



**Standing Orders  
for the procedural workings  
of the Governing Body of  
Whitley Park Primary and Nursery School**

Approved by the FGB on 6 <sup>th</sup> October 2020		Review: October 2021
	Signed	Date
Head teacher		
Chair of Governors		

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### **MEETINGS OF THE GOVERNING BODY**

The Full Governing Body has agreed to meet at least **six** times in each school year.

#### **Committees.**

The Resources committee will meet at least **four** times in each school year to include a budget meeting

The Teaching and Learning committee will meet at least three times in each school year

The Pay Committee will meet when required, (at least **twice** a year.)

Dates of the meetings for the year to be decided in advance and published at the beginning of the academic year.

### **TERMS OF OFFICE**

The Governing Body resolves that the Chair and Vice Chair(s) of Governors will have a term of office of a minimum of **one year** and the term of office will end on the date of the first meeting of the Governing Body after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

### **ELECTION OF CHAIR AND VICE-CHAIR**

The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair(s): Governors will be able to submit written nominations prior to the full Governing Body and/or 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 secret ballot. The clerk will tally the votes at the meeting.

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, 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**

Currently, the term of office for all Governors (irrespective of category) is **four** years.

The Governing Body agrees to appoint associate members to the Governing Body, in addition to the agreed Constitution. Associate members will have no voting rights.

## APPOINTMENT OF THE CLERK

The Clerk of the Governing Body should ensure that the work of the Governing Body complies with the Regulations.

- Agendas and papers should be circulated to all Governors at least **seven** days in advance of the meeting
- Minutes should be circulated to all Governors (not just those on the committee) within **two weeks** of the date of the meeting
- Minutes should be signed by the Chair at the next Governing Body meeting to verify that the minutes are a true record.

## QUORUM

The Governing Body notes the requirements in respect of a quorum.

Full Governing Body (governors in post)	QUORUM REQUIREMENT
12 Governors, including the Head	6 Governors

## COMMITTEES

In addition the following panels and committees will (or may be) be convened:

Statutory Panel	Membership	Frequency	Quorum
Head Teacher's Performance Management Panel	Three non-teaching Governors and the SPA/SIP by invitation	2 times annually – Autumn Term for Review & Target Setting, Spring Term Review	2 Governors (non staff)
Other Committees	Membership		Quorum
Resources	Five governors including the Head	4 times annually – to include a budget review	3 Governors
Teaching and Learning	Six Governors including the Head	3 times annually	3 Governors
Staffing and Pay committees	Three non-staff governors	2 times annually	2 Governors
School Disciplinary Committee for school staff and children causing concern	Three appropriate members of the Governing Body taken from the listed pool of Governors	When required.	2 Governors
School Appeals Committee	Three appropriate members of the Governing Body taken from the listed pool of Governors	When required.	2 Governors
Working Parties	Will appoint from Governing Body when need arises	If and when required.	3 Governors

## DELEGATION OF FUNCTIONS

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

### Functions which cannot be delegated

The following functions will not be delegated:

- The constitution of the Governing Body
- The appointment or removal of the Chair or Vice-Chair(s)
- The appointment of the Clerk
- The suspension of Governors
- The establishment of committees and delegation of functions.

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.

The Governing Body agrees to the delegation, to the Head Teacher, of the functions as described in the Terms of Reference for the:

- Finance
- Staffing and Pay
- Health & Safety and Premises
- Appeals and Disciplinary Committees
- Safeguarding
- Inclusions/SEND/LAC

### **The Chair of Governors**

The Chair of Governors can act in cases which may be deemed urgent, i.e. where a delay\* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school.

*(\*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of the governing body or of a committee to which the function in question has been delegated, to be held").*

### **Staff appointments and dismissals**

The Governing Body has overall responsibility for all staff appointments and dismissals. However the Governing Body agrees that the Head will be responsible for staff appointments outside of the leadership group and initial staff dismissals, with advice from the Staffing and Pay Committee. All appointments and dismissals are subject to the adoption of appropriate HR policies.

However, in exceptional circumstances an individual Governor or group of Governors, with or without the Head, will deal with staff appointments outside of the leadership group and/or initial staff dismissal decisions.

The exceptional circumstances are as follows:

- Where the Head 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.
- A Head subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the LA has made representations to the Chair of the Governing Body on grounds of serious concerns about the performance of the Head.
- Where the Head 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 Governing Body will, when necessary, form a committee who will be responsible for staff appointments and the Staff Disciplinary Committee will be responsible for initial staff dismissal issues.

**Appointment of Head and Deputy Head**

The Governing Body will be responsible for selecting an Appointments Panel (of at least 2 Governors) to lead on the appointment of a Head and Deputy Head

**DECLARATION**

The Governing Body, at its meeting on the ..... resolved to adopt these 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.

Signature (Chair) .....

Date of signature .....