



## **STOWER PROVOST COMMUNITY SCHOOL**

### **STANDING ORDERS FOR GOVERNING BOARD**

<b>Ownership</b>	<b>FGB</b>
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## **Introduction**

This set of standing orders for the governing board covers the principal areas of law and good practice and is intended to guide governors in determining the conduct of their business. The Governing Board also has a Code of Conduct, a brief statement of the types of behaviour expected of members of the governing board. Governors sign a copy of this as their agreement to comply with the code.

## **The Seven Principles of Public Life**

This is an interpretation of Lord Nolan's seven principles, adapted for school governing boards.

As a public board responsible for the well-being of the school and accountable to the parents and the local community (and the diocese or foundation, where this applies), the governing board accepts the following principles as individual governors and corporately as the governing board.

<i>The Principle</i>	<i>The interpretation for governing boards</i>
Principle 1 <u>Selflessness</u>	The governing board takes decisions solely in the interest of the school and its continued development and improvement.
Principle 2 <u>Integrity</u>	The governing board does not place itself under any financial or other obligation to outside individuals or organisations that might influence us in the performance of our duties.
Principle 3 <u>Objectivity</u>	In making appointments, awarding contracts or recommending staff for rewards and benefits, the governing board makes choices on merit.
Principle 4 <u>Accountability</u>	The governing board is accountable for its decisions to the public and, in particular, the school's parents, and accepts it must and will submit itself to appropriate scrutiny, including through inspection and financial audit
Principle 5 <u>Openness</u>	Whenever possible and practicable, we are open with our actions and decisions and the reasons underpinning them.
Principle 6 <u>Honesty</u>	Individual governors accept each has a duty to declare any private interests relating to duties as governor, and to resolve any conflict in a way that protects the public interest.
Principle 7 <u>Leadership</u>	The governing board promotes and supports these principles by leadership and example.

## **Governing board role and relationships**

The governing board and Headteacher work in close partnership. The Headteacher is the operational manager of the school, the governing board should have a strong focus on three core strategic functions:

- **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**
- **Overseeing the financial performance of the school and making sure its money is well spent**

The school development plan will generally provide the main mechanism for the strategic planning process. The governing board will monitor and evaluate progress and review the strategy for the school and in doing so will consider advice given by the Headteacher and the Self Evaluation Partner or external advisor.

The governing board will delegate sufficient powers to the Headteacher to allow him or her to perform the management duties of the post effectively and the Headteacher will report regularly to the governors.

## **The composition of the governing board**

**The composition of the governing board is specified in the Instrument of Government.**

**The governing board will review the composition of the governing board annually at the first meeting of the autumn term** and will take into consideration such matters as the efficiency and effectiveness of the number of governors and the ease or difficulty of recruitment. A skills audit is carried out regularly to help with recruiting governors with the skills needed.

**Where a change of Instrument is clearly desirable, this matter will be considered and any decision to change the instrument made as an agenda item at a full meeting of the governing board.**

## **The election/appointment, induction and responsibilities of governors, officers of the governing board and the clerk**

### **The election and appointment of governors**

The clerk should ensure that the governing board is aware of forthcoming governor vacancies at least three months before those vacancies are due. Term of office is normally four years.

**Parent** governors are elected using the procedures and paperwork developed by and available from Dorset governor services. A copy of this is available on Governor Services website within the Toolkit page. Parent governor positions must be filled by initially carrying out an election although an appointment to this category can be made by the governing board if an election is unsuccessful.

**Staff** governors are also elected using the Dorset procedure, and again paperwork to assist with this can be found on the Toolkit page of the website. Governing boards will only have

one staff governor position on their board but members of staff can also be appointed as co-opted governors. The staff governor position is open to all staff and should it get to a ballot, as more people apply than positions available, then all staff are entitled to vote.

**Authority** governors are nominated by the Local Authority, by working with the governing board to advertise the position and determine what skills are currently needed. The applicant should complete an application form and the chair of governors a meeting slip (this gives the governing board's view of any applicants). An Appointments Panel then make the nomination to the governing board on behalf of the LA.

The appointment is then made by the governing board ensuring that their eligibility criteria, previously set, has been met.

