

## GOVERNING BODY OF STOKE MANDEVILLE COMBINED SCHOOL STANDING ORDERS 2016-17

Standing Orders are rules established by the Governing Body to regulate the work of the Governors. They are in addition to any Government Regulation and are optional.

<p>1.</p>	<p><b><u>GOVERNANCE FILE</u></b></p> <p>The Governing Body will compile a School Governance File containing:</p> <ul style="list-style-type: none"><li>• The Governing Body's Standing Orders.</li><li>• The current Instrument of Government detailing the composition of the Governing Body.</li><li>• The Terms of Reference for Committees and Working Groups (if applicable), and the structures and remits for the same.</li><li>• The policy on Governors' expenses.</li><li>• The Governors' Handbook (published by the DfE).</li><li>• The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, and any subsequent amendments.</li><li>• The School Governance (Constitution) (England) Regulations 2012, and any subsequent amendments.</li></ul> <p>The file should be accessible to all Governors. The Clerk to the Governing Body should also retain a copy for their records.</p>
<p>2.</p>	<p><b><u>MEETINGS</u></b></p> <p>The Governing Body notes the requirement to meet at least three times in each school year. The agreed meeting pattern is termly.</p>
<p>3.</p>	<p><b><u>AGENDA</u></b></p> <p>The agenda will be organised by the Clerk in consultation with the Chairman and Headteacher.</p> <p>Any Governor may request that an item is placed on the agenda by contacting the Clerk not less than 10 days before the meeting who will discuss the request with the Chairman.</p> <p>Any Governor wishing to raise an urgent 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.</p>
<p>4.</p>	<p><b><u>ATTENDANCE</u></b></p> <p>Where a Governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.</p>

<p>5.</p>	<p><b><u>ALTERNATIVE ARRANGEMENTS FOR GOVERNORS' PARTICIPATION</u></b></p> <p>Alternative arrangements for governors to participate or vote at meetings will be as follows:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Occasions where it is deemed to be acceptable to contribute using alternative arrangements could include: <ul style="list-style-type: none"> <li>- Working away / late / delayed at work</li> <li>- Breakdown in childcare or other caring responsibility</li> <li>- Transport difficulty</li> <li>- Bad weather</li> </ul> </li> </ul> <p>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.</p>
<p>6.</p>	<p><b><u>ELECTION PROCESS FOR CHAIRMAN AND VICE-CHAIRMAN</u></b></p> <p>The Governing Body resolves that the following process will apply to the election of Chairman and Vice-Chairman:</p> <ul style="list-style-type: none"> <li>• Governors will be able to submit written nominations prior to the full governing body 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.</li> <li>• Nominee(s) will be asked to leave the room whilst the election process takes place.</li> <li>• If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot (delete as agreed). Please note that if a secret ballot is agreed, the clerk will tally the votes.</li> <li>• The nominee(s) will return to the meeting.</li> <li>• Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken</li> <li>• The clerk will announce the result, with the nominee polling the majority of votes being duly elected.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p>7.</p>	<p><b><u>APPOINTMENT OF THE CLERK</u></b></p> <p>The Governing Body resolves that the clerk to the Governing Body is the Clerk provided by the Buckinghamshire Learning Trust.</p>

<p><b>8.</b></p>	<p><b><u>ACCESS TO MEETINGS</u></b></p> <p>The Governing Body has determined that, other than those entitled to attend, the following persons may be invited to a meeting:</p> <ul style="list-style-type: none"> <li>• The Deputy Headteacher, if not a Governor, will be invited to attend Governing Body meetings</li> <li>• A member of staff may be invited to attend meetings of the Governing Body, as an Observer,</li> <li>• Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited (in a non-voting capacity).</li> </ul> <p>Any non-governors wishing to attend and/or speak at the Governing Body meeting should submit a request to the Chairman of Governors one week in advance of the meeting.</p>
<p><b>9.</b></p>	<p><b><u>MINUTES</u></b></p> <p>The draft minutes will be sent by the Clerk to the Chairman and Headteacher for review prior to distribution to Governors. Minutes remain confidential and unconfirmed until confirmation at the next meeting of the Governing Body.</p>
<p><b>10.</b></p>	<p><b><u>GOVERNOR EXPENSES</u></b></p> <p>The policy of the Governing Body on the payment of expenses to Governors is attached.</p>
<p><b>12</b></p>	<p><b><u>COLLABORATION ARRANGEMENTS</u></b></p> <p>Collaboration arrangements were to be explored and may apply in the formation of committees to hear or review: Staff Dismissal and Staff Dismissal Appeals, Pay Review Appeals, Employee Grievance, Pupil Discipline; and for Complaints Panels.</p>
<p><b>13</b></p>	<p><b><u>DELEGATIONS</u></b></p>
<p><b>13.1</b></p>	<p><b><u>COMMITTEES</u></b></p> <p>Committee delegations are detailed in the governing body's terms of reference and committee remits and are reviewed annually in the Autumn Term.</p> <p>Committee membership is reviewed annually in the Autumn Term</p>

<p>13.2</p>	<p><b><u>DELEGATION OF FUNCTIONS TO THE CHAIRMAN</u></b></p> <p><b><u>1. PERSONNEL</u></b></p> <ul style="list-style-type: none"><li>• 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 five additional days' leave of absence with or without pay.</li><li>• 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.</li><li>• Liaison with the Headteacher in relation to personnel issues as outlined in the Framework for Managing People in Schools adopted by the Governing Body.</li></ul> <p><b><u>2. INSET</u></b> - Approval of INSET days where time does not permit this to be considered by the full Governing Body.</p> <p><b><u>3. CORRESPONDENCE/DOCUMENTATION</u></b></p> <p>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 be expected to liaise with members of the relevant committee/Chairman of Committee before preparing a response.</p> <ul style="list-style-type: none"><li>• The Chairman has a right to take a decision in an emergency by virtue of his/her office.</li><li>• Any decisions taken by the Chairman under his/her delegated authority will be reported back to the next meeting of the Governing Body</li></ul>
<p>13.4</p>	<p><b><u>DELEGATION OF FUNCTIONS TO THE HEADTEACHER</u></b></p> <p>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).</p> <p><b>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.</b></p> <p>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.</p> <p>The exceptional circumstances are as follows:</p> <ul style="list-style-type: none"><li>• A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such</li></ul>

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 the exceptional circumstances, outlined above, the following arrangements will apply:**

#### **Staff Appointment and Dismissal**

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 26 September 2016 (Minute No.5.1), 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.*

Signed.....Chair of Governors

DATE.....

*NB text in red denotes changes from previous version*

## MODEL SCHEME FOR PAYING GOVERNOR ALLOWANCES

Governors and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

### Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements: Child care or baby-sitting expenses, where these are not provided by a relative or partner;  
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

### Allowance Rates

Rates at which allowances are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of £8.25 per hour

Support for Special Needs: extra costs incurred as a result of special needs

Support if English is not first language: extra costs incurred as a result of English not being the first language

Telephone Calls, Postage, etc: Actual costs incurred

- Travel Rates:** In accordance with HMRC Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles. For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10 per journey.
- Subsistence:** If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

### **Criteria for Claims:**

- All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls). Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

### **Financial Systems**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.