

STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

OAK GREEN SCHOOL

CONTENT

The Standing Orders cover:

- Meetings of the Governing Body
- Governors Expenses
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- Election process for Chairman and Vice-Chairman
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- Appointment of the Clerk
- Committee membership and terms of reference
- Delegation of functions

RECOMMENDED PRACTICE

The LA recommends that each governing body compile a "STANDING ORDERS" file that contains:

- ***The Governing Body's Standing Orders***
- ***A copy of the School Governance (Procedures) Regulations***
- ***The current Instrument of Government***
- ***The Terms of Reference for Committees***
- ***The policy on Governors' expenses***

The file should be accessible to all governors. The clerk to the Governing Body should also retain a copy for their records.

MEETINGS OF THE GOVERNING BODY

The Governing Body notes the requirement to meet at least three times in each school year.

The agreed meeting pattern is termly.

At its meeting on 4 February 2015, the Governing Body agreed that they would allow alternative arrangements for governors to participate or vote at meetings and that this arrangement:

- **Would be allowed for individual governors for 1 meeting in every academic year, other than in exceptional circumstances, in consultation with and at the discretion of the Chairman (or Vice Chairman if the Governor wishing to take advantage of the alternative arrangements is the chairman)**
- **Occasions where it is deemed to be acceptable to contribute using alternative arrangements could include:**
 - **Working away / late / delayed at work**
 - **Breakdown in childcare or other caring responsibility**
 - **Transport difficulty**
 - **Bad weather**

In the event that it is the chairman requesting to attend using alternative arrangements, the Vice Chairman or another Governor would be appointed by those present to chair the meeting

COMPOSITION OF THE GOVERNING BODY

The Composition of the Governing Body is detailed in the Instrument of Government

GOVERNORS' EXPENSES

The policy of the Governing Body on the payment of expenses to Governors will be agreed at the meeting of the Governing Body held 1 February 2007 Minute 5.2.

TERMS OF OFFICE

The term of office of Chairman and Vice-Chairman must be between 1 and 4 years and cannot be longer than the remainder of the term of office of the governor in question. In accordance with the regulations when the office of Chairman or Vice-Chairman becomes vacant, the Governing Body must elect a new Chairman or Vice-Chairman at the next meeting.

The Governing Body resolves that:

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

The Governing Body resolves that:

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

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

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

Governors will be able to submit written nominations prior to the full Governing Body meeting and verbal 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. Please note that 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.

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR (option 1 – 4 years in length)

The Governing Body resolves to have the same terms for all categories of governor. The agreed term is four years.

The Governing Body can choose whether to appoint associate members of the Governing Body, in addition to the agreed Constitution, and would need to agree what voting and attendance rights any associate member was granted. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full Governing Body meeting.

APPOINTMENT OF THE CLERK

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

The Governing Body resolves that the clerk to the Governing Body is the LA Clerk.

There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:

- Convening meetings
- The proceedings of meetings
- Removal of the chairman or vice-chairman from office
- Suspension of a governor

The clerk to the Governing Body should ensure that the work of the governing body complies with the Regulations.

COMMITTEES AND WORKING GROUPS

DEFINITIONS

A COMMITTEE of the Governing Body is set up with delegated powers, with the Governing Body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include associate members and, if so, whether they may vote. *This information must be minuted at a full Governing Body meeting.* The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full Governing Body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chairman of each committee must also be appointed annually.

A WORKING PARTY of the Governing Body is set up with the Governing Body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full Governing Body (or a relevant committee if responsibility has been delegated to a committee) for approval.

COMMITTEE STRUCTURE/MEMBERSHIP OF COMMITTEES

The terms of reference of committees should be included within the STANDING ORDERS file. A Chairman must be appointed each year to each committee, elected by the Governing Body or the committee members, if the governing body agree to delegate this task. The Governing Body is

required to appoint a clerk to each committee. This cannot be the Headteacher but can be another Governor and could be shared between named Governors. **However, if a committee has a financial remit the clerk cannot be a Governor from that committee.** It is recommended that one Governor be named as committee clerk for a period of a year for each committee.

- **The Committee and Working Group structure is detailed on the attached grid**
- **The membership of committees is detailed on the attached grid.**

RECOMMENDED PRACTICE FOR COMMITTEE MEMBERSHIP

- *A member of staff is not appointed to the Staff Dismissal, Staff Dismissal Appeals and Employee Grievance Committees*
- *The Headteacher is not appointed to the Pupil Discipline Committee*
- *A member of staff is not appointed to chair the following committees:*
 - Personnel*
 - Pay Review / Pay Review Appeals*
 - Admissions*

RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT

- *Agendas should be circulated to all committee members at least seven days in advance of the meeting.*
- *Committee papers should be available to all Governors (not just those on the committee).*
- *Minutes should be circulated to all Governors (not just those on the committee) within two weeks of the date of the meeting.*
- *Minutes should be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record.*
- *Any Governor may attend a committee meeting but only named committee members may vote.*
- *Committee members should feedback at the full Governing Body on the work of the committee and any decisions taken.*

DELEGATION OF FUNCTIONS OF THE GOVERNING BODY

A Governing Body can delegate any of its statutory functions to a committee, a Governor or the Headteacher, subject to the restrictions described below. The Governing Body must review the delegation of functions annually. A Governing Body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- The constitution of the Governing Body
- The appointment or removal of the Chairman or vice-Chairman
- The appointment of the clerk
- The suspension of Governors
- The establishment of committees and delegation of functions
- Changing of School name

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained school
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The review of the exclusion of pupils
- Admission matters

The Governing Body can still perform functions it has delegated. This enables the Governing Body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note:

- That any individual or committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made
- Delegated powers will be reviewed annually in the autumn term

DELEGATION OF FUNCTIONS TO COMMITTEES

The Governing Body agrees the delegation of functions as described in the terms of reference for its Committees as attached to these standing orders.

DELEGATION OF FUNCTIONS TO THE CHAIRMAN

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 has permission to agree up to 5 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 and Employee Grievance
- Liaison with the Headteacher in relation to personnel issues as outlined in the Framework for Managing People in Schools 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 DCSF 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 be expected to liaise with members of the relevant committee/Chairman of Committee before preparing a response.

Governors note:

- That the Chairman has a right to take a decision in an emergency by virtue of his/her office
- Any decisions taken by the Chairman under his/her delegated authority will be reported back to the next meeting of the Governing Body

DELEGATION OF FUNCTIONS TO THE HEADTEACHER

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

In exceptional circumstances 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 for the Headteacher to undertake these responsibilities should apply.
- Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances.
- Where the Governing Body of a school with a religious character has agreed staffing policies, which provide for governor involvement in the interests of preserving the school's religious character.
- Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Governing Body may also lead in the appointment of support staff with senior management responsibilities.
- 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 exceptional circumstances, outlined above, the following arrangements will apply:

The Personnel Committee will be responsible for staff appointments and the Staff Dismissal Committee will be responsible for initial staff dismissal issues.

Appointment of Headteacher and Deputy Headteacher

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

Appointment of Assistant Heads

The Governing Body will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual Governor or a group of Governors (suggest the Personnel Committee). In the latter case this may include the Headteacher, but where not involved in determining the appointment the Headteacher has a right to attend to offer advice.

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.

DECLARATION

The Governing Body, at its meeting on 14 October 2015 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the Governing Body 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
(Chairman)

Date of signature