**Co-opted** governors are appointed by the governing board using the process that they have decided on. The person to be appointed should have the skills, in the opinion of the governing board, required to contribute to the effective governance and success of the school.

**Associate members** may be appointed to the governing board in addition to the complement of governors. Associate members are **not** governors and do not count towards a quorum. They are appointed to contribute specific areas of expertise or advice. They may sit on committees and the governing board may bestow voting rights. They may attend full governing board meetings but can not be given voting rights at these meetings. Their term of appointment will be for between one and four years, and can be individual to each associate member.

### The induction of new governors

The governing board has agreed a policy for new governors' induction.

The key elements of that policy define:

- The information about the governing board that the new governor will receive and how that information is delivered
- Support from the chair
- Support from the headteacher
- Support and advice on courses for new governors
- The role of a governor mentor
- The governing board's decision on entitlement to expenses
- Advice on support from the new governor's employer; and
- Support for the new governor's first meeting

### Appointment, induction and duties of the clerk to the governing board

**The governing board shall appoint a clerk to the governing board, who must not be a governor, an associate member or the headteacher of the school.**

**The governing board may remove the clerk to the governing board from office.**

### Appointment

When a new clerk is to be appointed, the governing board should consider the model clerks' job description available from Human Resources, County Hall.

### Induction

Once the new clerk has been appointed the chair of governors and headteacher will take the lead in implementing the induction programme agreed by the governing board.

The key elements of the induction programme include:

- Helping the new clerk to locate essential documentation and information
- Clarifying the policy on the use of email and Dorset County Council websites for communication with governors
- Clarifying pay and conditions of service
- Agreeing an annual appraisal for the clerk
- Agreeing line management relationships (this is the chair's responsibility)
- Support for the clerk's professional development, including attendance at clerks' termly briefings and courses provided by Dorset governor services. In particular covering expenses to enable the clerk to attend these courses.

### Duties

**The clerk shall:**

- **Convene meetings of the governing board**
- **Attend meetings and produce minutes**
- **Maintain a register of members of the governing board and of associate members**
- **Maintain a register of governors' attendance at meetings and report on non-attendance to the governing board**
- **Give and receive notices concerning governor appointments, resignation and disqualification**
- **Perform such other functions suitable to the post as may be determined by the governing board.**

### The appointment of elected officers of the governing board: the chair and vice chair of governors and committee chairs

The governing board determines and agrees its own procedure for the election of the chair and vice chair of governors. Normally the election is held at the first meeting of the autumn term, though sometimes a mid-year election may be necessary: for example, where an office holder chooses to resign in mid-term. If the chair resigns the vice-chair will act as chair until a successor can be appointed at the next meeting of the full governing board.

The legislative requirements are that:

- **Every governing board must elect a chair and vice chair.**
- **The chair and vice chair must be members of the governing board and must be governors – associate members cannot be elected to either position.**
- **Prior to the election the governing board must determine the date on which the term of office of chair and vice-chair will end**
- **The election must be at a full meeting of the governing board.**
- **Governors who are paid to work at the school cannot be chair or vice chair.**

- **The chair or vice chair shall cease to hold office when: s/he leaves the governing board; is paid to work at the school; or is removed from office by the governing board.**

#### The process

In agreeing or reviewing its procedure for the election of chair and vice chair, the governing board will consider the following options:

- The length of the term of office: a maximum of four years normally but this may be extended if required but shall not exceed six years.
- Governors are permitted to nominate themselves.
- Nominations will be sent in advance to the clerk – the clerk will ask for nominations at least three weeks before the election date and nominations should be received before the meeting.
- If there is only one nominee for each position there will be a ballot to ensure the majority on the governing board supports the nominations.
- Votes will be indicated by paper ballot.
- Candidates may not vote for themselves.
- Absent governors can vote by a proxy or postal vote.

#### Other considerations

The governing board notes:

- The agenda for the governing board meeting at which the chair and vice chair elections will take place should list the election as the first item and give details of any nominations received in advance.
- The clerk will chair that part of the meeting dealing with the election of the chair.
- The governing board should ask prospective chairs and vice chairs to leave the room while the ballot takes place and the outcome is discussed
- Once the chair is elected s/he conducts the election of the vice chair, using the same procedures adopted for the election of the chair.

