

**STANDING ORDERS 2019-2020  
FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY  
OF  
TRING SCHOOL**



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**1 POWERS AND DUTIES OF THE GOVERNING BODY**

The Governors shall exercise their powers and duties as set out in the Academy Trust's Memorandum and Articles of Association (AA) and Funding Agreement (FA), in compliance with relevant and current legislation.

**2 COMPOSITION AND APPOINTMENT OF THE GOVERNING BODY**

**2.1 MEMBERSHIP** – The composition of the Governing Body is set out in the Articles of Association (Article 46).

**2.2 TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR** – The Term of office for all Governors is 4 years (Article 65).

**2.3 APPOINTMENT OF GOVERNORS** – The process for appointing Governors is laid down in (Articles 50 -59).

Governors agreed that, when recruiting Governors, the recommended guidance will be from Herts CC.

#### **2.4 TERMS OF OFFICE / APPOINTMENT CHAIRMAN AND VICE CHAIRMAN**

The term of office for Chairman and Vice-Chairman will be 1 year (Articles 83 – 93).

#### **2.5 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

If contested the Chairman must be elected by a secret ballot (Article 90).

The Governing Body resolves that the following process will apply to the election of Chairman and Vice-Chairman:

Governors will be able to submit written nominations prior to the full governing body and 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 (Article 90). The clerk will tally the votes.

The nominee(s) will return to the meeting.

Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken

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.

**2.6 APPOINTMENT OF THE CLERK** – The Governing Body will appoint a Clerk to the Governors (Article 82)

The Governing Body resolves that the clerk to the Governing Body is a Clerk from the Buckinghamshire Learning Trust, Governor Support Team.

The Clerk will be responsible for carrying out all those duties identified in the Service Specification and Articles of Association

**3 MEETINGS OF THE GOVERNING BODY**

The Governing Body notes the requirement to meet at least three times in each school year. (Article 106) and that this will be termly. This also applies to Committees

The Governing Body notes the requirement for notice of the meeting to be given 7/14 clear days before the date of the meeting (Article 108)

*The agreed period of notice is 7*

**4 QUORUM**

The quorum will be 3 Governors or one third of the number of governors holding office (rounded up), whichever is the greater (Article 114).

The quorum will be two thirds of the number of governors holding office, rounded up (Article 116), when

- Appointing parent governors
- Removal of a Governor
- Removal of the Chairman of Governors (Article 116).

**5 COMMITTEES AND WORKING GROUPS**

**COMMITTEE STRUCTURE/MEMBERSHIP OF COMMITTEES**

The establishment, Terms of Reference, constitution and membership of any committee of the governors shall be reviewed at least once in every twelve months (Article 101)

The review of the above will take place by the whole Governing Body in the Autumn Term.

The appointment of the Committee Chairman will also be reviewed in the Autumn Term and has been delegated to committee members.

The Governing Body will appoint a clerk to each committee in the Autumn Term. (This will not be the Headteacher)

For a committee with a financial remit the clerk will not be a Governor from that committee.

- The Committee and Working Group structure and membership is detailed on the attached grid.

- The Governing Body notes the requirement to have in place a Finance Committee (Academies Financial Handbook 2.1.5)

#### **PRACTICE FOR COMMITTEE MEMBERSHIP**

- A member of staff will not be appointed to the Staff Dismissal, Staff Dismissal Appeals and Employee Grievance Committees
- The Headteacher will not be appointed to the Pupil Discipline Committee
- A member of staff is not appointed to chair the following committees:
  - Personnel
  - Pay Review / Pay Review Appeals
  - Admissions

Committee members shall report to the Governing Body in respect of any action taken or decision made (Article 103).

#### **PRACTICE FOR COMMITTEE MANAGEMENT**

- Agendas will be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers will be available to all Governors (not just those on the committee).
- Minutes will be circulated to all Governors (not just those on the committee)
- Minutes will be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record.
- Any Governor may attend a committee meeting but only named committee members may vote.

