

**Ettington Church of England Primary School
Governing Board**

Terms of Reference & Standing Orders

2024 - 2025



'Learning for the fullness of life' John 10:10

Statutory, recommended, or additional policy	Statutory
Document review cycle	Annual
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The Governing Board will always operate in accordance with the requirements of the Education Act; the School Governance Regulations; the Local Authorities Scheme for Financing Schools; the Local Authorities Financial Regulations and Procedures and all other relevant legislation.

CIRCLE MODEL – WHOLE GOVERNING BOARD APPROACH

Introduction

The Governing Board works collectively as a 'whole team', meeting at least six times per year usually once in each half term, without any separate committees.

An agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing Board may 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any 'commissioned' working groups will have Governing Board drafted agreed terms of reference (which will be incorporated within this document under Governing Board Operational Business).

In addition to 'commissioning' activities or actions on their behalf, the Governing Board, to ensure its core functions are fulfilled, will delegate monitoring responsibilities to individual Lead Governors. These include the statutory required individual roles and those that the Governing Body feel are appropriate.

The Governing Board recognises the delegated monitoring Lead Governors are replacing committees in terms of challenge, responsibility and accountability when undertaking their monitoring and reporting back to the Governing Board; the Governing Board recognises that **all decisions** are made by the full Governing Board and no financial delegated authority is given to a Lead Governor.

In each case where a function has been delegated there is a statutory duty for the delegated governor to report, by written monitoring reports any findings, action or recommendations for board decision. These reports will in turn inform collective strategic decision making by the Governing Board.

Meetings of the Governing Board and delegated Lead Governors will be considerate of the wellbeing of staff and the Headteacher by referring to the [*DfE teacher workload reduction toolkit*](#).

CIRCLE MODEL – WHOLE GOVERNING BOARD APPROACH	2
Ettington Primary School Governing Board	4
Terms of Reference for the Governing Board	4
Terms of Reference for the Governance Professional	13
Delegation of Functions to the Headteacher	16
Terms of Reference for Lead Governors	19
Guidance for Individuals or Lead Governors	Error! Bookmark not defined.
Terms of Reference for the Monitoring of the School Budget	24
Terms of Reference for Panel Hearings	26
Terms of Reference for the Headteacher’s Performance Management Panel	27
Terms of Reference for the Pay Review Panel	28
Standing Order for Meetings of the Governing Board	30
Standing Order for the Election of Chair and Vice Chair	32
Standing Order for the Appointment of Co-opted Governors	34
Co-Opted Governor Appointment Process	34
Standing Order for the Appointment of Parent Governors	35
Standing Order for Virtual Governance Meetings	37
Governor Visit and Monitoring Policy	38
Governing Board Code of Conduct	38

Ettington Primary School Governing Board

Terms of Reference for the Governing Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight, and assurance for educational and financial performance. The Governing Board has resolved to conduct all its business as a Full Governing Board, and to work collectively without committees.

The Governing Board has three strategic core functions:

- Ensuring clarity of vision, ethos, and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

In addition, we recognise stakeholder engagement and ensuring the voices of school stakeholders are heard as a fourth core function of governance.

All governors are required to abide by the Governing Board's Code of Conduct and must confirm their acceptance via GovernorHub.

The main responsibilities to be managed by the Governing Board are outlined below:

Governing Board Operational Business

- To always focus on the four strategic core functions of governance.
- To review and revise where necessary, the Instrument of Government for approval by the LA and or Diocese.
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office. *The end of term of office dates must be recorded in the full governing Board (FGB) minutes.*
- Elect (or remove) the Chair and Vice Chair.
- To appoint (or dismiss) the Governance Professional to the Full Board.
- To hold at least six Full Governing Board meetings each year
- To appoint and remove Co-opted governors.
- Recruit Parent governors.
- To appoint the Local Authority (LA) nominated governor.
- To suspend or remove/recommend removal of a governor. *LA and foundation governors can only be removed by their appointing body or approval body.*
- To decide which functions of the Governing Board will be delegated to individual Lead Governors and working groups in replacement of a committee, and to whom.
- To appoint the statutory individual required roles of Safeguarding, SEND, the required roles of Health and Safety and Finance and the roles of Attendance, based on skill set and expertise.
- To consider appointment of additional Lead Governor roles, as considered necessary by the Governing Board, at this time this includes but is not limited to; Pupil Premium and whole school Wellbeing Lead Governor.
- To receive reports from any Lead Governor to whom a delegated or monitoring function has been made and to consider whether any further action or decision by the Governing Board is necessary (*this is a statutory duty*).

- To review the delegation arrangements annually.
- To appoint a recruitment panel for Headteacher / Deputy Headteacher and ensure at least one of the panel members has completed Safer Recruitment Training.
- To ratify or reject recruitment panel decisions.
- To annually review and approve the Governing Board Monitoring Schedule and Monitoring Visits Policy.
- To recruit new governors as vacancies arise ensuring the Governing Board has all the necessary skills to be effective.
- To set up and publish a register of Governors' Business Interests and ensure this is kept up to date and declared at relevant meetings.
- To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met, and updated as necessary.
- To ensure the information required for the National Database "Get information about Governance" (GIAS) is collected, uploaded and amended as necessary and is accurate with the details published on the school website. <https://get-information-schools.service.gov.uk/>
- To ensure all governors have an enhanced DBS and section 128 Check
- To approve the Governing Board Code of Conduct and ensure all governors abide by its principles.
- To regulate and agree the Governing Board procedures where not set out in Law and record these as Standing Orders.
- To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Orders.
- To monitor in depth, pupil progress and attainment, and evaluate the impact of improvement strategies on outcomes for all pupils.
- To agree and arrange a suitable induction process and mentoring for newly appointed or elected governors. This includes completing Safeguarding and Prevent training when first appointed or as soon as possible, and Induction to Governance training via the LA within 6 months of appointment, as well as reviewing other training needs.
- To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board.
- To ensure the relevant governor information is published on the school website, GIAS and LA database as required under statutory duties.
- To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.

Governing Board General Business

- To regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To take an active role in School Self-Evaluation (SEF) identifying success and areas requiring improvement.
- To regularly review the School Improvement Plan (SIP) identifying monitoring opportunities for the Governing Board.
- To annually approve the School Improvement Plan; regularly holding the leaders to account against the milestones and monitoring against an agreed Governing Board Monitoring Schedule.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all **statutory** policies and to keep these under regular review, consulting with representative stakeholders as appropriate.