#### The appointment of committee chairs and vice-chairs

There is a legal requirement that each committee should have a chair. The law does not actually require a vice chair, though it is perfectly permissible to elect or appoint one if that is the committee's or governing board's wish.

The governing board will decide either to appoint committee chairs and vice chairs or to delegate that decision to the committees themselves.

An associate member may be elected or appointed chair of a committee.

There is no set process for the election of committee chairs (and vice chairs if wanted) but it is probably a good idea to follow the same procedure as agreed for the chair and vice chair of the full governing board.

#### Removal of chair and vice chair from office

In certain circumstances, the governing board may, by resolution, remove the chair or vice chair from office. Where removal is being considered, the governor proposing removal should attempt informal resolution by discussion with the chair or vice chair.

**If a decision to propose removal is made, this must be a specified item of business on the agenda of a full governing board meeting. Before the governing board resolves to remove the chair or vice chair, the governor proposing the removal shall at the meeting state reasons for doing so, and the chair or vice chair shall be given the opportunity to make a statement in response before withdrawing from the meeting.**

At the meeting, following the withdrawal of the chair or vice chair, the governing board will discuss the proposition to remove and will vote by paper ballot. In the event of a tied vote the person chairing the meeting will have the casting vote.

#### Individual governors' roles and responsibilities

**The governing board will appoint named governors to manage the Headteacher's performance management.**

The governing board may also appoint named governors for special educational needs, literacy, numeracy, safeguarding, equality and for other positions as agreed (see job descriptions).

The governing board will review these positions at the first full governing board meeting of the school year and fill any vacancies.

#### Expenses and pecuniary interests

##### Governors' expenses

**The governing board will agree a policy on the payment of governors' expenses from the school's delegated budget, recognising that there is no statutory obligation on a governing board to pay expenses though the DEF recommends that it should.**

In considering whether to make payment of expenses, the governing board should consider such factors as equal opportunities and the recruitment and retention of governors as well as the cost implications of paying governors' expenses.

If the decision is that expenses will be paid, the governing board's expenses policy must be in line with legislation and detail the areas in which expenses can be claimed, the rate of payment and how individual governors' claims are submitted and processed.

##### Pecuniary and business interests

The governing board will maintain a register of governors' pecuniary and business interests

- The register of governors' pecuniary and business interests is maintained by the clerk to the governing board and is kept confidentially in the school
- New governors will be asked on appointment to complete a form detailing pecuniary and business interests
- Existing governors will be reminded at least annually (at the first full governing board meeting of the autumn term) to sign a new form (or sign and re-date the existing form), even if there is no change in their circumstances, to show that the information is current
- Individual governors whose circumstances change in respect of pecuniary and business interest during the year should take the initiative in completing a new form

**A governor with a pecuniary or business interest will withdraw from the meeting during the discussion of that item if the governor, or a close relative (as defined) stands to gain financially from the decision, has a personal interest in the matter under discussion, or is related to a parent, pupil or employee under discussion. The school must publish information for governor Business Interest forms on the school website.**

In fact Declaration of Business Interests should be at the top of the agenda for every meeting (full governors and committees) to prompt governors to declare their interest and withdraw. The clerk should minute that this matter was raised and the response from those present.

Where a governor has a personal, pecuniary or business interest in an item under discussion at a meeting, the clerk will draw this to that governor's attention if the governor has not already personally identified an interest at the start of the meeting.

### **Meetings of the governing board**

#### Governing board meetings

**The governing board conforms to the legal requirement to meet three times each academic year.**

**Meetings of the governing board are convened by the clerk.**

**The clerk will give written notice of the meeting, a copy of the agenda and any reports or other papers to each governor, the Headteacher and associate members, at least seven clear days in advance of the meeting, except in cases of emergency where the chair considers a meeting is needed to decide on a matter requiring urgent consideration, when this period may be shortened.**

**Any three members of the governing board may request a meeting by giving written notice to the clerk that includes a summary of the business to be transacted. The clerk must convene the meetings as quickly as is reasonably practicable.**

**Full notice is required of any meeting at which consideration is to be given to the removal of chair or vice chair, the suspension of any governor, or a decision to serve notice of discontinuance of the school.**

The governing board expects all governors to make every effort to attend and contribute to all meetings of the full governing board and the meetings of the committees of which they are members.

