

SOUTH MALLING CE PRIMARY AND NURSERY SCHOOL

The core strategic functions of the Governing Body are:

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

The Governing Body will discharge its responsibilities as set out in the Governance Handbook.

At [South Malling School](#) all governor business is managed through full governing body meetings or committee meetings. Below are the standing orders for the governing body.

The Governing Body of [South Malling School](#) has a duty and obligation to fulfil the strategic role that all School Governors have responsibility for.

These duties include, but are not limited to:-

- agreeing the staffing structure
- agreeing the Governing Body constitution
- agreeing and managing the school budget
- appointment of staff
- monitoring and reviewing policies and documents
- supporting the school to raise standards
- setting targets for pupil achievement
- ensure the curriculum is balanced and broadly based
- regulate staff conduct and discipline

Day to day management of South Malling School is the responsibility of the Headteacher.

Composition

The Governing Body of [South Malling School](#) agreed its constitution on 26 February 2015. The full composition is detailed in the Instrument of Government. The Clerk to the Governors is responsible for ensuring that each member of the Governing Body has a copy of the Instrument of Government.

Chair of Governors

Any non-Staff Governor may be elected to serve as Chair of Governors. The Governing Body of [South Malling School](#) shall elect a Chair of Governors annually at the first meeting of the autumn term. In the event that the Chair of Governors ceases to be a member of the

Governing Body, they shall cease to be the Chair of Governors. The Chair of Governors may resign as Chair at any time but should make every effort to ensure that a plan for succession is in place and being adhered to for consistency and continuity purposes.

The Chair of Governors shall take responsibility for:-

- devising agendas in consultation with the Headteacher and Clerk to Governors
- managing the business of the meetings
- meet regularly with the Headteacher
- ensure the Governing Body adheres to its Standing Orders
- be responsible for the appointment and development of the Clerk to Governors and carry out an annual performance review with the Clerk
- implement a succession planning programme to ensure consistency when a new Chair of Governors is elected

The Chair can be removed from office by the Governors following the procedures set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 9, legislation.gov.uk.

Vice-Chair

Any non-Staff Governor may be elected to serve as Vice-Chair of Governors. The Governing Body of [South Mallig School](#) shall elect a Vice-Chair annually at the first meeting of the autumn term. In the event that a Vice-Chair of Governors ceases to be a member of the Governing Body, s/he shall cease to be the Vice-Chair of Governors. A Vice-Chair may resign from that position at any time in the year.

During their time in post as Vice-Chair, s/he should work closely with the Chair of Governors to provide support and be participative in succession planning.

In the event that the Chair of Governors is unable to attend a meeting of the Governing Body of [South Mallig School](#), the Vice-Chair shall act as Chair for that meeting. In the event that the Chair is unable to carry out the duties for a period of time, a Vice-Chair shall be responsible for carrying out those duties.

Elections for Chair and Vice-Chair

Nominations for Chair and Vice-Chairs shall be sought by the Clerk to the Governing Body of [South Mallig School](#) at the first meeting of the autumn term.

In the event that more than one nomination for Chair of Governors is received, the Clerk to the Governing Body of [South Mallig School](#) shall arrange a secret ballot at the meeting. Those Governors that have been nominated or self-nominated shall not participate in the secret ballot.

In the event that no nominations are received for the Chair of Governors, a Vice-Chair (if one has been elected) shall Chair that meeting. In the event that neither Chair nor Vice-Chair is elected, the Governing Body of [South Mallig School](#) shall arrange for one of its non-Staff Governors to Chair the meeting and the election shall be adjourned to the subsequent Full

Governing Body meeting. If no Governor is willing to Chair the meeting, it shall be cancelled in accordance with school governance regulations.

In the event that more than two nominations for the position of Vice-Chair is received, the same principles as those for election of Chair shall apply. In the event that no nominations are received for Vice-Chair the election may be deferred to the next meeting.

Election and appointment of new Governors

The Governing Body of [South Malling School](#) has responsibility for ensuring that vacancies are filled as quickly as possible and that a broad range of skills are available from the Governors that serve on it.