- To collectively approve all **statutory policies**, ensuring their impact and compliance.
- To ensure there is a process in place for the approval of school trips and the school's procedures for visits ensure the safety and welfare of the pupils, staff and volunteers. *Currently using Evolve.*
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To have regard to the professional advice given by the Governance Professional.
- To ensure the Governing Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.
- To ensure the wellbeing of all members of the school community are considered in relation to decisions made by the Governing Board and monitored.

Inclusion and Equality

- To establish and approve a Special Educational Needs and Disabilities (SEND) Policy.
- To publish and update at least annually a SEND information report (*meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017*).
- To ensure the Governing Board complies with statutory duties from the SEND Code of Practice and most recent edition of Keeping Children Safe in Education (KCSIE) in respect of pupils with special needs, and having appointed a SEND governor, receive monitoring reports from the Lead Governor.
- To abide by the Equality Act 2010 and ensure the school complies with statutory guidance.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To ensure the school adheres to statutory guidance in relation to school uniform.
- To ensure the accessibility plan is fit for purpose.

Safeguarding

- To ensure statutory compliance with the most recent edition of Keeping Children Safe in Education (KCSIE) and its associated policies including adopting and reviewing annually the most recent edition of the WCC Child Protection Policy and relevant procedures.
- To ensure the Governing Board complies with statutory duties of the most recent edition of KCSIE and having appointed a DFE identified Safeguarding and SEND governor, receive Lead governor reports.
- To ensure all governors have read and understood the relevant sections of the most recent edition of KCSIE and their confirmation is recorded on Governor Hub.
- To receive confirmation that every member of school staff has read and understood the most recent edition of KCSIE Part 1, Part 5 and Annex B, as determined by the Governing Board in consultation with the Headteacher.
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the Child Protection Policy.
- To ensure all governors have undertaken Safeguarding training including Prevent training and Child Protection (including online) training annually or as needed.
- To complete the annual Safeguarding Audit and return it to the LA.

- To regularly check the SCR is being completed accurately and that it complies with the requirements under KCSiE.
- To annually review and evaluate the completed Safeguarding Audit ensuring any follow up actions are monitored and completed.

Curriculum and Outcomes

- To ensure the National Curriculum is taught to pupils.
- To ensure the curriculum is broad, creative and balanced.
- To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To ensure the curriculum is broad and balanced by understanding the intent, implementation, and impact.
- To monitor the Curriculum Policy.
- To establish a Charging and Remissions Policy for activities.
- To ensure that Christian values and the school's vision of '*learning for the fullness of life*' John 10:10, is evident throughout the curriculum and lived out by the whole school community.
- To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain.
- To consider recommendations from external reviews of the school (e.g., Ofsted, school improvement advisers, Governor Services), reviewing and evaluating any agreed actions to ensure impact.
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of the agreed School Improvement Plan and its targets.
- To identify and celebrate success across the whole school community.

Budget

- To ensure all financial decisions above those delegated by the Governing Board to the Headteacher are agreed at Governing Board meetings.
- To ensure compliance with the LA Scheme for Financing Local Authority Schools.
- To operate within the LA's Financial Regulations, Controls and Procedures.
- To analyse and recommend the annual budget.
- To approve the first formal budget plan each financial year.
- To annually analyse and approve a three-year budget which shows clear links to the School Improvement Plan.
- To engage in strategic decision making.
- To approve, monitor and submit to the LA a recovery plan where revenue deficit rises above 5% on 31st March of any year.
- To approve and review for impact and delivery, a costed school improvement plan.
- To annually in the autumn term, approve and then regularly review the financial risk register.
- To annually review and approve the Finance Policy and WCC recommended levels of delegation.
- To undertake financial benchmarking and report back to the Governing Board.
- To establish and annually review and approve the Charging and Remissions Policy.

- To enter into contracts following agreed financial limits and processes with Governing Board approval over amounts as agreed in the Finance Policy ensuring three submitted quotations for any purchase/contract.
- To approve virements exceeding £5000.00 as set out and agreed in the Finance Policy.
- To approve any assets to be written off and disposed of, at a Governing Board meeting and document within the minutes.
- To approve debts, which are required to be written off, after every effort has been made by the Headteacher and governors to recoup the monies, with the decision made and documented in minutes.
- To make decisions in respect of service agreements following agreed delegation of financial limits and insurance limits and document in minutes.
- To draft, approve and submit the SFVS by 31st March and ensure remedial actions are cleared within specific deadline.
- To agree the annual strategic action plan for the Pupil Premium spend and monitor how all specialist funding is spent (i.e., PE and Sports Premium and the Pupil Premium Grant).
- To receive six budget (half termly) monitoring reports with commentary, from the operational business lead, which will include the impact of any change, both positive and negative to the three-year budget plan.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To effectively manage and review resources for financial efficiencies and maximise pupil outcomes ensuring value for money.
- To receive regular monitoring reports from the Finance Lead Governor.
- To ensure financial succession planning within the Governing Board.
- To ensure plans are in place should those with financial responsibility within the school be absent for a pro-longer period.
- To review and take account of any consultations to change the LA Scheme for Financing Schools.

Staffing, Appraisal and Performance Management

- To approve Headteacher/Deputy Headteacher appointments (ratify or reject) and starting salary, subject to necessary checks, following recommendations from the Governing Board approved recruitment panel.
- To annually determine the staff structure in consultation with the Headteacher.
- To annually review and approve the Appraisal Policy and the Recruitment Policy.
- To ensure the school meets its statutory and contractual obligations with regards to pay.
- To annually review the impact of and implementation of the Pay Policy.
- To establish and review procedures for addressing staff discipline, conduct, grievance, bullying and harassment and pay, ensuring that staffing procedures follow equalities legislation.
- To establish a governor panel to hear staff appeals against dismissal, redundancy, grievance, bullying and harassment and pay.
- To dismiss the Headteacher.
- To end the suspension of staff or Headteacher as determined within the policy.
- To determine dismissal payments / early retirement.
- To monitor the CPD (training) budget against the School Improvement Plan and staff needs to ensure staff development, progression and raised pupil outcomes.

