

## **Federation of the Church Schools of Shalfleet and Yarmouth Primary Schools**

### **GOVERNORS' STANDING ORDERS**

#### **General:**

1. The Governing Body will comprise members as specified on the Instrument of Government and will seek to maintain sufficient numbers to ensure effective working.
2. The Governing Body will hold elections or make nominations as appropriate to fill vacancies.
3. The Governing Body must appoint a Clerk to the Governing Body.
4. Governors will hold office for a period of 4 years.
5. Governors may resign at any time by writing to the Clerk of the Governing Body.
6. The Governing Body can appoint Associate Members to serve on committees for a period of one to four years. 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.
7. The Governing Body is responsible for current Statutory Duties set by the Government.
8. The Governing Body will adopt an agreed Code of Conduct.
9. The Governing Body publish the following information on the schools' website – names of governors, category and body by whom Governors are appointed, term of office, membership of committees and delegated responsibilities, membership of the governing body of any other educational establishment and relationship with any member of school staff.

#### **Election & Appointment of New Governors**

1. Election of staff and parent governors is undertaken in accordance with the guidance established by Isle of Wight Council. The IW Council has delegated its responsibility for these elections to the Headteacher who may in turn delegate to another person. The clerk to the governing body shall manage the parent governor election process together with the Headteacher.
2. The IW Council has responsibility for the appointment of the Local Authority governors.
3. The Diocese of Portsmouth has the responsibility for the appointment of Foundation governors
4. The term of office for all classes of governors is currently four years.
5. The Governing Body reserves the right to appoint associate members to serve on the Governing Body for a period of one to four years, subject to voting limitations outlined in the regulations.
6. The governing body will ensure induction of new governors. The clerk will issue an induction pack as identified in the policy to all new governors and the new governor will be assigned a mentor.

#### **Election of Chair and Vice Chair:**

1. The Clerk will chair the section of the meeting pertaining to the election of a Chair of Governors.
2. Staff members cannot be elected to the position of Chair or Vice Chair.
3. The Chair and Vice Chair are elected for a period of one (1) year at the first FGB in the Autumn Term. Any change to this term must be discussed at the meeting before nomination discussions take place.

4. Nominations can be taken by the Clerk prior to, or at, the meeting. Self-nomination is acceptable.
5. Nominees for the position of Chair will withdraw from the meeting whilst discussion takes place
6. Voting can be a show of hands if there is only one nominee; if the position is contested there will be a secret ballot
7. The successful nominee will be asked formally if they wish to accept the position.
8. The Chair of Governors will take the meeting and oversee the election of the Vice Chair.
9. If the Chair of Governors resigns in post then the Vice Chair will act as Chair until the next FGB meeting where a Chair will be elected for a period to be decided by the Full Governing Body.

### **Appointment of Clerk to Governing Body**

1. The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice.
2. The Body will arrange for the clerk to discuss their role on an annual basis.
3. The Body will support the clerk in their continuing professional development.

### **Agendas:**

1. Agendas will be compiled by the Chair, Headteacher and the Clerk. The advice of other professionals may be sought
2. Items for inclusion on an agenda must be with the Clerk 14 days before the meeting. Any governor may ask for an item on an agenda but the Chair reserves the right to veto inclusion of the item if it's not appropriate or there are specific problems such as time constraints on the meeting.
3. Order of Business will be on all agendas before Declaration of Interest. Items for inclusion under Order of Business must be with the clerk no later than 24 hours before a meeting. The decision for inclusion and placement within the agenda is entirely the decision of the Chair of Governors. Items received later than 24 hours before a meeting will roll forward to the next appropriate meeting at the discretion of the Chair.
4. Declaration of Interest will be on all agendas. If a governor declares an interest they are expected to withdraw from that section of the meeting at the Chair's discretion. They cannot vote on that item.
5. Agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the Federation Development Plan, within the full range of governing body responsibilities.
6. Agendas and papers will be distributed a minimum of 7 days before a meeting. Papers may be tabled by the Headteacher or in exceptional circumstances to provide the latest information.

### **Meetings:**

1. An annual calendar of meetings will be set for the academic year in advance and published.
2. The governing body will hold the minimum number of meetings necessary to ensure that the strategic business of the school is properly addressed.
3. The quorum for Full Governing Body (FGB) meetings is one half of the filled positions rounded up if an odd number.
4. Apologies for absence should be with the clerk 24 hours before a meeting if possible for reasons of quorum.

