

# STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

HOLMER GREEN SENIOR SCHOOL

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code\_of\_conduct  
2014.doc

### **RECOMMENDED PRACTICE**

***It is recommended that each governing body compile a “STANDING ORDERS” file that contains:***

- ***The Governing Body’s Standing Orders***
- ***A copy of the Independent Schools Standards Regulations 2010***
- ***The current Articles of Association***
- ***The Terms of Reference for Committees***
- ***The policy on Governors’ expenses***

***The file should be accessible to all governors. The clerk to the Governing Body should also retain a copy for their records.***

## MEETINGS OF THE GOVERNING BODY

**The Governing Body notes the requirement to meet at least three times in each school year. The agreed meeting pattern is a minimum of once termly.**

## COMPOSITION OF THE GOVERNING BODY

**The Composition of the Governing Body is detailed in the Instrument of Government**

## QUORUM

The quorum will be 3 Governors or one third of the number of governors holding office (rounded up), whichever is the greater (Article 117)

The quorum will be two thirds of the number of governors holding office, rounded up (Article 119) when:

- Appointing Parent Governors
- Removal of a Governor
- Removal of the Chairman of Governors (Articles 90-92)

## **GOVERNORS' EXPENSES**

The policy of the Governing Body on the payment of expenses to Governors was agreed at their meeting of 8<sup>h</sup> October 2014, Minute No 5.3

## **TERMS OF OFFICE**

The term of office of Chairman and Vice-Chairman is 1 year and cannot be longer than the remainder of the term of office of the governor in question. In accordance with the regulations when the office of Chairman or Vice-Chairman becomes vacant, the Governing Body must elect a new Chairman or Vice-Chairman at the next meeting.

The Governing Body resolves that:

The Chairman of Governors will have a term of office of **one year**

The Governing Body resolves that:

The Vice-Chairman of Governors will have a term of office of **one year**

## **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

The Governing Body resolves that the following process will apply to the election of Chairman and Vice-Chairman:

Governors will be able to submit written nominations prior to the full Governing Body meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining Governors will take a vote by a show of hands. Please note that if a secret ballot is agreed, the clerk will tally the votes.

The nominee(s) will return to the meeting.

Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken

The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to the Governors about their nomination and a further vote would be taken.

If there is still a tie, Governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

## **TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR** (option 1 – 4 years in length)

**The Governing Body resolves to have the same terms for all categories of governor. The agreed term is four years.**

The Governing Body can choose whether to appoint other members as per Article 101 of the Articles of Association, in addition to the agreed Constitution, and would need to agree what voting and attendance rights any member was granted. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full Governing Body meeting.

### **APPOINTMENT OF THE CLERK**

The Governing Body is required to appoint a clerk to the Governing Body. The clerk may not be a governor, an associate member of the Governing Body or the Headteacher of the school.

**The Governing Body resolves that the clerk to the Governing Body is to be confirmed (May 2017)**

There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:

- Convening meetings
- The proceedings of meetings
- Removal of the chairman or vice-chairman from office
- Suspension of a governor

The clerk to the Governing Body should ensure that the work of the governing body complies with the Regulations.

## **COMMITTEES AND WORKING GROUPS**

### **DEFINITIONS**

A COMMITTEE of the Governing Body is set up with delegated powers, with the Governing Body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include other members and, if so, whether they may vote. *This information must be minuted at a full Governing Body meeting.* The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full Governing Body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chairman of each committee must also be appointed annually by the full governing body at their first meeting.

A WORKING PARTY of the Governing Body is set up with the Governing Body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full Governing Body (or a relevant committee if responsibility has been delegated to a committee) for approval.

### **COMMITTEE STRUCTURE/MEMBERSHIP OF COMMITTEES**

The terms of reference of committees should be included within the STANDING ORDERS file. A Chairman must be appointed each year to each committee, elected by the Governing Body or the committee members, if the governing body agree to delegate this task. The Governing Body is required to appoint a clerk to each committee. This cannot be the Headteacher but can be another Governor and could be shared between named Governors. **However, if a committee has a financial remit the clerk cannot be a Governor from that committee.** It is recommended that one Governor be named as committee clerk for a period of a year for each committee.

- **The Committee and Working Group structure is detailed on the attached grid**
- **The membership of committees is detailed on the attached grid.**

#### **RECOMMENDED PRACTICE FOR COMMITTEE MEMBERSHIP**

- *A member of staff is not appointed to the Staff Dismissal, Staff Dismissal Appeals and Employee Grievance Committees*
- *The Headteacher is not appointed to the Pupil Discipline Committee*
- *A member of staff is not appointed to chair the following committees:*
  - Personnel*
  - Pay Review / Pay Review Appeals*
  - Admissions*

#### **RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT**

- *Agendas should be circulated to all committee members at least fourteen days in advance of the meeting.*
- *Committee papers should be available to all Governors (not just those on the committee).*
- *Minutes should be circulated to all Governors (not just those on the committee) within three weeks of the date of the meeting.*
- *Minutes should be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record.*
- *Any Governor may attend a committee meeting but only named committee members may vote.*
- *Committee members should feedback at the full Governing Body on the work of the committee and any decisions taken.*

#### **COLLABORATION ARRANGEMENTS**

Collaboration arrangements with Sir William Ramsay School may apply in the formation of committees to hear or review: Staff Dismissal and Staff Dismissal Appeals, Pay Review Appeals, Employee Grievance, Pupil Discipline and for Complaints Panels. This collaboration arrangement was agreed at the Governing Body meeting on 7<sup>th</sup> October 2015. The arrangement will be reviewed annually in the Autumn Term.