### **6 INDEPENDENT APPEALS PANELS**

Governors noted the need to use a suitably trained panel for Independent Appeals against decisions of the Pupil Discipline Committee.

Governors agreed to use the Independent Appeals Panel Service provided by the Herts CC, if needed.

### **7 COMMUNICATIONS**

When communicating electronically using email, governors will use the school email facility, Google Docs to keep school business separate from our personal, private business. It is recognised that private email account details may be subject to Freedom of Information law if used for school business.

### **8 DELEGATION OF FUNCTIONS**

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

The following functions may not be delegated to a governor, committee, the Headteacher or any other holder of an executive office:

- The removal of Governors (Article 67)
- The appointment or removal of the Chairman or Vice-Chairman (Articles 83 - 93)
- The appointment of the clerk
- The establishment of committees and delegation of functions
- The approval of the budget plan for the academy financial year (Funding Agreement 67, Academies Financial Handbook 2.2.2)

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The review of the exclusion of pupils

The Governing Body can still perform functions it has delegated.

- Any individual or committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made (Article 103)
- Delegated powers will be reviewed annually (Article 101)

## **DELEGATION OF FUNCTIONS TO COMMITTEES**

The Governing Body agrees the delegation of functions as described in the terms of reference for its Committees.

## **DELEGATION OF FUNCTIONS TO THE CHAIRMAN**

The Governing Body agrees the delegation of functions to the Chairman as described in Annex 4.

## **DELEGATION OF FUNCTIONS TO THE HEADTEACHER**

The Governing Body agrees the delegation of functions to the Headteacher as described in Annex 5.

## **9. PAYMENT TO GOVERNORS**

Governors can receive payment for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them, excluding foreign travel (Article 6.5).

## **10. CODE OF PRACTICE / CODE OF CONDUCT**

Governors agree to follow the Governors' Code of Conduct produced by the National Governors Association (Minute 8.4 of governing body meeting 21 October 2015).

## **11 SUSPENSION AND REMOVAL OF GOVERNORS**

Governors agreed that, should the need arise to suspend or remove a governor, the recommended guidance in the Document "Guidance on suspension and Removal of Governors in Academies, Independent and Free Schools" would be followed. A copy of which can be obtained from the clerk.

(Article 66 - 81)

## **DECLARATION**

The Governing Body, at its meeting on 27 April 2016 resolved to adopt the 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. These Standing Orders will be reviewed annually in the Autumn Term.

Signature  
(Chairman)

Date of signature

**o PERSONNEL**

- ◇ In an emergency, where time does not permit the relevant Committee or full Governing Body to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Body's Leave of Absence Policy; the Chairman has permission to agree up to ... additional days' leave of absence with or without pay
- ◇ Co-ordinating arrangements for Governor participation in interview, and for hearings of the Pupil Discipline Committee, Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee and Employee Grievance Committee
- ◇ Liaison with the Headteacher in relation to personnel issues as outlined in the Personnel Policies and Procedures adopted by the Governing Body

**o INSET**

Approval of INSET days where time does not permit this to be considered by the full Governing Body.

**o CORRESPONDENCE/DOCUMENTATION**

Preparing a response on behalf of the Governing Body to any other correspondence/documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the full Governing Body to consider it at its termly meeting. In delegating this function to the Chairman, he/she will be expected to liaise with members of the relevant committee/Chairman of Committee before preparing a response.

The Governing Body delegates to the Chairman, the right to take a decision in an emergency

Any decisions taken by the Chairman under his/her delegated authority will be reported back to the next meeting of the Governing Body

**Accounting Officer:** In accordance with the requirements of the Funding Agreement the Governing Body identifies the Headteacher as the Accounting Officer (Financial Handbook)

The Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy) (Article 104)

**Staff Appointments:** The Governing Body agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.

**Staffing Issues:** In exceptional circumstances an individual governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions

**Freedom of Information Act:** The Governing Body delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.