

# Governing Body Standing Orders and Terms of Reference 2024-25

The Governing Body has adopted the SCC Choices and Good Practice for Governing Bodies guide and established the following Standing Orders for its operation.

## 1. Membership

- The governing body will ensure it has sufficient governors to undertake its duties effectively. Quorum of full governing body meetings will be 50% of the membership of the governing body, rounded up.
- Governors will be appointed for a 4-year term of office.
- The governing body will strive to create 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 consider for associate membership those individuals who would not otherwise be qualified to be governors.

## 2. Election of chair and vice-chair

- Any changes to the governing body's arrangements for elections (below) will be made in advance of any election.
- The chair and vice chair will be elected for one year at a time.
- The clerk will take the chair for the election of the chairperson.
- Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

## 3. Appointment of Clerk

- The Governing Body will either employ a Clerk or subscribe to the County Clerking Service. If the Clerk is employed by the school, the following apply:
  - 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 and accountability.
  - The governing body will arrange for the clerk to discuss their role with governors on an annual basis.
  - The governing body will support the clerk in their continuing professional development, for example, the clerks' accreditation programme, the clerks' development programme, support meetings, and whole governing body training.

## 4. Meetings

- The governing body will hold a minimum of three FGB meetings per year to ensure the strategic business of the school is properly addressed.
- Governors will receive relevant information sufficiently in advance of meetings to enable sound discussion and decisions to be made.
- The clerk will make documents available on GovernorHub. It is the governors' own responsibility to advise the clerk of any problems in receiving documents

- Recording the acceptance of apologies does not imply the consent of the governing body for a governor to be absent with regard to the Disqualification Regulations for non-attendance. 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.

#### **5. Governing Body Organisation:**

- a) Committee structure
  - The governing body is required to review its overall committee effectiveness, structure and membership annually.
  - Subject to Regulations, the governing body will make provision for staff dismissal and appeal, pupil discipline committees.
  - Terms of reference must be reviewed annually at the first FGB meeting of the academic year.
  - The governing body will elect the chair for each committee annually, who will not be a member of staff or an associate member.
  - Where possible, committees will be clerked by the clerk to the governors
- b) Delegation:
  - The governing body delegates responsibility as specified in Committee's Terms of Reference. In addition to responsibilities retained at governing body level by Regulations, the governing body will not delegate approval of the school strategic plan or school improvement plan.

#### **6. School Improvement - The governing body:**

- will seek a shared understanding of the key strengths and weaknesses of the school;
- will participate in the completion and updating of the self evaluation and consider its results;
- will be continuously self evaluative about its own performance; has involvement in the planning and agenda for school improvement and contributes to the strategic development of the school;
- uses a variety of internal and external information and takes appropriate action on it;
- considers the need to seek a view from the LA or an external adviser as part of preparation for the head teacher's performance management review;
- requires written information from the head teacher on:
  - Pupil achievement and progress
  - Performance Data
  - Progress against the School Improvement Plan
  - Effectiveness of the Performance Management Policy
  - School self-evaluation (in addition to the SEF)
  - Fulfilment of statutory responsibilities as listed in Part C of the SEF
- will be made aware and make use of external inspection reports from SIPs/CSA advisers as well as from LA Council officers. Those provided by HIAS to the chair of governors (except those naming individual staff) will be circulated to all members of the governing body;

## **7. Governor Relationships**

- The governing body and head teacher 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.
- The governing body will, in the way it conducts its business, have regard to the need for the head teacher and staff to maintain a reasonable work/life balance.
- In planning the frequency and times of meetings the governing body will have regard to the equality of opportunity to serve of current and future governors.
- All governors will contribute to discussions, and support the corporate decision making process, maintaining appropriate levels of confidentiality and discretion.
- The governing body 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.
- New governors will be welcomed and provided with appropriate induction and training.
- All governors will share the workload and take on additional responsibility at an appropriate time.
- All governors will undertake training relevant to their role.

## Appeals Committee Structure

**Membership:** Half of the board (All governors will be called upon as necessary on a rotational basis. Only governors who have an interest in any particular situation will be excluded from this system.)

**Quorum:** 3 members of the committee

**Meetings:** as agreed

**Purpose:** To receive representations on Complaints (as appropriate), Dismissals, Grievances (including Pay) and Disciplinary matters and to decide an appropriate outcome.

**Delegated Power:** To act on behalf of the Governing Body having regard to the governors' statutory responsibilities including employment responsibility and the school's personnel policy and practices.

**Reporting:**

To report the decision to the next full meeting of the governing body after either the period for appeal has elapsed or an appeal has been heard. (Should be confidentially minuted as a member of staff may be named).

**Range of Responsibility:**

- All Complaints (as appropriate following use of the Complaints Procedure)
- Staff Grievances (including pay), employment issues where the possibility of dismissal needs to be formally considered
- Disciplinary matters