

Oxspring Primary School



Head Teacher: Mrs S. Irwin

'Learn, Endeavour, Aspire, Respect, Nurture'

Assistant Head Teacher: Mr P. West

Co-Chair of Governors: Mrs P. Heggie; Mr M. Cassidy

Date: September 2019

Review date: September 2020

TERMS OF REFERENCE 2019-20





Oxspring Primary School

Leadership & Governance

Terms of Reference and Standing Orders

Circle Model – Whole Governing Body

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review these Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body

These documents were agreed by the Governing Body at their meeting held on:

Date: October 2019

Review Date: October 2020

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Circle Model – Whole Governing Body Approach

Outline

The Governing Body works as a 'whole team', meeting 6 times per year, once in each term, without any separate committees. An annual planner and agenda for each meeting will include all the tasks which the Governing Body is required to consider, and the Governing body will '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 body drafted agreed terms of reference.

In addition to 'commissioning' activities or actions on their behalf, the Governing body, in order to ensure its core functions are fulfilled, will delegate monitoring responsibilities to 'monitoring pairs' or 'individuals'. These include the statutory required individual roles and those focused on the priorities of the School Improvement Plan.

In each case where a function has been delegated there is a statutory duty to report any action or recommended decision to the Governing body at the next meeting.

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Oxspring Primary School Governing Body

Terms of Reference for the Governing Body

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 body has resolved to conduct all its business as a full Governing body, and to work collectively without committees.

The Governing body has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the organization /school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

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

Items in bold cannot be delegated.

Operational

- **To draw up the Instrument of Government and any amendments thereafter**
- **To review the standing order for election of the Chair and Vice Chair including the length of the term of office.**
- **Elect (or remove) the Chair and Vice Chair.**
- **To hold at least 6 Governing Body meetings each year.**
- **To appoint and remove Co-opted and any associate members.**
- **To appoint the LA nominated governor**
- **To suspend or remove a governor.**
- **To decide which functions of the Governing Body will be delegated in replacement of a committee and to whom.**
- **To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety and Finance based on skill set and expertise.**
- **To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Body is necessary.**
- **To review the delegation arrangements annually.**
- **Appoint selection panel for Headteacher**
- **To ratify or reject decisions of appointed selection panel**
- **To recruit new governors as vacancies arise ensuring as much as is possible that the Governing body has all the necessary skills to be effective.**
- To set up and publish a register of Governors' Business Interests.
- 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 (Edubase) is collected, uploaded and amended as necessary and accurate with the details published on the school website.
- To consider a Governors' Allowances Scheme.
- To regulate the Governing body 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 Order (attached).
- To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference. SAM
- To arrange a suitable induction process and mentoring for newly appointed or elected governors
- To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training.

	<ul style="list-style-type: none"> • To regularly audit and evaluate the impact of governance to inform the structure of the Governing Body • To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
General	<ul style="list-style-type: none"> • 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 identifying success and areas requiring improvement. • To approve, update and review regularly the School Improvement Plan agreeing a monitoring schedule for the Governing Body • To determine whether to publish a home-school agreement (no longer a statutory requirement) • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place and has ensured approval and compliance of all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. • To ensure the school has a Complaints Procedure and that all complainants know how to raise concerns and make a complaint. • To ensure that the Governing Body complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.
Inclusion and Equality	<ul style="list-style-type: none"> • 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) if the numbers of SEND pupils exceeds 10. • To comply with statutory duties from the SEND code of practice and Keeping Children Safe in Education (KCSIE) in respect of pupils with special needs by appointing a SEND governor • 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 receive reports on bullying, homophobic and racial incidents.
Safeguarding	<ul style="list-style-type: none"> • To ensure statutory compliance with KCSIE and its associated policies including adopting and reviewing annually the BMBC child protection/ safeguarding policy and relevant procedures • To comply with statutory duties from KCSIE by appointing Safeguarding and Health & Safety governors • 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 into the child protection policy • To complete an annual Safeguarding Audit and return to the LA • To check SCR termly
Curriculum	<ul style="list-style-type: none"> • Ensure NC is taught to all pupils • To ensure the curriculum is broad and balanced. • To establish a charging and remissions policy for activities. • To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain
Budget	<ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To engage in strategic decision making. • To agree a 3 year budget. • To analyse and recommend the annual budget. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy. • To enter into contracts following agreed financial limits