The governing board will agree the annual number of its meetings and how many times it will meet in each term.

At the first meeting in the autumn term the governing board agrees the times and dates for full meetings of the governing board for the rest of the academic year. An acceptable length of meeting could also be set and agree that if the business has not been completed in this time that the governors present may decide to continue the meeting in order to deal with the agenda items or discontinue and re-schedule.

The times and dates of meetings of committees are decided by the governing board or each committee for the full year, taking account of governing board meeting dates.

The day and time of meetings are reviewed annually and take into account suitability, reasonableness and convenience for most governors, and work-life balance for staff governors and the Headteacher.

### Voting

**The quorum for a meeting of the governing board and for any vote on any matter shall be one half (rounded up to a whole number) of the actual membership of the Governing Board, excluding vacancies.**

**Every decision to be made at a meeting of the governing board shall be determined by a majority of the votes of the governors present and eligible to vote.**

**Where there is an equal division of votes the chair or the person acting as chair (provided s/he is a governor) shall have a second or casting vote (associate members acting as chair do not have a casting vote).**

- Normally decisions will be agreed by the chair seeking a consensus view at the end of a discussion
- Where the chair or another governor (with the support of the governing board) considers it appropriate to take a vote, the governing board shall determine whether this will be by show of hands or ballot
- A secret ballot will be organised where this is agreed by the governing board
- All resolutions put to a vote require a proposer and seconder and will be decided by a simple majority vote, with the chair having a casting vote
- The clerk will record the voting figures, including abstentions
- Information on how individual governors voted is confidential to the meeting and should not be published

### Drawing up agendas

For full meetings of the governing board, the agenda will be considered between the chair of governors, the chairs of Committees, the Headteacher and the clerk at least three weeks before the meeting. At the agenda meeting, priorities will be discussed and the agenda agreed.

Governors may request items be placed on the agenda for governing board meetings by contacting the clerk or the chair. These requests will be considered at the agenda setting meeting.

The chair makes the final decision on agenda items, placing priority items near the top of the list and taking into account the views and advice of the head and clerk. The chair should not use this power to forbid discussion of matters put forward by governors.

The agenda of every meeting of the governing board will include an item concerned with school development, often supported by a written report by the Headteacher, or his or her staff nominee or the school development group.

Each agenda item will include a brief description to help governors to prepare properly for that part of the meeting and any papers needed for that item will be identified.

**The agenda and any supporting papers (and, if not previously distributed, the approved draft minutes of the last full meeting of the Governing Board and the minutes of**

committee meetings) **will be sent to all governors to arrive at least seven days before the meeting in question.**

Only governors who have received minutes may vote on whether the minutes may be accepted.

The same processes are used in drawing up committee agendas. The committee clerk, committee chair and Headteacher will be involved in this case.

Any Other Business will be included on the agenda for full governing board and committee meetings. Individuals wishing to raise such additional matters must inform the chair of their intention at the beginning of the meeting. The governing board will decide whether such additional items can be dealt with at the meeting, referred to one of the committees, deferred to a later meeting, or should not be included on any agenda.

### Minutes

**The clerk (or person appointed to act as clerk) will ensure that minutes of the proceedings of a meeting are drawn up and signed (subject to the approval of the governing board) by the chair at the next meeting.**

**The governing board shall, as soon as reasonably practicable, make available for inspection by any interested person a copy of**

- **The agenda for every meeting**
- **The signed minutes of every such meeting**
- **Any reports or papers considered at any such meeting.**

**The governing board can exclude any material relating to**

- **A named person who works, or it is proposed should work, at the school**
- **A named pupil at, or candidate for admission to, the school**
- **Any other matter that, by reason of its nature, the governing board is satisfied should remain confidential, having in mind the requirements of freedom of information legislation**

The minutes will be drawn up by the clerk and kept as a permanent record, in paper copy (and electronically if desired) in a format to be agreed by the governing board, perhaps a lever-arch file or a minutes book.

On approval by the governing board at the next relevant meeting, the chair will initial and date each page. Other significant documents coming to the governing board for adoption or approval will be signed and dated by the chair on approval by the governing board, with an initial on each page of the document.