All new Governors shall attend the East Sussex Induction programme for new Governors.

Parent and Staff Governors

East Sussex County Council has delegated its responsibility as Returning Officer for Parent and Staff Governor Elections to the Headteacher. The elections shall be conducted in accordance with the guidance and good practice issued by East Sussex County Council.

Co-opted Governors

The Governing Body of [South Malling School](#) shall appoint its Co-opted Governors. In doing so it shall take into consideration the skills that the Governing Body require. Co-opted Governors shall be appointed from the local and wider community.

Authority Governors (AG)

AG Governors are nominated by the East Sussex AG Governors Panel. When AG Governors leave the Governing Body, the Clerk to the Governing Body of [South Malling School](#) shall inform Governor Services immediately. Governor Services will liaise with county councillors and members, in an effort to nominate an AG to the Governing Body for appointment, to fill a vacancy as soon as they reasonably can.

Where the Governing Body of [South Malling School](#) has identified candidates that would be suitable for appointment as AG Governors, it should submit the appropriate Nomination Form with supporting statement to Governor Services.

Associate Members

The Governing Body of [South Malling School](#) reserves the right to appoint Associate Members for a period of one to four years subject to voting limitations outlined in current regulations.

Link Governors

Governors should be annually elected for the following responsibilities these include: Health and Safety, Inclusion/SEN, Safeguarding, and Training.

Suspension of Governors

The Governing Body may agree to suspend a Governor for a period of up to six months under prescribed reasons in accordance with *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 17, legislation.gov.uk*.

Governing Body Meetings

The Governing Body of **South Malling School** will hold a Full Governing Body meeting at least 3 times per academic year. The Clerk to the Governing Body shall produce an annual planner to determine meeting dates and this shall be discussed at the first meeting of each academic year in preparation for the new academic year.

The quorum for Governing Body meetings is 50% (rounded up) of the Governors in post. Meetings which are not quorate shall not go ahead. Meetings that become inquorate partway through may go ahead but no decisions can be made.

All meetings shall be convened by the Clerk to the Governing Body. This is subject to direction from the Chair in the event of the need for an urgent meeting.

Any three members of the Governing Body may request a meeting by submitting a written request to the Clerk to the Governing Body outlining the purpose of the meeting. The Clerk to the Governing Body shall take direction from the Chair of Governors. Notice of the meeting together with the agenda and supporting papers shall be received by each member of the Governing Body no later than seven days before the meeting. In an effort to reduce costs in relation to materials and printing, the Governing Body of **South Malling School** shall, wherever possible, use e-communication to distribute such papers.

Agenda

The agenda for the full Governing Body/committee meetings shall be prepared by the Clerk in consultation with the Chair of Governors and Headteacher.

Any member of the Governing Body may request an item to be included on the agenda by emailing the Clerk. The Clerk shall take direction from the Chair of Governors.

Any Other Urgent Business

Where urgent items need to be raised which are not covered elsewhere on the agenda a Governor may raise the item under matters arising. The Governing Body of **South Malling School** shall determine whether the item is urgent. If it is not considered urgent the Clerk to Governors shall ensure that it is included on the agenda of the subsequent meeting.

Attendance at meetings

The Clerk will maintain an attendance register for all Full Governing Body/Committee meetings.

In the event that a Governor is unable to attend a meeting(s) they must contact the Clerk directly to offer apologies. If the Governor is not able to contact the Clerk then they should contact the Chair or, as a last resort, the school office.

Where a Governor has offered apologies for absence the Governing Body will decide whether the apology should be accepted and this shall be shown in the minutes of the meeting. Acceptance or non-acceptance of apologies will be a standing agenda item at each meeting.

If a Governor fails to attend meetings for a continuous period of six months and has failed to submit apologies, or the Governing Body has not accepted those apologies, the Governor may be disqualified in accordance with regulations. This decision shall be made by the Full Governing Body and recorded in the minutes.

In the event that the Headteacher is unable to attend a meeting the Deputy Headteacher may attend on the Headteacher's behalf.