	<ul style="list-style-type: none"> • To make decisions in respect of service agreements following agreed delegation of financial limits and insurance • To ensure the school complies to the SFVS guidelines • To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium) • To appoint a finance governor or monitoring pair • To ensure financial succession planning within the board • To review and take account of any consultations to change the LA Finance Scheme.
Staffing	<ul style="list-style-type: none"> • To make Headteacher/Deputy/Assistant Headteacher appointments (ratify or reject) following recommendations from the governing body approved selection panel. • To annually determine the staff complement. • To annually agree a pay policy following the STCPD. • To establish and review procedures for addressing staff discipline, conduct and grievance • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve annually the Appraisal Policy. • To determine the timing of the Headteacher appraisal review cycle. • To appoint the Headteacher Performance management group consisting of 2 or 3 skilled or trained governors • To appoint the external advisor • To take into account the Headteacher Standards for Excellence • To agree total pay award following recommendation from Pay committee • To agree any pay award for the Headteacher following recommendation from the Headteacher performance management panel
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a written statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and decide whether or not to confirm 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/Vice Chair in cases of urgency - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Sept 17 pg 18 point 57). • To direct the reinstatement of excluded pupils.
Premises & Insurance	<ul style="list-style-type: none"> • To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA, where appropriate to ensure adequate levels of buildings insurance and personal liability. • To receive annual site report.
Health & Safety	<ul style="list-style-type: none"> • To establish a Health & Safety policy • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive an annual Health & Safety Inspection Report and agree any actions. • To appoint a Health and Safety governor
Admissions	<ul style="list-style-type: none"> • To follow The LA School Admissions Code statutory guidance when carrying out duties relating to school admissions. • To publish the arrangements on the School website in accordance with the paragraph 1.47 of the School Admissions Code

Oxspring Primary School Governing Body

Delegation of Functions to 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 his or her functions as the Governing Board requires

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to an agreed limit of £10,000 as set out in the schools finance policy. • To enter into contracts up to the limit of £10,000. • To monitor monthly expenditure. • To make payments.
Staffing	<ul style="list-style-type: none"> • To appoint teachers and non-teaching staff; panel to include one governor. • 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
Curriculum	<ul style="list-style-type: none"> • 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 be responsible for standards of teaching. • To be responsible for each individual child's education. • To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery plus Chair of Governors approval. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To formulate and implement an Appraisal policy plus Chair of Governors approval. • To make pay decisions in line with the pay policy and legal requirements • To carry out appraisal of other teachers (or delegate to line managers in the school)
Standard Setting	<ul style="list-style-type: none"> • To set standards and predictions for pupil achievement and progress.
Religious Education	<ul style="list-style-type: none"> • 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.
Collective worship	<ul style="list-style-type: none"> • For maintained schools – to ensure, after consultation with the Governing Body, that all pupils take part in a daily act of collective worship.
Health & Safety	<ul style="list-style-type: none"> • To ensure that Health & Safety regulations are followed.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To draft the content of the school behaviour policy and publicise it to staff, students and parents.
Inclusion and Equality	<ul style="list-style-type: none"> • To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SENDCO) • To appoint a designated teacher for looked-after children

School Organisation	<ul style="list-style-type: none"> • To ensure that the school meets for 380 sessions in a school year. • Where determined by the Governing Body, to ensure that school lunch nutritional 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 plus Chair of Governors approval. • Maintain a register of pupil attendance • To publish on the website the drafted structure and remit of the Governing Body, including governor appointment details, term of office and attendance record • To submit governor information for the DfE database of governors (Secure Access)
Information for Parents	<ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents informed via effective methods of communication • To ensure that free school meals are provided to those pupils meeting the criteria. • To ensure that parents 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.
Extended Schools	<ul style="list-style-type: none"> • To put into place the additional services provided. • To ensure delivery of services provided. • To ensure there are Designated and Deputy Safeguarding Leads • To ensure Safeguarding policies and procedures are implemented, and staff are appropriately trained • To ensure that all statutory Safeguarding legislation is implemented.

Oxspring Primary School Governing Body

Terms of Reference for Individuals or Monitoring Pairs

Any individual to whom a governor monitoring 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 Visits Policy and Protocol

To monitor an identified area on the School Improvement Plan or a statutory function of the Governing Board and report to the Governing Board, ensuring the challenge and support of the committee the monitoring is replacing is captured. It is expected that 3 monitoring visits will be made to the school during the year, unless school circumstances necessitate more. A visit does not necessarily have to take place during the time when students/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. SKILL SET:

- 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 holding to account by the questions which would have been asked as part of a committee meeting are undertaken within the visit with the answers documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the priority milestone or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits Policy and Protocol.