- To establish, review and annually approve the Appraisal and Pay Policies ensuring they match the Terms of Reference, including the criteria and framework for pay decisions in line with the most recent edition of the School Teachers Pay and Conditions Document.
- To determine the timing of the Headteacher appraisal review cycle (*best practice, before 31st December each year*).
- To determine the annual budget for pay and any uplift to be applied to the school's pay scales for teachers and support staff.
- To determine which functions are to be delegated to the Pay Committee / Headteacher.
- To appoint the Headteacher Performance Management Panel (HTPM) consisting of two or three skilled and knowledgeable governors, to include the Chair of the Governing Board. *The chair of the Governing Board must not be appointed as the chair of the panel. The vice chair does not sit on this panel alongside side the chair.*
- To appoint, in order to assist the panel an external adviser for advice and support on the Headteacher's appraisal and to consult that adviser on setting objectives for the Headteacher.
- To undertake the Headteacher appraisal.
- To consider the Headteacher Standards 2020.
- To appoint the Pay Review Panel consisting of two or three skilled or trained governors ensuring different governors serve on the Pay Review Panel to those that serve on Headteacher Performance Management Panel.
- To undertake the Pay Review Panel process.
- To agree total pay award following recommendations from the Pay Committee.
- To agree any pay award for the Headteacher following recommendation from the Headteacher / Performance Management Panel.
- To monitor the application and effectiveness of the Pay Policy, ensuring pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly, and objectively.
- To consider structural solutions upon the resignation / retirement of the Headteacher.
- To ensure the school meets its statutory and contractual obligations with regards to pay.

Discipline / Suspension and Exclusion

- To establish a Behaviour Policy.
- To review the use of suspension and permanent exclusion and consider via an exclusion panel all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (*This may be delegated to the Chair of Governors or Vice chair in cases of urgency*)
- To direct the reinstatement of excluded pupils via the delegated appointment exclusion panel.
- To consider the findings of any Independent Review Panel.

Premises and Insurance

- To approve and monitor a school buildings strategy taking into consideration risks and priorities.
- To procure and maintain buildings, including a properly funded maintenance plan.
- To review and approve a business continuity plan.
- To review and approve an accessibility plan.

- To seek advice from the LA and Diocese to ensure adequate levels of buildings insurance and personal liability.
- To receive the annual site report.

Health and Safety

- To establish Health and Safety arrangements in line with WCC policy and procedures.
- To ensure that Health and Safety regulations are followed and appropriately prioritised.
- To receive confirmation of completion of compliance checks from the operational lead as per the Health & Safety Policy.
- To receive the Health and Safety Inspection report and agree any actions.
- To confirm all risk assessments are regularly reviewed and updated.
- To receive written Health and Safety Governor monitoring visit reports from the Lead Governor for consideration three times a year.

Admissions

- To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions.
- To consult annually before setting an Admissions Policy, notify the LA and publishing the arrangements on the school website in accordance with paragraph 1.47 of the School Admissions Code.
- To set a clear Published Admission Number (PAN), which states the number of applicants they will admit where enough applications are received.
- A Governing Board of a Voluntary Controlled school can object to the adjudicator if they disagree with their PAN (*which will be set by the LA as admission authority*).
- To publish the arrangements on the school website in accordance with paragraph 1.47 of the School Admissions Code.
- To set up an independent Admission Appeals panel in line with the School Admission Appeals Code.

Collective Worship

- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.
- To ensure the school provides an act of broadly Christian daily collective worship
- In Voluntary Controlled Schools designated with a religious character, the Governing Board is responsible for arranging collective worship in accordance with the trust deed or religious designation of the school after consulting the Headteacher.
- To ensure that Collective Worship is Inclusive, Inspirational and Invitational

School Organisation

- To publish proposals to change category of the school.
- To propose to alter or discontinue Voluntary, Foundation or Special School status.

Information for Parents

- To ensure that the school keep parents / carers and prospective parents up to date with school information.
- To adopt and review home school agreements.

Collaborations and Considerations of Academisation

- To consider collaborating with another school to aid school improvement or leadership capacity of either school.
- To consider joining another school to form a School Complaint Panel.
- To consider forming or joining a group of schools.
- To consider requests from other schools to join an existing Federation and seeking LA advice and support before completing due diligence.
- To consider the approach and time scales to academy conversion.
- To consider forming or joining an existing Multi-Academy Trust (MAT) and undertaking due diligence.
- To comply with any instructions from the ESFA.

Extended Services

- To decide to offer additional activities and agree what form these should take.
- To cease providing extended services provision.

Membership of the Governing Board

In accordance with the Instrument of Governance dated 2024-25, the Governing Board comprises of:

1 Headteacher
 2 Foundation Governors
 1 LA Governor
 1 Staff Governor
 2 Parent Governors
 Co-opted Governors, as required

Name	Type of Governor	Term of Office
Heather Fletcher	Chair / Foundation	January 2026
Jonathan Allen	Vice Chair / Foundation	January 2026
Michelle Crowe	Headteacher	N/A
Nicki Chatterton	Foundation	September 2027
Sherrel Brown	Staff	September 2027
Jon Davies	Co-opted	September 2024
Lucy Cooke	Co-opted	September 2026
Yolanda Franklin	LA	April 2028
Vacancy	Parent	
Vacancy	Parent	

Agreed by the Governing Board (Date)

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Review Date			
Quorum: One half of the number of serving governors in post (<i>rounded up</i>) 5			

Terms of Reference for the Governance Professional

The Governance Professional is expected to work within the following terms of reference:

Guiding Principles

- The Governance Professional is accountable to the Governing Board.
- The Governance Professional is employed by the Governing Board and line managed by the Chair of Governors, whose responsibility it is to provide induction and conduct an annual appraisal.
- The Governance Professional will be provided with a contract of employment from the school.
- Governors and the Headteacher cannot be appointed as Clerk to the Governing Board.

The Main Responsibilities of the Governance Professional are:

Advisory Capacity:

- Provide advice to the governing Board and act as the first point of contact for governors with queries on procedural matters.
- Advise the governing Board on governance legislation and procedural matters where necessary before, during and after meetings.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing Board.
- Inform the governing Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are approved in line with the school policy file and are revised when advised by the Headteacher.
- Advise on the annual calendar of governing Board meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

Administrative Capacity:

- With the Chair and Headteacher prepare a focused agenda for the Governing Board meetings, committee or working panel meetings.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda with supporting documents/papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governing board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and headteacher.
- Circulate via Governor Hub the reviewed draft to all governors, members of committees, the Headteacher and other relevant board (L.A/diocese/foundation/trust as agreed by the Governing Board and with the timescale of 2 weeks.

- Follow up any agreed action points with those responsible and inform the chair of progress.

Membership Capacity:

- Advise the governors and appointing bodies in advance of the expiry date of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the schools.
- Liaise with the school to ensure Disclosure and Barring (DBS) and 128 checks have been carried out on governors before they are appointed and when it is appropriate to do so.
- Maintain governor meeting attendance records and advise the Chair of Governors of potential disqualification through lack of attendance.
- Advise the Governing Board on succession planning of all roles.