Statutory guidance from the Department for Education (DfE) says that governing bodies should publish up-to-date details of their governance arrangements on their websites. This includes a record of governors' attendance at governing body and committee meetings over the last academic year.

Meeting Minutes

The Clerk to the Governors shall take minutes of all Full Governing Body/committee meetings. In the event that the Clerk is unable to attend a meeting, the Governing Body should arrange for one of its members to minute on that occasion. The Headteacher is exempt. Where an item is confidential it shall form a separate minute on pink paper and filed separately.

The draft minutes shall be produced within five days of the meeting and sent to the Chair and the Headteacher for approval. When the draft minutes have been approved by the Chair and Headteacher the minutes may be circulated to every member of the Governing Body/members of committee as a supporting document to the agenda for the next Full Governing Body/committee meeting.

The Governing Body/Committee shall approve the minutes as an accurate record of that meeting at the next Full Governing Body meeting/committee meeting and these shall be signed by the Chair of Governors/Chair of committee of [South Malling School](#). Once the Full Governing Body minutes have been approved by the Governing Body, and have been signed and dated by the Chair, the Clerk will arrange for submission on the school's website. The Clerk will ensure the signed copies are filed in the relevant file in the Main office. Minutes (except confidential items) shall be available for public inspection.

Correspondence

The Chair of [South Malling School](#) Governing Body may write and sign letters on behalf of the Governing Body.

In the event that the Chair has taken Chair's action for an urgent item of correspondence the Chair shall report to the events at the next Full Governing Body meeting.

Debates

The Chair will ensure that all Governors enjoy equality of opportunity to express their views. The Chair will regulate all debates.

Decision Making

All decisions must be made by the Full Governing Body of [South Malling School](#) unless the Governing Body has delegated the function.

Only Governors present at the meeting are able to vote.

A simple majority decides the outcome of any vote and in the event of a tie the Chair shall have the casting vote. [This does not apply when it relates to a selection panel vote for recommendation of the appointment of Headteacher or Deputy Headteacher].

Decisions of the Governing Body are binding upon all members.

Business and Pecuniary Interests

A Register of Pecuniary and Business Interests will be held by the Clerk to the Governors. Each Governor shall be required to sign a Pecuniary and Business Interest Form annually. If a Governor's business or pecuniary interests change they should inform the Clerk immediately. All new Governors shall be required to sign a Pecuniary Interest Form. Details of governors' pecuniary interests will be published on the school's website, in accordance with regulations.

Business and pecuniary Interests will be a standing agenda item and Governors are required to declare any business or pecuniary interest in any agenda item.

Any person entitled to attend a Full Governing Body meeting (including Associate Members and the Headteacher where he/she is not a Governor) must withdraw and not vote where there could be a conflict of interest [the definition for a conflict of interest is where a Governor has an interest that is greater than the generality of the Governing Body].

National Governor Database – Edu Base

The Department for Education has set up a national Governor database via Edu Base in which Governors information has to be submitted via the Clerk to the Governors this will become a duty as of 1st September 2016.

Delegation of Functions

No individual Governor may take action unless that action has been formally delegated to the individual Governor by the Governing Body.

Delegation of functions shall be reviewed annually by the Governing Body.

The Governing Body shall act in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 when agreeing delegation.

Public Statements

No Governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

Amendments to Standing Orders

The Governing Body may not add to, amend, or revoke any Standing Order in force for the time being except at an ordinary meeting. All standing Committees of the Governing Body may seek to amend Standing Orders by making recommendations to the Full Governing Body.

Details of proposed amendments to Standing Orders must be issued to all members of the Governing Body with the agenda paper for the meeting at which they are to be considered for adoption.

The members of the Governing Body of South Malling School shall adhere to these Standing Orders and all policies agreed by the Governing Body at all times.

These standing orders were reviewed on 3 October 2018

Signed by the Chair of Governors on behalf of the Governing Body of South Malling School

Mary Burr

Chair of Governors print name Mary Burr

Date 3 October 2018