



## **The Federation of Bedenham and Holbrook Primary Schools - Standing Orders**

**Approved at FGB: 12<sup>th</sup> September 2016**

These standing orders should be considered in line with DfE guidance on school governance and the GB code of practice.

### **1. Membership**

- The governing body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum for a full governing body meeting of not less than 4.
- All governors will be appointed for a 4 year term of office.
- The governing body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.
- The governing body will be proactive in recruiting governors whose appointment is their responsibility.
- The governing body will seek to recruit those people with the relevant skills and experience needed to strengthen the board whilst looking to maintain strong stakeholder representation from the local community.

### **2. Election of chair and vice-chair**

Any changes to the governing body's arrangements for elections in these standing orders will be made in advance of any election.

- The chair and vice chair will be elected for one year unless decided otherwise by the FGB and their term of office will end on the day before the first full governing body meeting following the anniversary of their appointment.
- Candidates should self-nominate wherever possible prior to the first FGB of the academic year through the clerk.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- The clerk will conduct the election of the chair.
- Where an election is contested voting will be by secret ballot.

### **3. Appointment of the clerk to the governing body**

- The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice.
- The governing body will arrange for the clerk to discuss their role with the chair of governors on an annual basis.
- The governing body will support the clerk in their continuing professional development, by enabling them to participate in the clerks' accreditation programme, the clerks' development programme, support meetings and inviting them to attend whole governing body training.

### **4. Meetings**

- An annual calendar of dates for main and committee meetings will be set and published.



- The governing body will plan its business across the year to take account of the schools' internal management cycle and the ready availability of information and reports.
- The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the schools is properly addressed.
- Meetings will focus the work of the governing body on its three core functions and provide evidence that it is monitoring progress and evaluating outcomes across the schools, to ensure that the school improvement plan is successfully implemented, as well as meeting its statutory responsibilities.
- Governors will receive relevant information sufficiently in advance of meetings to enable informed discussion to take place and considered decisions to be made.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support and appropriate challenge through the questions they ask.
- The submission of apologies should not be taken as the governing body giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
  - Consent for absence may be granted by the governing body on request from governors who know they will be unable to attend meetings for an extended period.
  - Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or chair.
- The governing body will aim to complete full governing body and committee meetings within two hours.
- Any additions to the agenda (any other business) will only be dealt with if agreed by the board at the beginning of the meeting.

## 5. Governing body organisation

### a) Committee structure

- The governing body will operate with monthly Full Governing Board (FGB) meetings, one committee and one working party in the current academic year. Ad hoc working parties to be agreed as required by the FGB.
  - Pay and HR – determination of pay and performance for teachers and Headteachers, maintaining HR policies, staff structure, performance management and audit....
  - Policy Working Party – review schools and federation policies and approve/send to FGB/committee for approval as required by DfE guidance and the FGB.
- Subject to regulations, the governing body will set up staff discipline and dismissal, pupil discipline, complaints and appeal committees.
- The governing body is required, on an annual basis to:
  - review the constitution and membership of its committees
  - review the terms of reference of its committees – this task will be undertaken by the committees and brought to the governing body for ratification at the first meeting of the academic year



- set the quorum for its committees (minimum of three)
- Committees will elect their own chair annually, who will not be an associate member
- Committees will be clerked by a trained individual who is not a Headteacher
- The overall effectiveness of the committee structure and the way it works to support the core functions of the governing body will be reviewed annually.

#### b) Delegation

- In addition to responsibilities retained at governing body level by regulations, the governing body will not delegate:
  - approval of the schools' improvement plans
  - approval of the first annual budgets in each financial year
  - approval of key policies

#### c) General

- The governing body will ensure that there are opportunities for parents to engage with governors so that their views can be considered by the board.

## 6. School Improvement

The governing body:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the schools
- will be actively engage with schools' self-evaluation
- will continuously self-evaluate its own performance
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the schools
- will use a variety of internal and external information / data to hold the schools to account and, where required, take appropriate action to drive up standards
- will require written information termly from the Executive Headteacher/HOS covering:
  - pupil achievement and progress
  - an analysis of the schools' performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
  - progress regarding the implementation of the schools' improvement plans
  - school improvement plan progress and how it impacts on the quality of teaching and learning
  - strategic staffing issues
  - behaviour and exclusions
  - attendance data
- will require written information termly from the school finance/ business managers on the schools' revenue and capital budgets
- will receive and make use of external reports from the Local Authority, where appropriate (except those naming individual staff)
- understand the requirements of the Ofsted Leadership and Management criteria, especially those relating to governance (refer to the Ofsted section in the A –Z index on the Governor Services Website)



- will ensure that the schools have in place all relevant statutory policies and meet all other statutory requirements

## 7. Governor relationships

The governing body and Executive Headteacher/HOS will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The governing body:

- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the Executive Headteacher, HOS and staff to maintain a reasonable work / life balance in the way it conducts its business
- will have regard to equality of opportunity for both current and future governors in planning the frequency and times of meetings
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view - where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current regulations
- will be welcoming to new governors and ensure they receive appropriate induction and training

All governors will:

- share the workload and take on additional responsibilities as and when required to ensure the governing body fulfils its core functions
- undertake a focused school visit during school hours, at least once a year wherever possible
- undertake visits related to the governor link role as agreed
- undertake induction training within one year and on-going training relevant to their role
- contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion
- always act in the best interests of the schools
- conduct themselves in a manner that reflects the ethos of the schools
- be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for governor business
- will only act within the delegated powers granted to them by the governing body
- be respectful of the view of others and help to foster open and honest debate
- refer anyone with issues or concerns about the schools to its Complaints Policy
- use social media responsibly to ensure Governors and the schools' reputation is not compromised
- observe complete confidentiality at all times both inside and outside the school

## 8. Web Site:

The Governing Body will publish up to date information on the Government Governor Data Base and school web sites of the governance arrangements. The information will be readily accessible to include:

- Structure and remit of the governing body and any committees and the full names of the chair of each, for each governor who has served at any point over the past 12 months.
- The full names of governors and associate members, date of appointment, term of office, date they stepped down where applicable, who appointed them (in accordance with the Instrument of Government).



The Federation of Bedenham & Holbrook Primary Schools



- Relevant business and pecuniary interests.
- Governor and associate member attendance at all meetings over the past 12 months.
- Voting rights for associate members.

Approved at FGB 12<sup>th</sup> September 2016