Managing Information:

- Maintain up-to-date records of the names, addresses and category of Governing Board members and their term of office, and inform the Governing Board and any relevant authorities of any changes to its membership.
- Ensure up-to-date records of governors and the Governing Board are forwarded to Warwickshire Governor Services and that any changes are reported at the earliest opportunity.
- Maintain copies of current terms of reference and membership of any panels, working parties and any nominated lead governors e.g., SEND, safeguarding.
- Maintain a record of signed minutes of meetings in the schools, ensure copies are sent to WCC Clerking Service and any other relevant bodies on request and they are published as agreed at meetings.
- Maintain records of Governing Board correspondence.
- Liaise with the school to ensure copies of statutory policies and other school documents approved by the Governing Board are kept in school and published on the website.

Personal Development:

- Undertake appropriate and regular training and development to maintain their knowledge and improve practice with the schools' environment.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.
- Additional services as required by the Governing Board.
- Clerk any statutory appeal panels the Governing Board is required to convene (this includes all complaints and permanent exclusion panels in line with WCC Policy).
- Assist the Chair of Governors in conducting skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Communications – develop and maintain appropriate arrangements and mechanisms for effective two-way communication between the Headteacher, Chair of Governors and the Governing Board.
- Promote communication between Governing Boards as a means of disseminating sharing good practice.

Safeguarding:

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Systems and Information – maintain the records of the Governing Board and store these on a secure system in line with the schools’ and WCC Information Governance policies.
- Maintain a file of relevant and up-to-date Department of Education (DfE), Local Authority (LA) and Church Authorities guidance documents.
- Maintain archive materials.

Agreed by the Governing Board (Date)			
Review Date			

Delegation of Functions to the Headteacher

The delegation to the Headteacher ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Headteacher is expected to work within the following terms of reference, and to provide the Governing Board with such reports in connection with their functions as the Governing Board requires and to ensure all policies requiring board approval are presented.

Budget

- To make miscellaneous financial decisions up to an agreed limit of £5000.00 as set out in the School Finance Policy and Scheme of Delegation.
- To enter into contracts as set out and agreed in the School's Finance Policy.
- To monitor monthly expenditure.
- To make payments.
- To ensure the board receives six separate budget monitoring reports every year.
- To ensure monthly budget reports are sent to the Chair of Governors and the Lead Finance Governor.

Staffing, Appraisal and Performance Management

- To appoint teachers and non-teaching staff
- To establish disciplinary, capability and grievance procedures.
- To suspend staff.
- To initially dismiss staff.
- To produce and maintain a central record of recruitment and vetting checks, to also include those involved in school governance
- To formulate and implement an Appraisal Policy
- To make pay recommendations in line with the pay policy and legal requirements to the Pay Review Panel
- To carry out appraisal of other teachers (or delegate to line managers in the school)
- To formulate and implement a policy for improving the performance of employees other than teachers

Curriculum

- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.
- To establish and implement a Curriculum Policy.
- To decide which subject options should be taught.
- To be responsible for standards of teaching.
- To be responsible for each individual child's education.
- To agree and review the content of any Relationship and Sex Education to ensure it meets statutory requirements, and to approve a written policy for its delivery
- To ensure the balanced treatment of political issues and to prohibit political indoctrination.
- To promote British Values.

Standard Setting

- To set standards and predictions for pupil achievement and progress.
- To annually deliver the School Improvement Plan for approval at a Full Governing Board Meeting

Religious Education and Collective Worship

- To provide Religious Education in line with school's basic curriculum.
- In schools with a religious character, to provide religious education to the agreed syllabus.
- To ensure, that all pupils take part in a daily act of collective worship.
- To provide collective worship of a Church of England denominational character.

Health and Safety

- To ensure that Health and Safety regulations are followed.
- To ensure rigorous approaches to identifying, managing and mitigating risk.
- To ensure the Health and Safety Policy is adhered to and to carry out regular Health and Safety inspections (at least three times a year) and take remedial action as appropriate.
- To ensure emergency evacuation is practiced at least three times a year and records retained.
- To report to the board at FGB meetings that compliance checks have been completed.
- To ensure that all risk assessments are regularly reviewed and updated and reported to the board.
- To ensure the board receives the school buildings strategy for approval.

Discipline / Suspension and Exclusions

- To draft the content of the school Behaviour Policy and publicise it to staff, students, and parents.

Inclusion and Equality

- To designate a qualified teacher to be responsible for co-ordinating SEND provision to the SENCO.
- To appoint a designated teacher for Looked After Children (LAC).
- To ensure that unlawful discrimination, harassment, victimisation, and other conduct prohibited by the Equality Act is eliminated.
- To ensure the removal or minimisation of the disadvantages suffered by pupils, their parents and staff, due to their protected characteristics.

School Organisation

- To ensure that under the 1986 Education Act, the school meets for 380 sessions (190 days) in a school year
- To ensure that the national school food standards are met.
- To draft and implement a Data Protection Policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office.

- To ensure the statutory required information is uploaded to the school website.
- To maintain a register of pupil attendance.
- To publish on the website the drafted structure and remit of the Governing Board, including governor appointment details, term of office and attendance record
- To submit governor information to the DfE database of governors (GIAS)

Information for Parents

- To ensure that the school keeps parents/carers and prospective parents informed by preparing and publishing a school prospectus on their website.
- To ensure that the school keeps parents and prospective parents informed with school information via effective methods of communication.
- To ensure that free school meals are provided to those pupils meeting the criteria.
- To ensure that parents/guardians are aware of their rights to withdraw their child from Collective Worship, RE and Sex and Relationship Education.
- To ensure that a report on each child’s educational achievement is forwarded to parents/guardians annually.
- To ensure the school meets the statutory requirements in regard to school uniform.

Extended Schools

- To put into place the additional services provided.
- To ensure delivery of services provided

Agreed by the Governing Board (Date)			
Review Date			

Terms of Reference for Lead Governors

Any individual to whom a governor monitoring, or specific role responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Governor Monitoring Visits for a Circle Model Policy and Protocol and the Governing Board Code of Conduct. It is a statutory duty in legislation to report back to the full board at the next meeting following a monitoring visit.

Having delegated governors does not reduce the collective accountability of the Governing Board for all its functions, The Board will need to ensure that its agenda and reporting mechanisms enables all board members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed decision making.

Guiding Principles

Before undertaking any monitoring, governors will read the Monitoring Policy and Governing Board Code of Conduct.

All visits to the schools will be arranged through the Headteacher and in accordance with the school Governor Visit and Monitoring Policy.