5. FGB meetings will be led by the Chair of Governors. If the Chair is not available the meetings will be led by the Vice Chair. If the Vice Chair is not available then the Body will elect a Chair for that meeting only.
6. All governors, the clerk and the headteacher are legally entitled to attend the meetings; all other interested persons have to be invited to attend by the Body.
7. If the Clerk is unable to attend then a governor or member of the school staff may minute the meeting but this must not be the Headteacher.
8. The order of the agenda may be varied during a meeting by agreement of the Body for specific reasons such as time constraints.
9. All reports and committee minutes should be read before the meeting. Questions arising may be directed to the Portfolio Holder prior to the meeting. The FGB meeting will only discuss questions arising from reports if submitted a minimum of 24 hours before the FGB meeting.
10. Minutes and content of all meetings will remain confidential until they are approved at the next meeting.
11. Where confidential items are discussed it is for the Body to decide if non-members or Associate Governors may remain. All present will respect confidentiality and Minutes will only be distributed to those attending the discussion.
12. Decisions made by the FGB will be transparent and in the best interests of the school. If there is a split decision then the Chair will have the casting vote.
13. Signed copies of the approved non-confidential minutes will be available for public inspection from the school office and posted on the school website and VLE as soon as practicable.
14. Respect for the position of Chair will be upheld at all times.
15. The clerk to the governing body will keep a record of attendance at governing body meetings.
16. In the event that a governor is unable to attend a meeting, the governor must contact the clerk directly to offer apologies. If the governor is not able to contact the clerk then that governor should contact the chair, or as a last resort, the school office.
17. Where a governor has offered apologies for absence the governing body will decide whether the apology should be accepted and this will be shown on the minutes of the meeting.
18. Recording apologies for absence from a governor does not imply acceptance of the apologies unless stated.
19. Any governor whose attendance level is causing concern will be alerted to this by the Chair or the Clerk. Present disqualification rules are 6 months non-attendance with unaccepted apologies. The Body may grant extended absence apologies in agreed circumstances.
20. If a governor fails to attend meetings for a continuous period of six months and has failed to submit apologies, or the Governing Body has not accepted those apologies, the governor shall be disqualified in accordance with the regulations.
21. Governors, the headteacher where they are not a governor, the clerk and associate members are the only persons legally entitled to attend a governors' meeting unless the Governing Body has specifically invited somebody.
22. The Governing Body may request any non-governor (including associate members) to leave the meeting at any time.
23. Governors must be present at a meeting to participate and vote. The School Governance (Rules, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.
24. The position of governor is held under the expectation by the Body that individual governors will make time to fulfil their role as directed by the Body.
25. The governing body will aim to complete all meetings within two hours.

## **Portfolio Holders and Committees:**

1. The Body will review its portfolio holder / committee structure annually to ensure effective practice.
2. The Body will review Terms of Reference for portfolio holders / committees annually.
3. Each committee will elect its own Chair who must not be staff member or an Associate governor.
4. The quorum for committees is 3 governors.
5. Each governor will hold a portfolio responsibility and provide written reports to the Governing Body at least once per term. Reports must be submitted even if the governor is not attending the meeting.
6. Governors will copy the Headteacher into any communications with staff members.
7. Reports will be submitted to the clerk 14 days before the appropriate meeting for distribution to all governors 7 days before a meeting.
8. If reports concern a visit to school they will be shown to the staff member concerned.
9. All Governors are expected to read the reports ahead of the meeting and raise any questions a minimum of 48 hours before a meeting to allow answers to be sought.

## **Panels:**

1. The clerk will arrange panels as and when needed from a list of governors determined by the Body who are willing to undertake the task.
2. Governors on panels will respect confidentiality to ensure un-tainted governors should an appeal panel be needed.
3. All governors on panels will ensure complete confidentiality.
4. If the Body does not have enough un-tainted governors for a panel or appeal panel it may recruit governors from another school under the sharing agreement.

## **School Improvement:**

1. The Governing Body:
  - will seek a shared understanding of the key strengths and weaknesses of the schools;
  - will be actively engaged with the schools' self-evaluation and outcomes;
  - will continuously self-evaluate its own performance
  - will require written information from the Headteacher covering:
    - pupil achievement and progress
    - analyse of the schools' performance data, including vulnerable groups
    - pupil premium, how it has been spent and impact on pupils
    - the budget
    - performance management and the link between pupil outcomes and pay progression
    - strategic staffing issues
    - attendance data
    - PE funding
  - will take part in visits to the school, relevant to their responsibility and complete reports to be presented to the Full Governing Body.
  - should ensure that all relevant statutory policies are in place and the school meets all other statutory requirements.

**Agreed by Governors 14.9.16**