

STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF WOODSIDE JUNIOR SCHOOL GOVERNING BODY

1 MEETINGS OF THE GOVERNING BODY

The Governing Body notes the statutory requirement to meet at least three times in each school year. The agreed meeting frequency is *twice* termly.

2 AGENDA

The agenda will be prepared by the Clerk in consultation with the Chair.

Any Governor may request that an item is placed on the agenda by contacting the Clerk not less than 10 days before the meeting. The Clerk will discuss the request with the Chair.

Any Governor wishing to raise an item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed at that meeting, or dealt with at a subsequent meeting.

3 ATTENDANCE

Where a Governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.

4 ACCESS TO MEETINGS

The Governing Body may invite or permit any person, including members of staff, to attend its meetings or those of its committees, to participate, provide expert advice or observe the proceedings.

Any non-governor who wishes to attend a meeting of the Governing Body or one of its committees should submit a request to the Chairman at least one week before the meeting in question.

5 MINUTES OF THE FULL GOVERNING BODY

The draft minutes will be sent by the clerk to the Chair and the Headteacher for review before distribution to the other governors. The minutes will remain confidential and unconfirmed until confirmation at the next meeting of the Governing Body.

6 GOVERNORS' EXPENSES

The policy of the Governing Body on the payment of expenses to Governors was agreed at their meeting of 24 November 2016, as follows:

"Governors agreed to adopt the Buckinghamshire Learning Trust model scheme to allow Governors to claim expenses, including the suggested rates for care expenses"

7 TERMS OF OFFICE

The governing body must determine the length of term of office for the Chair and Vice-Chair, prior to the election taking place. In accordance with the Regulations, when the office of Chair or Vice-Chair becomes vacant the Governing Body must elect a new Chair or Vice-Chair at the next meeting.

The Governing Body resolves that:

The Chair of Governors will have a term of office of **one year**

The Governing Body resolves that:

The Vice-Chair of Governors will have a term of office of **one year**

8 ELECTION OF CHAIR AND VICE-CHAIR

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

- Governors will be able to submit written nominations before the full Governing Body meeting and spoken nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
- Nominee(s) will be asked to leave the room whilst the election process takes place.
- If there is more than one nominee, the remaining Governors will take a vote by a show of hands or secret ballot. If a secret ballot is agreed, the clerk will tally the votes.
- The nominee(s) will return to the meeting.
- Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken.
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie, each candidate will be given the opportunity to speak to the Governors about their nomination and a further vote would be taken.
- If there is still a tie, Governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

9 APPOINTMENT OF THE CLERK

The Governing Body is required to appoint a clerk to the Governing Body. The clerk may not be a governor or the Headteacher of the school.

The Governing Body resolves that the clerk to the Governing Body is *Ann Baines*.

10 ALTERNATIVE ARRANGEMENTS FOR MEETING:

At its meeting on 21 November 2013, the Governing Body agreed that alternative arrangements for joining Governing Body meetings would not be used until such time as a resolution to the contrary was adopted, and reaffirmed this resolution at its meeting on 23 November 2017.

11 COMMITTEES

The constitution, terms of reference and membership for each committee established by the governing body are reviewed annually in the Autumn term.

12 DELEGATION OF FUNCTIONS TO THE CHAIR

- **Personnel**

In an emergency, where time does not permit the relevant Committee or full Governing Body to meet, to agree additional leave of absence outside the limit of discretionary leave

set by the Governing Body's Leave of Absence Policy: the Chairman may agree up to **five** additional days' leave of absence with or without pay

Co-ordinating arrangements for governor participation in interview, and for hearings of the Pupil Discipline Committee, Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee and Employee Grievance Committee

Liaison with the Headteacher in relation to personnel issues as set out in relevant policies adopted by the Governing Body

- **Inset**

Approval of INSET days where time does not permit this to be considered by the full Governing Body.

- **Correspondence/Documentation**

Preparing a response on behalf of the Governing Body to any other correspondence/documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the full Governing Body to consider it at its termly meeting. In delegating this function to the Chairman, he/she will liaise with members of the relevant committee/Chairman of Committee before preparing a response.

The exercise of any of the Governing Body's functions by the Chairman or Vice-Chairman, under the power conferred on them by the Regulations to do so in cases of urgency, will be reported to the Governing Body at its next meeting.

13 DELEGATION OF FUNCTIONS TO THE HEADTEACHER

The Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the school (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the school).

The Governing Body agrees that the Headteacher will be responsible for staff appointments other than those in the leadership group, and for initial staff dismissals, subject to the adoption of the appropriate HR policies.

In the exceptional circumstances set out below an individual governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

The exceptional circumstances are as follows:

- A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the Governing Body considers a new appointment for the Headteacher post the normal expectation that the Headteacher will undertake these responsibilities will apply.
- Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness to particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will be considered on a case by case basis in the light of circumstances.

- Appointments of support staff outside of the leadership group who are required to act in a senior management capacity.
- A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the LA has made representations to the Chairman of the Governing Body on grounds of serious concerns about the performance of the Headteacher.
- Where the Headteacher has failed to abide by financial limits agreed by the Governing Body for any school purpose.

In the exceptional circumstances set out above the Governing Body will be responsible for staff appointments and the Staff Dismissal Committee will be responsible for initial staff dismissal issues.

14 APPOINTMENT OF HEADTEACHER AND DEPUTY HEADTEACHER

The Governing Body will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher.

15 FREEDOM OF INFORMATION ACT

The Governing Body delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.

16 DECLARATION

The Governing Body, at its meeting on 18 October 2018 resolved to adopt the Standing Orders. A copy has been retained *on Governor Hub* for the formal Governing Body records and a copy has been retained at the school for reference. These Standing Orders will be reviewed annually in the Autumn Term.

Signature: B R Bam Owen.....Chair Date: 29.11.18.....