Written reports will be sent to the Headteacher/Subject Staff Lead/Business Manager for approval as soon as after the visit/communication, before then being submitted via GovernorHub or lodged with the Governance Professional for distribution / filing as soon as possible and at least seven days before the next Full Governing Board meeting.

It is expected that a minimum of 3 monitoring visits will be completed during the academic year unless school circumstances necessitate more.

Other forms of communication such as telephone calls, email etc. may be substituted for one or more visits. Not all visits necessarily have to take place during the time when pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

Responsibilities

- To ensure full understanding of the delegated role.
- To be properly prepared for each visit by reading relevant policies and paperwork.
- To meet with the lead professional within the school to gain an understanding of the scope of the area / target and the activities the school is conducting to achieve success.
- To ensure key questions are asked and collective constructive challenge is enabled at the board meetings to hold leaders to account.
- To ensure any board meeting follow up actions are completed and documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring.
- To monitor the progress of school activities towards the priority milestones or statutory duties.
- To evaluate the extent of success at the end of the set timescale.
- To ensure all visits to the schools are arranged with reference to the Headteacher and in accordance with the school Governor Visit and Monitoring Policy.

THE GOVERNING BOARD HAVE APPOINTED THE FOLLOWING INDIVIDUAL DELEGATED GOVERNORS:			
STATUTORY ROLES		GOVERNOR	
Safeguarding (inc. Child Protection) / Attendance		Heather Fletcher	
Special Educational Needs & Disabilities (SEND)		Heather Fletcher	
LA REQUIRED ROLES			
Health & Safety / Premises		Jon Davies	
Finance		Jonathan Allen	
NON-STATUTORY / BEST PRACTICE			
Pupil Premium / Other Targeted Funding		Jonathan Allen	
Eco Lead		Lucy Cooke	
SIAMS Lead		Nikki Chatterton / Heather Fletcher	
Whole School Wellbeing		Nikki Chatterton	
ALL OTHER GOVERNOR MONITORING ROLES IN ACCORDANCE WITH SCHOOL PRIORITIES			
<i>As required</i>			
Agreed by the Governing Board (Date)		<input type="text"/>	<input type="text"/>
Review Date		<input type="text"/>	<input type="text"/>

Guidance for Lead Governors

Finance

The board recognises the delegated monitoring individual is replacing committees in terms of challenge, responsibility and accountability when undertaking their monitoring and reporting back to the board; the board recognises that all decisions are made by the full board and no delegated financial authority is given to the Finance Lead Governor.

The Finance Lead Governor has a statutory duty to report to the Full Governing Board their findings for further discussion and/or decision. There are no delegated decision-making powers. This role also includes the role of Pupil Premium/Other Targeted Funding Lead Governor, monitoring the spending making sure that the funding is spent in an effective way, resulting in best outcomes for pupils.

The Finance Lead Governor will;

General

- Undertake monitoring visits to the school.
- Monitor the impact of the costed school improvement plan in relation to the budget spend.
- Make regular reports to the board and ensure that all financial decisions are recorded correctly in the minutes.
- Review compliance audit reports, ensuring the Board follows recommendations and actions.
- Monitor that the school is working within the SFVS recommended guidelines (SFVS).
- Monitor compliance with the LA Scheme for Financing Schools and report to the board.
- Monitor the school asset plan annually.
- Annually in the autumn term, recommend to the board the financial risk register and keep under regular review.

Budget

- Annually evaluate and recommend the budget for board approval.
- Maintain an up to date 'balanced' three-year budget plan, which shows clear links to the 'school improvement' and 'staffing' plans.
 - Receiving reports of any rollover, including any significant variances and their impact on the three-year budget plan.
- Receive monthly budget monitoring reports from the school's operational finance lead.
- Produce, with support from the school's operational finance lead, a draft SFVS return for board approval for submission to the LA before the annual deadline.
- Monitor and report to the board any SFVS remedial actions to ensure they are cleared within specified deadlines.
- Produce a report for the board to show the benchmark of school financial performance against similar schools.
- Monitor the spend of extra funding such as pupil premium, recovery premium, sports premium, ensuring its use has impact.
- Monitor, evaluate and review for approval all school policies and procedures related to fraud and report to the board with recommendations.
 - finance policy; lettings policy; whistle blowing policy; charging & remissions policy.
- Monitor and evaluate the management of the Voluntary Fund and to ensure the board receive the audited accounts and report.

Health & Safety (*in relation to children and staff as part of the school's responsibility as a good employer*)

The Health & Safety Lead Governor has a statutory duty to report to the Full Governing Board their findings for further discussion and/or decision. There are no delegated decision-making powers. The role of the Health and Safety (H&S) Lead governor is to ensure the board are aware of their statutory responsibilities regarding Health & Safety and to monitor on behalf of the board and report back to the board for further discussion and decision. The Health and Safety (H&S) Link will not conduct any health and safety checks themselves. This role also includes the role of monitoring the premises and required Insurances.

The Health & Safety Lead Governor will;

- Undertake monitoring visits to the school.
- Review the business continuity plan and report recommendations to the board
- Monitor the accessibility plan and review for approval and collaborated with the SEND Lead Governor as required.
- Monitor the school building strategy/maintenance plan, taking into consideration risks and priorities and update board via monitoring report.
- Review and recommend the Health & Safety Policy to the FGB for approval and adoption.
- Monitor the Health & Safety Policy.
- Monitor FGB agreed actions from the annual Health & Safety Inspection Report.
- Receive the LA required Health & Safety Inspection Reports from the operational lead three times a year as per the Health & Safety Policy.
- Ensure Health & Safety monitoring visits take place as agreed within the monitoring schedule and report to the board.
- Ensure there is adequate levels of buildings insurance and personal liability.

Safeguarding

The Safeguarding Lead Governors has a statutory duty to report to the Full Governing Board their findings for further discussion and/or decision. The role of the Safeguarding Lead Governor is to ensure the board are aware of their statutory responsibilities take strategic leadership responsibility for the safeguarding arrangements and report back to the board in a timely manner. This role also includes the role of Attendance Lead Governor, monitoring the attendance records and ensuring policies and procedures are robust and offer support to families as required.

The Safeguarding Lead Governor will;

- Undertake monitoring visits to the school.
- Meet with the DSL regularly to review safeguarding arrangements.
- Monitor compliance with the statutory duties from the most recent KCSIE and report back to the board.
- Read and understood the most recent KCSIE in its entirety.
- Ensure their own knowledge of relevant guidance and policy is up to date, ensuring the board is made aware of any changes to their safeguarding responsibilities.
- Monitor the Child Protection policy and associated polices to ensure safeguarding is effective and report to the board.
- In collaboration with the operational lead, annually review the LA Safeguarding questionnaire for submission and monitor any follow up actions.
- Monitor the schools' policies in relation to behaviour.