The following designated statutory governor roles need to be appointed by the Governing body.

- Safeguarding
- SEND
- Health & Safety
- Finance

And to focus on the development needs of the Governing body

- Training and development

Before undertaking any monitoring, governors will read and agree the Governor Visits Policy and Protocol, Governing Body code of conduct and the school staff code of conduct

Having designated/ delegated governors does not reduce the collective accountability of the body for all its functions. The body will need to ensure that its agenda and reporting mechanisms enables ALL governing body members to have strategic overview and responsibility to enable effective decision making

Oxspring Primary School Governing Body

Terms of Reference for the Monitoring of the School Budget

A pair of governors or an individual will be assigned to strategically monitor the financial management of the school on behalf of the Governing Body.

Three monitoring visits should be made each year, ensuring all financial questions and answers are captured within the subsequent report to enable collective decision making. The visits and reports should include monitoring of the following

- To maintain an up-to-date 'balanced' three year budget plan, which shows clear links to the 'School Improvement' and 'Staffing' plans.
- To report monitoring and rollover to the full Governing Body, highlighting any significant variances.
- To evaluate any virement recommendations and report to the Governing Body.
- Analyse and report on Tenders for Contract Services in accordance with body delegated limits.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the Governing Body.
- To evaluate proposed expenditure as set out within the delegated limits following recommendations from the Headteacher and present to the Governing Body.
- To draft the **Schools Financial Value Standard**, following discussions with the bursar, using the support tools, for Governing Body approval before 31st March
- To ensure that the school is working within the guidance of the **SFVS** recommendations.
- 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 Body.
- To monitor and evaluate the management of the School Fund and to receive the audited accounts.
- To monitor the spending of extra funding such as pupil premium and sports premium, ensuring its use has impact.
- Review finance policy; lettings policy; Whistle blowing policy; Governor allowance policy; making recommendations to the body.
- Review the business continuity plan making recommendations to the Governing Body.
- Review compliance audit reports, ensuring the board follows recommendations and actions
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.

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Terms of Reference for Panel Hearings

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action.
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents.
- To make any decisions under the Barring of People from the School Premises procedures.
- 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 consider any appeals against a decision regarding pay under Pay Policy procedures.
- To consider applications for Special Leave.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- 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).
- All panels are to be convened by the Clerk to the Governing Body.

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

Membership [not less than 3]

Any three governors from a pool of governors [comprised of the whole Governing Body], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either 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.

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Terms of Reference for the Headteacher Performance Review Panel

- To meet annually before the 31st December with an independent advisor to discuss and determine the Headteacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To inform the Headteacher verbally and in writing of the outcome of the review and decisions made
- To prepare and agree the Headteacher appraisal review statement, and report to the Governing Body.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Body in respect of pay progression.

Neither the Headteacher nor staff governors may serve on this group.

Oxspring Primary School Governing Body

Terms of Reference for the Pay Panel

The Governing Body 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 Committee of the Governing Body.

Terms of Reference

- to achieve the aims of the whole school Pay Policy in a fair and equal manner;
- to undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the School's performance appraisal process;
- to ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten working days of the decision being made;
- to apply the criteria set by the whole school Pay Policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when the school's Pay Policy needs to be revised, and to consult with staff and recognised unions on any proposed changes, as appropriate;

All decisions made by the Pay Committee 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.

Annual determination of pay

All teaching staff salaries, including those of the Headteacher and Assistant Headteacher will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual Pay review by 31 December. They will, however, complete the process without undue delay.

The report of the Pay Panel will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the Pay Panel has exceeded its powers under the policy.

Membership [3 governors]

Membership of the Pay Panel will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the committee *Neither the Headteacher nor staff governors may serve on this group. Schools will need to consider carefully the membership of the committee and appeals committee to ensure the right composition. In particular they should avoid both the Chair and Vice Chair of Governors being members of the Pay Panel as this will inhibit one of these key, senior roles being available for any pay appeals that may arise.*

Oxspring Primary School Governing Body

Standing Order for Meetings of the Governing Body

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask or comments to make.
- Bring a copy of the School Improvement Plan and be familiar with its 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.

