

**Standing Orders for the Governing Body of
Valley Gardens Middle School – DFE Number: 4026**

1. Membership of the Governing Body

Composition	The composition of the Governing Body is recorded in the Instrument of Government
Associate Members	The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the Governing Body. They may be given voting rights on committees but not at Governing Body meetings.
DBS	The School is responsible to carry out a DBS for Governors.
Code of Conduct	The Governing Body has adopted the model Code of Conduct provided by the Local Authority agreed on 5 October 2015.
Contact Details	The Governing Body has agreed to share email addresses to aid communication.
Governor Allowances	The Governing Body has agreed not to reimburse a Governor or Associate Member for expenditure incurred to perform his / her duty.
Staff and Parent Governor Elections	The School is responsible for holding staff and parent Governor elections.

2. Meetings

Number of meetings per year	The Governing Body will meet 3 times per school year. (At least once per term)
Convening Meetings	All meetings will be convened by the Clerk. Written notice of the meetings, with an agenda will be sent via e-mail at least 7 days before the meeting.
Papers for Meetings	All papers will be uploaded on to the Education Services website and the schools Google Drive.
Voting	Governors must be present at a meeting to participate and vote. Voting by proxy is not permitted.
Virtual Governance	Voting by electronic means is permissible i.e. video conferencing / telephone conferencing however this has to be agreed in advance and supported with a Virtual Policy. The school adopted a Virtual Policy on 19 th March 2019.
Quorum for full Governing Body	The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.
Delegation of Functions	All decisions are made by the governing body, except where the governing body has delegated the function to a committee, an individual or Headteacher. (see Delegation Planner – Section 1) The Governing Body remains responsible for any decisions taken, including those that have been delegated to a Committee or an individual. The Governing Body can still perform functions it has delegated. No action may be taken by an individual governor unless authorised to do so by the governing body. This does not preclude the Chair or Vice-Chair taking action under their emergency powers The delegation of functions as detailed in the Delegation Planner document must be reviewed annually.
Chair's Emergency Action	The Chair (or Vice Chair in the Chair's absence) may exercise any function of the governing body if he / she are of the opinion that any delay in exercising

	the function would likely to be seriously detrimental to the interests of the school; any pupil at the school or their parent; or a person who works at the school. Neither the Chair nor Vice-Chair can take decisions on behalf of the Governing Body on matters relating to alteration and closure of schools, change of category, approval of budget, discipline policies and admissions.
Confidentiality	<p>Minutes are confidential if:</p> <ul style="list-style-type: none"> ● Names of staff or children are included. ● Staff pay or conditions were discussed. ● A person could be easily identified from the minutes. ● The subject is deemed confidential by the board due to their nature. <p>Confidential minutes should still include the details of who was present at the meeting and any declarations of interest made by the governors in respect of the agenda. Confidential minutes will be deemed confidential indefinitely unless there is a timescale agreed by the board whereby the information will no longer be considered confidential. It is important to make it obvious which minutes are confidential by using a watermark stating “confidential” within the document or consider printing confidential minutes on different coloured paper (pink) to avoid them being shared inappropriately with the standard minutes.</p> <p>Paper copies of confidential minutes must be approved and signed by the chair, but these must be stored in a separate folder to the non-confidential minutes, to avoid them being shared inappropriately. It is good practice to refer to confidential items in the main minutes so that people are aware that there had been further information on this discussion point.</p> <p>Ofsted and other agencies are privy to confidential minutes, but they cannot be copied or taken off the school premises.</p>
Quorum of Committees	The quorum for Committees is as recorded in the individual Committee’s Terms of Reference, but must not be less than 3 Governors who are members of the Committee.

3. Election of Chair / Vice Chair

Prior to the election of the Chair and Vice Chair, the Governing Body must set a term of office before the election takes place. The term can be between 1 and 4 years.