Draft minutes should be checked for accuracy by the chair, chairs of committees and headteacher within seven days of the meeting. The clerk will send these approved draft minutes to all members of the governing board as soon as they are available: within fourteen days of the meeting whenever possible.

A copy of the signed minutes will be sent to governor services as soon as practicable, by email, and will be available for inspection by parents and members of the public at the school.

The minutes of confidential items will generally be available only to the governors attending the meeting at which they were discussed (see Confidentiality, below).

### Attendance and apologies for absence

The governing board expects all governors to make every effort to attend full governing board meetings and meetings of the committees of which they are members.

**The Headteacher, whether or not a governor, is entitled to attend all meetings of the governing board but will be asked to withdraw from meetings during discussion and decisions on the head's pay or in any other matter where a conflict of interest could arise.** If the Headteacher cannot be present at a full governing board meeting, the deputy head or other nominated member of staff may be invited to attend but will not have a vote.

The clerk records the names of all those present at the meeting, including his or her own name and the names of associate members and any visitors and observers.

The minutes will record the late arrival or early departure of governors or associate members.

A governor who is not able to attend a meeting should give apologies, explaining the absence. The governing board will decide at the meeting whether or not to accept the apologies and record its decision in the minutes of the meeting, following a vote if necessary. Where apologies have not been accepted, the clerk will inform the absent governor. Where a governor fails to attend a meeting and does not give apologies beforehand, the absence is noted in the minutes.

**Governors are disqualified from serving if they miss meetings for six months consecutively, starting from the first meeting missed.**

- Any governor or associate member who fails to attend a meeting of the full governing board for six months from the first meeting missed will be automatically disqualified unless the governing board has accepted apologies, in which case the six month period starts again from the first meeting at which apologies are not sent or are not accepted. The clerk will inform the governor or associate member of the disqualification rule before the end of the six month period.
- Where a governor or associate member is missing meetings, the chair of governors will arrange to meet the person to discuss any difficulties and provide support.

### Correspondence

The clerk will produce a list of incoming and outgoing governors' correspondence as part of a written report for each full governing board meeting and will maintain a file of correspondence in the school available to all governors.

The chair, headteacher and clerk will agree which items of incoming correspondence will be presented for discussion at full governing board meetings. This must not, however, include letters of complaint sent to the clerk; letters of complaint will be dealt with in line with the school's complaints procedure.

The governing board will from time to time determine who should write letters, policy papers or discussion documents and other materials on its behalf. No governor should write such a letter or policy paper or make a public statement without the authority of the governing board.

## Confidentiality

Although minutes of governing board and committee meetings are public documents, the discussions within the meeting are confidential. All members of the governing board must respect the general confidentiality of the detailed discussions that take place in meetings.

The governing board may keep certain parts of its discussions confidential and omit details from the public minutes. A matter is confidential if so declared by the chair of governors or committee chair at a meeting with the agreement of members present and having regard for the requirements of freedom of information legislation. Generally, this is done to protect the identity of persons under discussion, including a parent, pupil, member of staff or governor. These items should be minuted separately as a confidential minute.

The governing board will determine the circulation of confidential minutes arising from governing board and committee meetings. Confidential minutes will be available to all persons present at the meeting at which the confidential matter was discussed and, at the discretion of the governing board, to other governors who need to have this information in order to form judgements and make decisions. Confidential minutes will not be available for circulation to parents or members of the public except where disclosure is required under freedom of information legislation.

The minutes of confidential items will be printed on coloured paper for ease of identification. The clerk will ensure they are kept in a secure place in the school.

A confidential matter is not to be discussed by any governor outside the meeting, including with fellow governors. Individual governors will be asked to account for any breaches in confidentiality and the governing board may vote to suspend or remove a governor who has breached confidentiality.

## Rights of persons to attend meetings

**In addition to governors, those who may attend a governing board meeting are:**

- **The Headteacher of the school (whether or not a governor)**
- **The clerk to the governing board**
- **An associate member – although the governing board may exclude an associate member from any part of its meeting which s/he is otherwise entitled to attend when the business under consideration concerns an individual member of staff or pupil**
- Anyone else by invitation of the governing board.
- The governing board may invite observers to its meetings, and this could include the deputy Headteacher and other staff members.

