



## **Park Junior School Governing Body Standing Orders and Terms of Reference**

### **School Vision**

The staff and Governors of Park Junior School aim to provide a co-operative, supportive environment which will enable children to become adaptable, independent learners with an ability to communicate successfully

### **Aims**

- To ensure all legal requirements are met by the governing body
- To ensure all governors are fully aware of their own role and responsibilities
- To ensure all governors are fully aware of the role and responsibilities held by each Committee
- To ensure all responsibilities are met by the governing body in a regular and timely manner.

## **Membership of the Governing Body**

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

The current Instrument of Government, came into effect on 1st July 2014, makes provision for 14 governors as follows:

- 2 Parent Governors
- 1 Governor nominated by the Local Authority
- 1 Staff Governor
- 1 Headteacher (ex officio)
- 9 Co-opted Governors

The Governing Body can appoint Associate Members to attend meetings of the full governing body. Associate members may give advice and may vote in accordance with any restrictions placed upon them by the governing body.

The Governing Body will record any voting rights.

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 head teacher) 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 will be sent at least 7 days before the meeting. Supporting paper work will be sent out too.

The Chair may call a meeting with a shorter notice period if they consider 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 convenes 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 (but not any person employed to work at the school) can take the chair for that meeting.

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

The clerk will maintain a *Governors' Register of Interests*, which will also be displayed on the web-site. Governors will also declare at the beginning of any 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.

The governing body shall determine, and review annually at the last meeting of the academic year, in preparation for the following year. The terms of reference, constitution and membership of each *Committee*, should a committee be formed.

Minutes will be circulated to all governors.

## **Quorum and Decisions**

The quorum for a full governing body meeting and vote is 50% of the total number of governors after excluding any vacancies rounded up to the nearest whole number.

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

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**

The Chair of FGB will be appointed at the last meeting of each academic year, in readiness for the start of the academic year. A Vice-Chair will be appointed at the same time.

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 have to relinquish his/her office, the governing body must elect one of their number to fill that vacancy at their next meeting. There can be a co-chair position where more than one person shares the role of the chair.

## ***Election Process***

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 given an opportunity to outline the reasons for their wishing to become Chair or Vice-Chair before being 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.

## **Functions of the Full Governing Body**

The following issues will be dealt with at FGB

- Instrument of Government
- Setting of the Budget
- Collaboration and Federation between Governing bodies
- Procedures governing body must follow
- Ofsted Inspections
- Setting PAN
- School Development Plan
- Converting to Academy Status (if relevant)

The following Standing Items will be included on the agenda of FGB meetings:

Headteacher's Report (This will be produced 4 times a year with periodic updates)

- Health and Safety including Safeguarding
- Quality of Education
- School's Key Priorities
- Teaching including Assessment
- Behaviour and Attitude
- Personal Development
- Leadership and Management

Pupil Premium

Special Educational Needs

Budget Updates (reported on at key times of the financial year)

The Full Governing Body will ratify the following policies

- Behaviour Policy
- School Complaints & Procedures
- Special Educational Needs
- Equality Policy
- Admissions Policy
- Accessibility Plan
- Anti-Bullying Policy
- Safeguarding & Child Protection Policy

## **Functions Delegated to Nominated/Link Governors**

Liaising with members of SLT and Subject Leaders as appropriate, Nominated/Link governors will take responsibility for the monitoring and decision making as appropriate in the following key areas and will report on their work to the FGB:

- Special Educational Needs and Disabilities
- Safeguarding and Child Protection
- Children in Care
- Health and Safety
- Finance
- Staff Well-being
- Pupil Premium
- Curriculum Subjects
- Attendance and Exclusion Data

Nominated/Link Governors will be expected:

1. To advise the governing body on its statutory obligations regarding the National Curriculum with support from SLT.
2. With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
3. To ensure that the requirements for children with Special Educational Needs (SEN) are met.
4. To ensure that the requirements for children with Gifted and Talented Needs are met.
5. To ensure that the school meets the requirements of the Disability Discrimination Act 2005, and to ensure it meets its Equality and Diversity obligations.
6. To contribute to the curriculum component of the School Plan or post-Ofsted Action Plan, and to monitor its implementation.
7. To receive reports from the headteacher and other staff on the delivery of the National Curriculum including testing and assessment arrangements, and to review the published information about school performance.
8. To consider complaints relating specifically to the curriculum and to advise the governing body.
9. To monitor the SEF.
10. To review School Profile and Prospectus.
11. To monitor attendance, exclusion and punctuality data.

**Approved: FGB October 2019 (pending)**

**Policy to be reviewed: October 2020**