

Park Junior School

Governing Body

Standing Orders

The Standing Orders of the Governing Body of Park Junior School

Contents:

- membership of the governing body
- appointment of the clerk to the governing body
- meetings of the Governing Body
- quorum and decisions
- Chair and Vice-Chair
- delegation of functions
- committees of the governing body and terms of reference

Membership of the Governing Body

The composition of the governing body is recorded in the Instrument of Government.

The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the full governing body. They may be given voting rights on committees but not at full governing body.

The Governing Body will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The Governing Body will adopt an agreed Code of Conduct.

Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The governing body must have regard to advice from the clerk as to the nature of the governing body's functions.

Meetings

The Governing Body will meet at least three times per school year.

All meetings will be convened by the clerk.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

Items for the Agenda must be notified to the Clerk and Chair 10 days prior to the meeting. Urgent matters that cannot be notified in advance can be raised for consideration as Any Other Business at the start of the meeting and will be added to the agenda if agreed by the Governors.

The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convene a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

If both the chair and vice chair are absent another governor can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing body. If such a dispute occurs at a Committee meeting the Committee shall decide, by voting if necessary, and in the event of a tied vote the Chair of the Committee will decide.

Quorum and Decisions

The quorum for a full governing body meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting, vote.

Decisions of the governing body are binding on all members.

Chair and Vice Chair

Prior to the election of the chair and vice-chair the governing body must determine the date on which the term of office of the chair or vice chair will end.

If the chair or vice-chair resigns or has to relinquish their office, the governing body must elect one of their number to fill that vacancy at their next meeting.

The election of chair and vice chair will be conducted by the following process:

- 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 and does not need to be present at the meeting to be considered.
- The clerk takes the chair for this agenda item, but does not have a vote.
- A ballot will be conducted even where there is only one nominee.
- The nominee(s) will be asked to leave the room whilst the election process takes place.
- The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.
- The nominee(s) will return to the meeting.
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.

Delegation of Functions

The governing body can delegate any of its statutory functions to a committee, a governor or to the headteacher, subject to prescribed restrictions.

The governing body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

The following functions will be delegated to the committees or individuals named:

Committees

The following committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference.

Each committee will have a chair, a clerk (not the Chair) and a minimum quorum as per the Terms of Reference. The composition of Committees will be decided at the final Year End Review meeting of the Full Governing Body.

Resources Committee.

The Resources Committee will consider all issues relating to the human, physical and financial resources of the school that support the whole school aims .It will make recommendations and proposals to the full Governing Body in response to those issues and will review and amend, as appropriate, all policies relating to the human, physical and financial resources of the school.

Full details of the composition, role and responsibilities can be found in the Document "*Park Junior School Governors, Resources Committee, Terms of Reference*", stored with these Standing Orders. The Terms of Reference will be reviewed annually.

Curriculum and School Development Committee

The Curriculum and School Development Committee will consider all issues relating to the delivery of the curriculum and the academic development of the school. It will ensure that governors are fully involved in the strategic planning of the school's development through monitoring and evaluation of the School Development Plan. It will also ensure that governors have an understanding of the school's curriculum policies and development as well as pupil data tracking, results and targets. It will make recommendations and proposals to the full Governing Body in response to those issues and will review and amend, as appropriate, all policies relating to the Curriculum and School development

Full details of the composition, role and responsibilities can be found in the Document "*Park Junior School Governors, Curriculum and School Development Committee, Terms of Reference*", stored with these Standing Orders. The Terms of Reference will be reviewed annually.

Strategic Committee

The Strategic Committee has a strategic and co-ordinating role and will make recommendations and proposals to the Governing Body. It will determine the required structure, activities and development of the Governing Body, ensuring the committees work to common aims rooted in the School Development Plan/School Evaluation Form. It will co-ordinate the preparation for and response to any inspection as well as responding to issues requiring response outside scheduled

meetings. This Committee will also carry out the Head Teacher's Performance Management.

Full details of the composition, role and responsibilities can be found in the Document "*Park Junior School Governors, Strategic Committee Terms of Reference*", stored with these Standing Orders. The Terms of Reference will be reviewed annually.

In case of panels being required they will be convened from members of Governing Body.

Panels

When panels are required they will be convened from members of the Governing Body. Park Junior School has a collaborative arrangement with Maidenhill School and Stonehouse Park Infants School to share governors' expertise for panel related governance.

Nominated Governors

Nominated governors will take responsibility for the following areas:

Special Educational Needs and Disabilities
Safeguarding and Child Protection /Child in Care
Pupil Premium
Health and Safety

Declaration

The governing body, at its meeting on 7th July 2014, resolved to adopt these Standing Orders.

Signed:.......... (Chair)
Mark Organ

Date: 8/7/2014.....

Updated September 2016 with
When panels are required they will be convened from members of the Governing Body.
Nominated Governor for Pupil Premium

Updated September 2017 with
Park Junior School has a collaborative arrangement with Maidenhill School and Stonehouse Park Infants School to share governor expertise for panel related governance.