- Monitor the schools' attendance record.

Special Educational Needs and Disabilities (SEND)

The SEND Lead Governor has a statutory duty to report to the Full Governing Board their findings for further discussion and/or decision. The role of the SEND Lead Governor is to ensure the board are aware of their statutory responsibilities and to monitor on behalf of the board and report back to the board for further discussion and decision.

The SEND Lead Governor will;

- Undertake monitoring visits to the school.
- Ensure monitoring visit reports are included in Full Governing Board papers in a timely manner.
- Monitor the relevant areas and milestones within the school improvement plan relating the pupils with SEND.
- Monitor and report to the FGB how the agreed curriculum is ambitious and inclusive, designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- Monitor the impact of high needs funding and progress of pupils with SEND.
- Review the special educational needs policy for approval at board level.
- Liaise with the SENCo to ensure the SEND information report is reviewed and updated at least annually.
- Monitor compliance with the statutory duties from the SEND code of practice and report back to the board.
- Monitor pupil group achievement and progress against expectations, predicted outcomes and school improvement milestones and targets regarding pupils with SEND.
- Ensure the accessibility plan is considered and approved. This could be in collaboration with the H&S lead governor
- Keep up to date with legislative and local guidance in relation to pupils with SEND and inclusion, attending training where necessary and ensure the board is made aware of any changes to their statutory responsibilities.

Whole School Wellbeing

The Wellbeing Lead Governor has a statutory duty to report to the Full Governing Board their findings for further discussion and/or decision. The role of the Wellbeing Lead Governor is to ensure the board are aware of their statutory responsibilities and to monitor on behalf of the board and report back to the board for further discussion and decision.

The Wellbeing Lead Governor will

- Ensure that school policy and procedures are lived out to ensure that all stakeholders are living for Fullness of Life in line with school vision and values.
- The Wellbeing Lead Governor will meet at least termly with the School Mental Health Lead to monitor and support as required.
- To ensure that staff wellbeing remains a key priority and impacts positively on the wellbeing of children and families in the school community.

Terms of Reference for the Monitoring of the School Budget

The Finance Lead Governor will be assigned to strategically monitor the financial management of the school on behalf of the Governing Board.

A minimum of 3 monitoring visits should be made each academic year, although at least one of these may be conducted by email or telephone discussion, ensuring all financial questions and answers are captured within the subsequent report to enable collective decision making.

These will correspond with the Governing Board six times a year budget monitoring evaluation. The expectation is for three monitoring visits to be in depth and three “lighter touch”. The visits and reports should include monitoring of the following:

- The school budget half termly and ensure best value in expenditure is maintained.
- To maintain an up to date ‘balanced’ three-year budget plan, which shows clear links to the ‘School Improvement’ and ‘Staffing’ plans.
- To monitor the impact of the costed school improvement plan in relation to the budget spend.
- To annually in the autumn term review and recommend to the Governing Board the financial risk register and regularly review.
- To report on the financial monitoring and rollover to the full Governing Board, highlighting any significant variances and their impact on the three-year budget plan.
- To evaluate any virement recommendations and report to the Governing Board.
- To authorise spending from the Contingency.
- To conduct an annual ‘spot check’ of the inventory.
- To evaluate and recommend the annual budget for approval to the Governing Board.
- Analyse and report on Tenders for Contract Services in accordance with Governing Board delegated limits.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the Governing Board.
- To evaluate proposed expenditure as set out within the delegated limits following recommendations from the headteacher and present to the Governing Board.
- To draft the Schools Financial Value Standard (SFVS), following discussions with the bursar, using the support tools, for Governing Board approval before submission to the LA by the requires submission date.
- To ensure that the schools are working within the guidance of the SFVS recommendations.
- To monitor, audit and evaluate all school policies and procedures related to fraud and report to the Governing Board.
- To evaluate the school budget monitoring sheets six times a year (SFVS /audit requirement) in discussion with the school business operational lead and report to the Governing Board.
- To ensure that all spending provides “Value for money” in terms of raising standards in education and is wisely spent.
- To monitor benchmarking both locally and nationally and report to the Governing Board.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.

- To monitor the spend of extra funding such as Pupil Premium, Sports Premium, ensuring its use has impact.
- Review the Finance Policy; Lettings Policy; Whistle Blowing Policy; Charging and Remissions Policy; making recommendations to the Governing Board.
- Review the business continuity plan making recommendations to the Governing Board.
- To ensure compliance with the WCC scheme for financing schools and report to the Governing Board.
- Review compliance audit reports, ensuring the Governing Board follows recommendations and actions to make regular reports to the Governing Board and ensure that key financial decisions are recorded correctly in the minutes.
- Review and monitor a Premises Maintenance Plan, in conjunction with the Health and Safety Governor, in order to identify future requirements alongside anticipated costs.
- To ensure long term financial planning and appropriate contingency is in place to meet the anticipated replacement of IT hardware.

Agreed by the Governing Board (Date)			
Review Date			

Terms of Reference for Panel Hearings

Terms

- Panel members will be appointed on a case-by-case basis.
- All panels will be convened by the Governance Professional.
- All panels will follow the relevant Governing Board approved policy, procedure and guidance.
- All panellists will undergo training to understand their roles and responsibilities.
- All panellists will be unbiased and understand the remit of their decision making as described within the relevant policy.
- To make any decisions under the Governing Board’s personnel procedures e.g., disciplinary, grievance, capability, bullying and harassment, where the Headteacher is the subject of the action.
- To make any decisions under the Governing Board’s personnel procedures e.g., disciplinary, grievance, capability, bullying and harassment unless delegated to the Headteacher.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g., disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any appeals against a decision regarding pay under Pay Policy procedures.
- To make any determination or decision under the Governing Board’s School Complaints Procedure.
- To make any decision to bar people from the school premises.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- To consider applications for Special Leave.
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).

NB: Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel

Membership:

Any three governors from a pool of governors (comprising the whole Governing Board and Consortia Pool), who are:

1. Suitably qualified to undertake the role, and not tainted.
2. Available on the date specified.

The Headteacher is disqualified from serving in this role.

Any governor having a connection with a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel Staff governors and any members of staff should not sit on panel.