Non-governors are not entitled to speak at meetings unless invited to do so by the chair, and they may not vote. The governing board may ask visitors to leave a meeting at any time.

## Conflicts of interest

**Where there is a conflict between the interests of any person and the interests of the governing board, that person should withdraw from any meeting of the governing board or its committees and should not vote. In a situation where the principles of natural**

**justice require a fair hearing and there is any reasonable doubt as to a person's ability to act impartially, he or she should also withdraw from the meeting and not vote.**

**If there is any dispute as to whether or not a person must withdraw from a meeting the other governors present at the meeting must decide on this.**

Examples of cases where a fair hearing must be given include decisions relating to staff or pupil discipline or admission of pupils. The restrictions on persons taking part in proceedings do not stop a governing board or committee from allowing someone who can offer relevant evidence to a case in question from giving that evidence.

### Action following meetings, and urgent actions

The governing board will authorise the chair or clerk to ensure that action agreed at meetings is followed up by the named person within the agreed timescale.

The chair, clerk and Headteacher will monitor progress of actions when planning the next full meeting of the governing board.

**Where urgent action is needed, the chair (or vice chair where the chair is unable to exercise this responsibility) has power to exercise any function of the governing board where delay would be likely to be seriously detrimental to the interests of the school, or to any pupil, parent or staff member.** (In this context, 'delay' means delay for a period longer than the earliest date on which it would be reasonably practicable for a meeting to be held of the governing board, or of a committee to which the function in question has been delegated.)

The chair will use these powers only when absolutely unavoidable and will report any urgent action taken at the next full meeting of the governing board, usually in writing as part of a chair's report to governors.

### Extraordinary meetings

**Any three members of the governing board may requisition a meeting by giving written notice to the clerk that summarises the business to be conducted. The clerk must convene a meeting as soon as is practicable. At least seven days before the meeting the clerk must give each governor, associate member and the Headteacher (if not a governor) written notice of the meeting, a copy of the agenda and any papers to be considered. If the chair considers there are matters that demand urgent consideration, s/he can determine a shorter period of notice, but that period must be at least seven days if matters to be discussed include the removal of the chair, the suspension of any governor, changing the school's name or if a proposal to close the school is to be considered.**

As a matter of courtesy, the chair should be informed when any three governors plan to request an extraordinary meeting. Governors considering requesting an extraordinary meeting will be expected to have given consideration to the implications for governors' time and to have weighed up other options, such as an agenda item at the next full meeting of the governing board.

### Committees and Working Parties

## Committees

The governing board will normally delegate decision-making powers to its committees. Committees operate in a broadly similar manner to the governing board: they must have a chair; they may have a vice chair, though this is not a legal requirement; there has to be a clerk (this must not be a member of this committee); meetings must include an agenda and papers, distributed with due notice; minutes must be approved and published, unless confidential.

- **The governing board must determine membership and proceedings of any committee it decides to establish**
- **The governing board must review annually the establishment, terms of reference, constitution and membership of any committee**
- **The quorum for a meeting of a committee is three governors who are members of the committee**
- **Each committee must have a chair, who is either appointed by the governing board or elected by the committee, as determined by the governing board**
- **The governing board may remove the chair of a committee at any time**
- **The governing board shall appoint, and may remove, a clerk to each committee. This must not be the Headteacher. The clerk shall convene and attend meetings and ensure that minutes are drawn up**
- **The membership of any committee may include associate members, provided that a majority on the committee are governors**
- **No vote shall be taken at a committee meeting unless the majority of members of the committee present are governors**
- **Associate members may have voting rights on committees if these are granted by the governing board.**

## Working Parties

Working parties exist to consider short-term projects and initiatives. They are established, and their membership is set, by the governing board. Working parties do not have delegated powers and can make no decisions on behalf of the governing board or committee, to whom they should report regularly.

## Other procedures

### Governors' visits to school

Governors' visits are an opportunity for governors to collect information on the impact of policies and plans, to meet staff and to understand better how the school operates. While there may be an element of monitoring in a visit, governors must not monitor the quality of teaching; this is the Headteacher's responsibility. Visits will usually focus on any special responsibilities held by governors or priorities in the school development plan.