#### **DELEGATION OF FUNCTIONS OF THE GOVERNING BODY**

A Governing Body can delegate any of its statutory functions to a committee, a Governor or the Headteacher, subject to the restrictions described below. The Governing Body must review the delegation of functions annually. A Governing Body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- The constitution of the Governing Body
- The appointment or removal of the Chairman or vice-Chairman
- The appointment of the clerk
- The suspension of Governors
- The establishment of committees and delegation of functions
- The approval of the budget plan for the academy financial year (Funding Agreement 2.2.2)

- Changing of School name

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained school
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The review of the exclusion of pupils
- Admission matters

The Governing Body can still perform functions it has delegated. This enables the Governing Body to take decisions on matters that are discussed at meetings on functions that have been delegated.

**Please note:**

- That any individual or committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made
- Delegated powers will be reviewed annually in the autumn term

## **DELEGATION OF FUNCTIONS TO COMMITTEES**

The Governing Body agrees the delegation of functions as described in the terms of reference for its Committees as attached to these standing orders.

## **DELEGATION OF FUNCTIONS TO THE CHAIRMAN**

### **PERSONNEL**

- In an emergency, where time does not permit the relevant Committee or full Governing Body to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Body's Leave of Absence Policy; the Chairman has permission to agree up to 5 additional days' leave of absence with or without pay.
- Co-ordinating arrangements for governor participation in interview, and for hearings of the Pupil Discipline Committee, Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee and Employee Grievance Committee
- Liaison with the Headteacher in relation to personnel issues as outlined in the Framework for Managing People in Schools adopted by the Governing Body

### **INSET**

Approval of INSET days where time does not permit this to be considered by the full Governing Body.

### **CORRESPONDENCE/DOCUMENTATION**

Preparing a response on behalf of the Governing Body to any other correspondence/documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the full Governing Body to consider it at its termly meeting. In delegating this function to the Chairman, he/she will be expected to liaise with members of the relevant committee/Chairman of Committee before preparing a response.

**Governors note:**

- That the Chairman has a right to take a decision in an emergency by virtue of his/her office

- Any decisions taken by the Chairman under his/her delegated authority will be reported back to the next meeting of the Governing Body

## **DELEGATION OF FUNCTIONS TO THE HEADTEACHER**

**The Governing Body agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.**

In exceptional circumstances an individual governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

The exceptional circumstances are as follows:

- A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the Governing Body considers a new appointment for the Headteacher post the normal expectation for the Headteacher to undertake these responsibilities should apply.
- Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances.
- Where the Governing Body of a school with a religious character has agreed staffing policies, which provide for governor involvement in the interests of preserving the school's religious character.
- Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Governing Body may also lead in the appointment of support staff with senior management responsibilities.
- A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the DfE has made representations to the Chairman of the Governing Body on grounds of serious concerns about the performance of the Headteacher.
- Where the Headteacher has failed to abide by financial limits agreed by the Governing Body for any school purpose.

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

**The Personnel Committee will be responsible for staff appointments and the Staff Dismissal Committee will be responsible for initial staff dismissal issues.**

### Appointment of Headteacher and Deputy Headteacher

The Governing Body will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher.

### Appointment of Assistant Heads

The Governing Body will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual Governor or a group of Governors (suggest the

Personnel Committee). In the latter case this may include the Headteacher, but where not involved in determining the appointment the Headteacher has a right to attend to offer advice.

### **Freedom of Information Act**

The Governing Body delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.

### **DECLARATION**

*The Governing Body, at its meeting on 10<sup>TH</sup> October 2012 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the Governing Body for the formal Governing Body records and a copy has been retained at the school for reference. These Standing Orders will be reviewed annually in the Autumn Term.*

Reviewed 7 October 2015

Signature  
(Chairman)

Date of signature

NB: Any text italicised and underlined indicates changes that have been made to the model Standing Orders following latest review

## MODEL SCHEME FOR PAYING GOVERNORS' ALLOWANCES

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

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

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

### Eligible Expenses

Categories of eligible expenditure are as follows:

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

### Allowance Rates

Rates at which allowances are payable are as follows:

**Care Arrangements:** Actual costs incurred, up to a maximum of [\*] per hour

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

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

Telephone Calls, Postage, etc: Actual costs incurred

**Travel Rates:** In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed [\*] per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

**Criteria for Claims**

All claims must be submitted to the head teacher on the Governor Expenses Form on SchoolsWeb link:[https://schoolsweb.buckscc.gov.uk/schools/leadership\\_and\\_management/governors/gov\\_allow.asp](https://schoolsweb.buckscc.gov.uk/schools/leadership_and_management/governors/gov_allow.asp) within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

*In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.*

*Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.*

**Financial Systems**

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

[\*] The Governing Body may vary these rates to meet their particular circumstances. It is suggested that a maximum for Care Arrangements might be £6.00 per hour and for travel by taxi the maximum cost per journey might be £20.00. The rates must be agreed at a full governing body meeting.