Agreed by the Governing Board (Date)			
Review Date			

Terms of Reference for the Headteacher’s Performance Management Panel

Terms

- To meet annually with the Headteacher and a board appointed external advisor.
- To inform the Headteacher of the standards against which their performance will be assessed.
- To review, in consultation with the external advisor, the performance of the Headteacher against the agreed appraisal objectives.
- To consult with the external advisor to set challenging but achievable objectives for the coming year ensuring they are specific, measurable, attainable, relevant and time-bound (SMART).
- To agree appropriate professional development opportunities for the Headteacher.
- To prepare and agree the Headteacher’s appraisal review statement, and report to the Governing Board.
- To make a report to the Pay Review Panel in respect of its findings and recommendations in relation to the Headteacher’s salary.
- To determine the recommendation on pay progression for approval by the full board.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher teacher against the agreed objectives and to ensure appropriate support and development opportunities are provided.
- To take this opportunity to review the school’s overall performance over the past year and compliment the Headteacher on any achievements and express support in view of the tasks ahead.

Membership:

Two / three governors and an External Advisor.

The Chair of the Governing Board should be on the Panel but should not take the role of the Panel / Committee Chair.

The Chair of the Governing Board and the Vice Chair of the Governing Board should not sit alongside each other on the panel.

Neither Pay Review Panel members, the Headteacher nor staff governor may serve on this panel.

Heather Fletcher

Jonathan Allen

Agreed by the Governing Board on			
Review Date			

Terms of Reference for the Pay Review Panel

The Governing Board will delegate all pay decisions with the exception of decisions relating to the pay of the Leadership team to the Headteacher. All decisions relating to the pay for members of the Leadership team, including the Headteacher will be taken by a Panel of the Governing Board.

Terms:

- To observe all statutory and contractual obligations.
- To determine the pay progression to be awarded to individuals as delegated within the Pay Policy.
- To apply the criteria set out in the school's the Pay Policy and consider fully the recommendations made by the Headteacher regarding an individual's pay.
- To ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten days of the decision making.
- To ensure that staff know the procedure for making an appeal against pay decisions.
- To maintain an accurate written record of all meetings, recording the reasons for the pay decisions taken and having due regard to confidentiality.
- To report summary information regarding annual total budget for pay decisions to the board.
- To recommend to the Governing Board changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority and HR provider where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Board.
- To recommend to the Governing Board the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect

All decisions made by the Pay Review Panel will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the Leadership Group should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

Membership:

Membership of the Pay Review Panel will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the panel.

Two/three governors but not the Chair, Headteacher nor staff governors may serve on this panel.

In Voluntary Controlled schools at least one panel member must be a Foundation Governor.

The Governing Board will need to carefully consider the membership of the Panel and Appeals Panel to ensure the right composition. In particular, they should avoid both the Chair and Vice Chair of

Governors being members of the Pay Review Panel as this will inhibit one of these key senior roles being available for any pay appeals that may arise.

Jonathan Allen

Nicki Chatterton

Agreed by the Governing Board on

Review Date

Standing Order for Meetings of the Governing Board

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all paperwork uploaded to GovernorHub in connection with the agenda, and be prepared with questions to ask or comments to make.
- Be familiar with the Schools' Improvement Plan (SIP) and their milestones and priorities.
- Limit discussion to policies and actions and not people, ensuring challenge, support and celebration is captured within the minutes.
- Participate in discussion and listen to the views and comments of others.
- Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.
- Comply with the Code of Conduct.

The following people have the right to attend all meetings of the Governing Board

- The Headteacher
- The Governance Professional
- Any governor

The following people may be invited to attend regular meetings of the Governing Board: Members of the Senior Leadership Team, Subject leaders, Business & Operations Manager, etc.

Full Governing Board meetings will be held 6 times each year, during each half term and a mix of face to face and virtual meetings via Microsoft TEAMS may be agreed.

Governors in Maintained Schools must remember that proxy voting or decision making in advance of the meeting is not permissible, every question to be decided at a meeting of the Governing Board is to be determined by a majority of the votes of the governors present and voting.

Meeting dates will be set at the previous meeting and circulated to those who were not present by the Governance Professional.

The Governance Professional will prepare a draft agenda, which will be finalised and approved by the Chair and Headteacher. Governors wishing to place items on the agenda should give notice to the Governance Professional and provide a copy of any supporting papers.

Governors must, in complying with legislation, submit monitoring visit reports or any other documents to the Governance Professional in time for the agenda and supporting documents to be circulated.

Items of 'Any Other Business' will be considered at the end of a meeting and either added to the agenda, delegated to a governor/working party, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors. Where there is an equal division of votes, the Chair will have a second or casting vote

All meetings will be convened by the Governance Professional 7 days before the due date of the meeting. Any 3 members of the Governing Board may request a meeting by giving written notice to the Governance Professional, which includes a summary of the business to be transacted. The Governance Professional will then prepare an agenda and convene a meeting as soon as is practicable.

Draft minutes will be approved for email circulation by the Chair and Headteacher within 2 weeks of the meeting, where possible, before being formally approved by the Governing Board at the next meeting.

Agreed by the Governing Board on			
Review Date			

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Board **MUST** elect a Chair and a Vice Chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Board must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Governing Boards are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Headteacher and staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

The Governing Board Election Process

The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair of the Governing Board.

- The Chair and Vice Chair will serve for a term of 2 years unless otherwise agreed.
- A Governor can be re-elected, and further discussion will take place to decide if there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair.
- A governor cannot stand if they are unable to be present at the meetings.
- The Governance Professional will take the chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.
- The candidates will be asked to leave the room, having outlined the skills they have for the role, whilst the election takes place and the outcome discussed.
- Governors will discuss the skillset of nominees for the role prior to taking a vote by secret ballot conducted and counted by the Governance Professional.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the Governing Board before a further vote is taken.
- If no advance nominations have been received for the office of Chair, the Governance Professional may seek nominations at the meeting.
- If no Chair is duly elected, the Vice Chair or a Governor **MUST** be appointed to Chair the remainder of the meeting. The Governing Board **MUST** then elect a Chair at its next meeting. If no Chair is duly elected at its next meeting, concerns will be raised on the capacity of Leadership and Governance under [Schools causing Concern guidance](#).
- Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Warwickshire County Council delegation requirements.
- To provide clear leadership and direction to the Governing Board, keeping it focused on its core functions.

- To ensure that meetings are run effectively, act as a role model, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To encourage governors to work as part of an effective team, building their skills, knowledge and experience.
- To ensure every governor knows what is expected of them and receives appropriate training and induction.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the Governance Professional based on professional respect for each role.
- The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.
- Decision making - Act in cases which are deemed as urgent. This applies where a delay in exercising a function would be seriously detrimental to the interests of the school, pupil, parent or member of staff.