The governing board should adopt a visits policy developed in collaboration with staff, a model policy is available from governor services. The policy will lay out clear protocols for the preparation for meetings, the visit itself and post-meeting action. Every governor should visit the school at least once a year, but usually once a term, and the governing board may agree an upper limit on the number of visits per governor to avoid infringing on the time and other commitments of teaching staff. The timing and date of visits should be agreed well in advance with the Headteacher.

Feedback on each visit should be presented to the governing board, the visited teacher being invited to contribute.

A log of governors' visits should be kept by the clerk or a designated governor, including the dates and purposes of visits and the teachers and classes visited.

### Complaints from parents and carers

Complaints by parents about the running of the school will be dealt with initially in accordance with the Headteacher's agreed procedure; this may mean that the subject teacher or tutor will be invited first to deal with the complaint, or the Headteacher may deal with all complaints in the first instance. The governing board must agree a policy for dealing with complaints which cannot be settled at this informal stage.

In no circumstance should any governor attempt to become involved in the resolution of a parent's complaint except by advising how the process works.

Ofsted has the power to investigate parental complaints on whole school issues (not about individual pupils) including complaints that:

- The school is not providing a good education
- The pupils' needs are not being met
- The school is not well managed
- Pupils' wellbeing is neglected

Generally, Ofsted will become involved only where the local complaints procedure has been exhausted and can, in extreme cases, organise an immediate inspection.

### The suspension of governors and removal from office

The governing board may suspend a governor from its meetings for a fixed period of up to six months.

#### **The grounds for suspension are if the governor**

- **works at the school and is subject to disciplinary proceedings**
- **is subject to court or tribunal proceedings, the outcome of which could mean that s/he is disqualified from holding office as a governor**
- **has acted in a way that is inconsistent with the school's ethos or religious character and has brought, or could bring, the school or the governing board into disrepute**
- **is in breach of the duty of confidentiality to the school the staff and the pupils**

A governing board can vote to suspend a governor on any of these grounds, but does not have to. Suspension on points 3 and 4 should be used only as a last resort after other efforts to seek resolution have been used.

**Any motion to suspend must be specified as an agenda item at a meeting of which at least seven days' notice has been given. Before the governing board votes to suspend a governor, the governor proposing suspension must give the reasons for doing so and the governor proposed for suspension must be given the opportunity to make a statement in response before withdrawing from the meeting so that the vote can take place. If it is decided that suspension will be invoked, a second vote takes place to determine the period of suspension. All voting is by secret ballot**

**A governor who has been suspended must be given notice of any meetings and must be sent agendas, reports and papers for meetings missed during suspension and shall not be disqualified from continuing to hold office for failure to attend meetings for six months.**

**The reasons for proposed removal must be made known to the governor, who will have an opportunity to make a defence. A vote by secret ballot will be taken on a resolution to remove.**

**The local authority may remove an authority governor and the diocese a foundation governor.**

**Any governor will automatically be removed from the governing board if disqualified by reason of unauthorised absence from governing board meetings for more than six months, or if s/he is subject to any other legal grounds for disqualification.**

### Communication matters

1. 'Communication' refers here to communication to the governing board from the CSA and the DFE, among others, and communication from the governors to these boards. The governing board needs to agree the route for these communications, which is normally through the clerk to governors.
2. All governors should complete a form with their contact details. These will be stored by the clerk.
3. The governing board should make decisions on the extent to which email will be used for sending out agendas, papers and minutes. Votes can not be made by email. While chairs may use email circulation to inform members of the governing board or to discern opinion, no decisions may be made through this means.
4. The governing board can make arrangements for their members to be present at board and committee meetings "virtually", for example by phone or video conference, and therefore to participate in discussion and decision making remotely.

### Safeguarding Pupils

All governors on first appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the local authority or the governing board.

Any governor refusing to take these checks will be disqualified from membership of the governing board

### Code of Conduct

Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year, usually in the autumn term

### Procedures for adopting, reviewing and changing Standing Orders

- Standing Orders are agreed at a full meeting of the Governing Board

- These Standing Orders were drawn up to clarify our procedures and agreed at a meeting of the Governing Board on 20<sup>th</sup> September 2018
- They will be used in conjunction with DFE regulations and guidance and our own Instrument of Government
- The Standing Orders will be reviewed annually
- Every governor will be provided with a current copy of these Standing Orders