The following persons have the right to attend all meetings of the Governing Body

- Headteacher
- Clerk
- any governor
- associate members (unless the Governing Body requires them to leave for items relating to individual members of staff or pupils).

The following persons will be invited to attend regular meetings of the Governing Body: members of the senior leadership team, subject leaders, school finance officer

Full Governing Body meetings will be held at the school 6 times each year, in terms [1, 2, 3, 4, 5 and 6]. The Headteacher, Chair and Vice Chair of Governors will prepare a draft agenda, which will be finalised and approved by the Chair in consultation with the Headteacher. Governors wishing to place items on the agenda should give notice to the Chair, and provide a copy of any supporting papers.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a pair, 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 Headteacher, Chair and Vice Chair of Governors. Any 3 members of

the Governing Body may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be discussed. The Clerk must then convene a meeting as soon as is practicable.

Each meeting will commence at **6 pm** and will be limited to a maximum of **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

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

Oxspring Primary School Governing Body

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Body **MUST** elect a chair and a vice chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Body 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 Bodies are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Headteacher and the staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

Factors the Governing Body should consider in agreeing their election process are:

- How long the Chair and Vice Chair will serve (You may wish to consider different terms of office.)
- Whether a Governor can be re-elected and whether there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair (You may like to consider succession planning, individual Governor and Governing Body development, workloads and the involvement of all Governors.)
- Whether a governor can stand for office if they are unable to be present at the meeting.
- How nominations will be made (in writing in advance of the meeting via the agenda or verbally at the meeting, with or without a supporting written or verbal statement.)
- Whether a candidate will self-nominate or be proposed (and seconded if wished) by Governors.
- Whether there will be a secret ballot or show of hands (and whether this would vary depending on the circumstances i.e. in all cases or only where there is more than one candidate.)
- How the Governing Body would treat a tie in votes (would candidates have the opportunity to speak to the Governing Body about why they want to be the Chair or Vice Chair followed by another vote, would it be by another method?)

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- 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 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 Clerk based on professional respect for each role.

GOOD PRACTICE EXAMPLE

- The Governing Body resolves that the following process will apply to the election of Chair (and vice chair) of the Governing Body (provide a brief outline of the role see overleaf):
- The Chair and Vice Chair will serve for a period of one year and be elected annually.
- The Clerk 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.

Either

- a) The Clerk will invite Governors to self-nominate by a closing date no later than 2 weeks before the date of the meeting at which the election is to be held.

or

- b) Governors will be asked to propose nominations to the Clerk by a closing date no later than two weeks before the date of the first Governing Body meeting of the academic year. The Clerk will provide a form for this purpose, which will allow for nominations to be seconded before submission (if required).
- The Clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held, and send it to governors at least 7 days in advance of the meeting.
 - 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 Clerk.
 - 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 Body before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
 - If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

If no Chair is duly elected, a Governor **MUST** be appointed to Chair the remainder of the meeting. The Body **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.

Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

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Standing Order for the Appointment of Co-opted Governors

Guiding Principles

The Governing Body may decide the process for the appointment of Co-opted governors.

Factors the Governing Body should consider in agreeing their appointment process are:

- What skills are required to support the Governing Body at the time of the vacancy.
- How and where vacancies should be advertised.
- Whether a candidate will self-nominate or be proposed [and seconded if wished] by governors.
- What information the Governing Body needs from each candidate to support their nomination i.e. a statement of so many words, interview with, or presentation to the Governing Body or alternatives as appropriate.
- Whether there will be a secret ballot or show of hands [and whether this would vary depending on the circumstances i.e. in all circumstances or only where there is more than one candidate.
- How the results will be notified to the candidates.
- How often the process will be reviewed.
- The process must be fair, open and transparent.

1. The Co-opted governors are appointed by the Governing Body. They are people who in the opinion of the Governing Body have the skills required to contribute to the effective governance and success of the school.
2. The Governing Body may choose to advertise the vacancy broadly to reach as wide an area as possible. Priority may be given to candidates with particular skills if this expertise would enable the Governing Body to work more effectively. In these cases this would be clearly stated when notifying the vacancy. Prospective candidates will be required to complete the LA application form and provide the names of two referees.
3. The Chair of Governors will circulate the application form to all governors and invite comments.
4. The Chair of Governors, and Vice Chair if possible, and the Headteacher will meet with the prospective candidate prior to the next Governing Body meeting, and if satisfied that the person meets the Governing Body's criteria will propose that person at the next meeting, where this will be an item on the agenda.
5. Where two or more names are put forward, prospective Co-opted governors will be asked to prepare a brief statement of no more than 100 words, explaining their background and why they wish to be appointed. Where possible these statements will be circulated to all members of the Governing Body prior to the meeting at which any appointment will be considered.
6. At the next meeting of the Governing Body, governors will be invited to vote by show of hands if there is a sole candidate. Where there are multiple nominations, governors will take a vote by secret ballot, managed by the Clerk.
7. In the event of a tie, the governors will again discuss the nominations and take a further vote.
8. The Clerk will announce the result, with the candidate polling the most votes being duly appointed.

