or 5 for pupil discipline)**

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

*The Headteacher 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*

## GARLINGE PRIMARY SCHOOL AND NURSERY

### Terms of Reference for the Executive Headteacher's Appraisal Group

- To meet annually with the independent advisor to discuss and determine the Executive Headteacher's appraisal objectives for the coming year (the planning meeting)
- To review, with the support of the independent advisor, the performance of the Executive Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting)
- To prepare and agree the Executive Headteacher's appraisal review statement, and report to the governing body
- To monitor through the year, the performance of the Executive Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided
- To make recommendations to the Finance Committee in respect of pay progression

### Membership (2 or 3 Governors)

*Neither the Headteacher nor staff governors may serve on this group.*

**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 and/or comments to make
- Bring a copy of the School Plan and be familiar with its contents
- Limit discussion to policies and actions and not people
- Participate in discussion and listen to the views and comments of others
- Be brief and adhere to any time limits placed against agenda items
- Follow up on action points between meetings

The following persons have the right to attend all meetings of the Governing Body:

Headteacher

Clerk

Any governor

Associate members (unless the Governing Body require them to leave for items relating to individual members of staff or pupils)

- The following persons may be invited to attend regular meetings of the Governing Body; Deputy Headteacher, members of the Leadership Team, Business Manager, etc.
- Governing Body meetings will be held at the school 6 times each year. The Clerk will prepare a suggested calendar of meeting dates for the following year, for approval at the meeting held in Term 6 of each year.
- The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the Chair. Governors wishing to place items on the agenda should give notice to the clerk, and provide a copy of any supporting papers for distribution.
- Items of 'Any Other Business' will be taken at the end of the meeting 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.
- All meetings will be convened by the Clerk. Any 3 members of the Governing Body may request a meeting by giving the Clerk written notice, 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 notified 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 2 weeks of the meeting, before being formally approved by the Governing Body at the next meeting.

**Standing Order for the Election of Chair and Vice Chair**

**Guiding Principles:**

- 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

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

- How long the Chair and Vice Chair will serve (You may wish to consider different terms of office.)
- 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 and agendered 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 (would candidates have the opportunity to speak to the Governing Body about why they want to be the Chair or Vice Chair followed by another vote, would it be by another method?)

**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, 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.
- To act as a Trustee of the Thanet Endeavour Learning Trust



## GOOD PRACTICE EXAMPLE

- The Governing Body resolves that the following process will apply to the election of Chair (and vice chair) of the governing body (provide a brief outline of the role see overleaf):
- The Chair and Vice Chair will serve for a period of between 1 and 4 years.
- The Clerk will take the Chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.

### Either

- a) The Clerk will invite Governors to self-nominate by a closing date no later than 2 weeks before the date of the meeting at which the election is to be held.

### or

- b) Governors will be asked to propose nominations to the Clerk by a closing date no later than two weeks before the date of the first governing body meeting of the academic year. The Clerk will provide a form for this purpose, which will allow for nominations to be seconded before submission (if required).
- The Clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held, and send it to governors at least 7 days in advance of the meeting.
  - The candidates will be asked to leave the room whilst the election takes place and the outcome discussed.
  - Governors will take a vote by secret ballot conducted and counted by the Clerk.
  - Candidates will be allowed to vote (including for themselves) before leaving the room.
  - In the event of a tie, each candidate will be given the opportunity to address the governing body before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
  - If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

If no Chair is duly elected, a Governor **MUST** be appointed to Chair the remainder of the meeting and to act as a temporary Chair until the next meeting.

Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

**Standing Order for the Appointment of Co-opted Governors**

**Guiding Principles:**

The Governing Body may decide the process for the appointment of Co-opted governors.

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

- ❑ What skills are required to support the Governing Body at the time of the vacancy.
- ❑ How and where vacancies should be advertised.
- ❑ Whether a candidate will self-nominate or be proposed [and seconded if wished] by governors.
- ❑ What information the Governing Body needs from each candidate to support their nomination i.e. a statement of so many words, interview with, or presentation to the governing body or alternatives as appropriate.
- ❑ Whether there will be a secret ballot or show of hands [and whether this would vary depending on the circumstances i.e. in all circumstances or only where there is more than one candidate.
- ❑ How the results will be notified to the candidates.
- ❑ How often the process will be reviewed.
- ❑ The process must be fair, open and transparent.

1. The Co-opted governors are appointed by the governing body. They are people who in the opinion of the governing body have the skills required to contribute to the effective governance and success of the school.
2. The Governing Body may choose to advertise the vacancy broadly to reach as wide an area as possible. Priority may be given to candidates with particular skills if this expertise would enable the Governing Body to work more effectively. In these cases this would be clearly stated when notifying the vacancy.
3. Where two or more names are put forward, prospective Co-opted governors will be asked to prepare a brief statement of no more than 100 words, explaining their background and why they wish to be appointed. Where possible these statements will be circulated to all members of the Governing Body prior to the meeting at which any appointment will be considered.
4. At the next meeting of the Governing Body, governors will be invited to vote by show of hands if there is a sole candidate. Where there are multiple nominations, governors will take a vote by secret ballot, managed by the Clerk.
5. In the event of a tie, the governors will again discuss the nominations and take a further vote.
6. The Clerk will announce the result, with the candidate polling the most votes being duly appointed.
7. The most votes being duly appointed.

**Code of Conduct for School Governing Bodies**

**For Academic year 2018-19**

This code sets out the expectations on and commitment required from school governors, in order for the governing board to properly carry out its work within the school and the community.

**The governing board has the following core strategic functions:**

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the executive headteacher
- Monitoring progress towards targets
- Performance managing the executive headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained, with the money well spent
- Ensuring risks to the school are managed

**As individuals on the board we agree to the following:**

Role & Responsibilities:

- We understand the purpose of the board, the skillset required to perform our core functions and the role of the executive headteacher.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- Upon communicating formally within our governing role we will ensure any comments reflect the school policy even if they differ from our personal views
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.

- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive headteacher and senior leaders.
- We will accept and respect the differences between the strategic board role and the staff day to day operational and management role, avoiding actions that may undermine these arrangements.
- We agree to adhere to the schools' rules and the policies and procedures we approve as a board as set out by the relevant governing documents and law
- We will agree to abide by the school e- safety protocols for social media and when communicating in a private capacity will strive to uphold the reputation of the school.

#### Commitment:

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy and in addition we accept that we must comply with the GB request for an enhanced criminal records certificate within 21 days of gaining office.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the monitoring visit framework, including policy and schedule, established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Edubase) with updates to any changes made as soon as possible.

#### Relationships:

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors and the clerk to the governing board.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.

- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the executive headteacher, staff and parents, the local authority and other relevant agencies and the community.

**Confidentiality:**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential documentation is securely stored and disposed of appropriately.

**Conflicts of interest:**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

**Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal, ensuring statutory guidance, procedures and regulations are followed, as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- We understand we are expected only to exercise the power to remove an elected governor, with a five year disqualification term, in exceptional circumstances where the actions or behaviour of the elected governor warrants removal rather than suspension.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair, will investigate.

**The Seven Principles of Public Life**

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

**Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

The Governing Body Terms of Reference and Standing Orders were adopted by Governing Body

on \_\_\_\_\_

To be reviewed on \_\_\_\_\_

Signed by Executive  
Headteacher \_\_\_\_\_

Signed by Chair of Governors \_\_\_\_\_