Extract from the National College for Teaching & Leadership (NCTL) – Leading Governors:

The Role of the Chair of Governors

Being a Chair of Governors is a key role in the leadership and management of schools. To be effective, you need a good understanding of the role and its responsibilities so that your school gains maximum benefit from the work that you do.

An Effective Chair of Governors:

- Works with the Headteacher to promote and maintain high standards of educational achievement.
- Ensures that the governing Board sets a clear vision, ethos and strategic direction for the school.
- With the governing Board holds the Headteacher to account for the educational performance of the schools and their pupils, and for the performance management of staff.
- Ensures oversight of the financial performance of the schools and effective use of the schools' resources.

The Role of the Vice Chair of the Governing Board

The role of the Vice Chair of the Governing Board is to support the Chair in for filling their duties and to step into the role of Chair of the Governing Board when they are not available to do so.

Agreed by the Governing Board on			
Review Date			

Standing Order for the Appointment of Co-opted Governors

Guiding Principles

The Governing Board will decide on the process for the appointment of Co-opted governors based on vacancies and skills required in line with the Schools' Development Plan key priorities.

Appointment Process:

1. Determine what skills are required to support the Governing Board at the time of the vacancy.
2. Consider how and where vacancies should be advertised.
3. A candidate may self-nominate or be proposed but must be seconded by governors.
4. Decide if any information the Governing Board needs from each candidate to support their nomination i.e., a statement of so many words, interview with, or presentation to the Governing Board or alternatives as appropriate.
5. There will be a secret ballot or show of hands dependent on the circumstances i.e., in all circumstances or only where there is more than one candidate.
6. The results will be notified to the candidates by the Chair via email or verbally.
7. The process will be reviewed.
8. The process must be fair, open and transparent.

Co-Opted Governor Appointment Process

The Co-opted Governor Appointment Process is available on GovernorHub.

Governors agreed to follow the Co-opted Governor Appointment Process on (Date)			
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Review Date			
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Standing Order for the Appointment of Parent Governors

A Parent Governor will be elected in line with The School Governance (Constitution)(England) Regulations 2012, a Parent Governor is;

- a) a person who is elected as a governor by parents/carers of registered pupils at the school and who is a parent/carer at the time of election.
- b) Cannot be a member of the school staff.

A person is not disqualified from continuing to hold office as a parent governor when they cease to be a parent of a registered pupil at the school.

THE ELECTION PROCESS

The election process within The School Governance (Constitution)(England) Regulations 2012 will be followed.

- Anyone who is a parent/carer of a registered pupil at the school may nominate themselves or propose candidates for election and may vote in the elections.
- Each parent/carer shall have one vote per vacancy, regardless of the number of children they have in the school.
- The election process should take place over a three-week period as outlined in the Election Process Overview.
- Reference should be made to the Governing Board's most recent skills audit to identify desirable skills required by the Board and, while every parent is entitled to stand, identified skill preferences should be referred to in the letter calling for nominations. *NB: this cannot exclude anyone from applying but should be included as a guide for parents considering standing for the position.*
- Where the vacancy arises near the end of a summer term, the process may be delayed until the beginning of the next term to include parents of new pupils joining the school.
- Parents/carers may nominate themselves. However, if a parent/carer is nominated by another parent/carer, the nominee must sign to indicate acceptance of the nomination. Both parents/carers must sign to confirm they are parents/carers of a registered pupil at the school.
- Where the number of candidates nominated is equal to, or fewer than, the number of vacancies, then there is no need to hold an election and all those nominated will be elected unopposed from the date of the close of nominations.
- If there are more nominations than vacancies an election must be held.

The School Governance (Constitution) (England) Regulations 2003 state:

- "The arrangements must provide for every person who is entitled to vote to have an opportunity to do so by post. "Post" includes delivery by hand.
- The arrangements may provide for every person who is entitled to vote to have an opportunity to do so by electronic means."

If not enough parents stand for election to fill all the vacancies, the Governing Board can appoint Parent Governors to the vacancy or vacancies;

- a) a parent/carer of a registered pupil at the school, or if that is not possible,

- b) a parent/carer of a former pupil at the school, or if that is not possible,
- c) a parent/carer of a child of or under compulsory school age.

Governing boards may only appoint as a parent governor a parent/carer who has, in their opinion, the skills to contribute to effective governance and success of the school.

In Maintained schools, a DBS Check for a new parent governor, must be applied for within 21 days of appointment.

Agreed by the Governing Board on			
Review Date			

Standing Order for Virtual Governance Meetings

Guiding Principles from Legislation

For maintained schools - [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) – item 14 Proceedings of the governing body

The process must be agreed by the board prior to use

1. The Full Governing Board agrees to the use of virtual governance for the following meetings / interactions (Full GB, monitoring etc.).
2. Notice will be provided to the Governance Professional by email / telephone call if the reason to request a virtual meeting is to ensure quoracy.
3. All participants will be expected to join the meeting 5 minutes prior to the start time, making sure that they have all meeting documentation open / to hand.
4. All participants will take into consideration the need for confidentiality and avoid being overlooked or interrupted by others in their vicinity.
5. Consent will be sought from all attendees (including visitors) if a session is to be recorded
6. The mute facility will be used by all virtual attendees who are not speaking in order to minimise interruptions and background noise.
7. Webcams will be used by all attendees (where possible); an explanation and / or agreement where webcam use is not possible.
8. The chat facility will be used.
9. The hands-up function will be used to indicate when someone wishes to speak; the chair will check at the end of each item prior to moving to a new agenda item, to ensure that all attendees have been given the opportunity to take part in discussions.
10. Apologies will be provided prior to leaving the meeting, abandoning/moving away from the screen/webcam, using a mobile phone (unless being used for attending the meeting i.e., calls and messaging).
11. We confirm that our Governance Professional has been included in discussions prior to the agreement of this document and at the time of agreement, they are able to provide a service that meets the needs of the Governing Board.
12. We confirm that the DPO (Data Protection Officer) has been advised of and agrees that the systems to be used are in line with the school's agreements and policies.

Agreed by the Governing Board on			
Review Date			

Governor Visit and Monitoring Policy

Governor Visit and Monitoring Policy is available on the schools' website and GovernorHub.
All governors will confirm that they have read and agreed to the policy and the guidelines laid out in it, via the compliance section on GovernorHub.

The FGB agreed to follow the principles and procedures of this policy on (Date)			
Review Date			

Governing Board Code of Conduct

Governors Code of Conduct is available on the schools' website and GovernorHub.
All governors will confirm that they have read and agreed to follow the Code of Conduct and the guidelines laid out in it, via the compliance section on GovernorHub.

Governors agreed to follow the Code of Conduct on			
Review Date			