Actions in 3. and 4. above will be followed where the LA nominates a prospective governor.

Oxspring Primary School Governing Body

Standing Order for the appointment of an Associate Member

Guiding Principles

Governing bodies can benefit from being able to draw on particular skills or experience from outside their formal governor membership. The definition of associate member is wide and can include pupils, school staff and persons who want to contribute specifically on issues related to their particular area of expertise, for instance finance.

Associate members are

- Appointed for a period between one and four years and can be reappointed at the end of their term of office. They can be removed from office by the Governing body at any time. They are not governors and are not recorded on the Instrument of Government
- Associate members cannot be given voting rights at Governing Body meetings.
- Associate members may be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff or other confidential items.

Factors the Governing Body should consider in agreeing their appointment process are:

- What the purpose of the appointment will be (i.e. addition of skills, BSF project, etc)
- What information the Governing Body needs to support the proposal i.e. a statement of so many words, interview with, or presentation to the Governing Body or alternatives as appropriate
- Whether there will be a secret ballot or show of hands
- What the term of office for the membership shall be
- Whether the associate member will be included in all distributions of documents and meeting (or whether for instance confidential minutes will not be available)
- The expectation of the associate member to sign the Governing bodies Code of Conduct
- The expectation of the associate member to have their name and business interests published on the school website.

STANDING ORDER EXAMPLE

The Governing Body resolves that the following will apply to the appointment of associate members of the Governing Body

Name of Associate Member { insert name }

The Governing Body agree to the associate member named above:-

To be appointed for a period of {insert agreed term between 1 - 4 years}

To have regard to the Terms of Reference, Governing Body Code of Conduct and other Standing Orders of the Governing Body

To undertake appropriate governor training

To agree to complete the legal governor declaration and declaration of business interest forms

STRATEGIC ASSESSMENT AND MONITORING COMMITTEE

1. Membership

The membership of the Committee will be a minimum of four Governors, but all governors are invited to attend. The meeting will be minuted by a clerk.

2. Quorum

The quorum shall be three Governors.

3. Meetings

Meetings will be held as and when required but at least termly.

4. Function

- To monitor and evaluate the impact of improvement strategies on outcomes for all pupils.
- To monitor the achievement and progress in particular of pupils in receipt of pupil premium, gifted and talented pupils, and those pupils identified as having special educational needs or the disabled.

5. Reporting

The minutes shall be presented to the next termly Governing Body meeting.

6. Review

The terms of reference of the Committee shall be reviewed annually by the Governing Body in the Autumn Term.

STRATEGIC ASSESSMENT AND MONITORING COMMITTEE

CONSTITUTION

7. The committee shall consist of Governors appointed by the Governing Body.
8. The Chairperson and Vice Chairperson shall be elected by the Committee.
9. A quorum shall consist of 3 members of the Committee.
10. The Governing Body shall appoint the Clerk to the Committee.
If the Clerk fails to attend, the Governors may appoint one of their number to act as Clerk for the meeting with the exception of the Headteacher.
The Clerk will ensure:-
 - A minimum of 7 clear days' notice of a meeting is given in writing to each committee member along with the agenda.
 - The minutes and decisions of the committee are recorded and made available for inclusion in the agenda papers of the next committee meeting and the Governing Body meeting.

11. The Committee shall meet at least once every term or more frequently by resolution of the Committee or Governing Body. The Chairperson or Vice Chairperson of the committee shall have the power to call additional meetings as necessary.

12. The Committee is authorised to make decisions on behalf of the Governing Body.

TERMS OF REFERENCE:

The Committee will carry out the following areas of responsibility:-

- Maintain an in depth view of the quality and range of the teaching and learning in school.
- Maintain an in depth view of standards of attainment and achievement across the school.
- Commission and receive data and progress reports.
- Contribute to the School Improvement Plan.