The Term of office for the Chair is	1 year(s).
The date the Chair’s term of office expires is	AutumnTerm 2021
The Term of office for the Vice Chair is	1 year(s).
The date the Vice Chair’s term of office expires is	Autumn Term 2021
Resignation of Chair/Vice Chair	If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body must elect one of their members to fill that vacancy at its next meeting.
Election Process	<ul style="list-style-type: none"> ❖ Nominations will be sent out in advance of the meeting. ❖ If names do not appear on the Agenda, nominations will be invited at the meeting. ❖ The Governing Body will use open vote when electing a Chair / Vice Chair.

	<ul style="list-style-type: none"> ❖ A governor can nominate themselves and does not need to be present at the meeting to be considered. ❖ The Clerk takes the chair during the vote for Election of Chair, but does not have a vote. ❖ A vote will be conducted even where there is only one nominee. ❖ The nominee(s) will be asked to leave the room whilst the election process takes place. Yes ❖ If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.
Additional Information	

4. Committees of the Governing Body

Committees	<ul style="list-style-type: none"> o Committee arrangements and membership will be reviewed annually at the first meeting of the Autumn term. o The Governing Body must determine the membership (including non-governors where permitted and appropriate) o Each Committee will have a Chair, a Clerk and a minimum quorum of three Governors who are members of the Committee. The Committee will elect its own Chair. o Each Committee must establish and record terms of reference and review annually o The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. o Governors and members of staff must declare any conflict of interest at the meeting and leave the room if required.
Additional (ad hoc) meetings	<p>The governing body will establish committees for the following purposes (as and when required):</p> <ul style="list-style-type: none"> ● staff matters (pay, discipline and grievance) ● pupil discipline (exclusions) ● pay matters will be included within the remit of the Pay Review Committee in accordance with the Terms of Reference for that committee.
Reporting back to full Governing Body	<p>All committees and individuals with delegated powers must report in writing to the next meeting of the governing body about any decisions made or actions taken. Formal minutes of all committee meetings should be ratified by the full Committee before being shared with the Governing Body as appropriate.</p>
Clerk for Committees	<p>All meetings of committees will be clerked by a person who is not the headteacher.</p>
Working Groups	<ul style="list-style-type: none"> ● Governing Body to determine membership

	<ul style="list-style-type: none"> ● Working Group must report in writing to the next meeting of the governing body about any decisions made or actions taken. ● The headteacher has the right to attend any working group meeting. ● Working groups established for specific purposes will be discontinued when their work has been completed.
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5. Collaboration with other Schools

Reciprocal Agreement	<p>The Governing Body has agreed to have a Reciprocal Agreement with neighbouring schools to offer assistance from its Governing Body only in cases where enough uncontaminated Governors could not be found to form a Hearing Committee in result of a complaint etc.</p>
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These Standing Orders were agreed on: 13th July 2021

Governing Body Delegation Arrangements (incorporating the Standing Orders (roles and procedures) of your Governing Body)

Maintained Schools

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the **full governing body** and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to as well as the roles and procedures for Governing Bodies to follow.

This planner shows to which level the governing body may legally delegate functions. Please note that the decision planner **does not apply** to **academy governing bodies**.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Key for Staffing Section only

Level 1: Full governing body

Level 2: One or more governors acting together with the Headteacher

Level 3: One or more governors

Level 4: Headteacher.

Shaded box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

Although legally possible to delegate to this level, we would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Staffing	1.	Appoint selection panel for Headteacher and Deputy Headteacher	✓				
	2.	Appoint selection panel for other members of the senior leadership team	✓	✓			
	3.	Ratify or reject decisions of appointed selection panel for Headteacher and Deputy Headteacher appointments	✓				
	4.	Appoint other teachers		✓	✓	✓	
	5.	Appoint non-teaching staff		✓	✓	✓	
	6.	To approve the Whole School Pay Policy (annually)	✓				
	7.	To make pay decisions in line with the pay policy and legal requirements (<i>In some schools, it may be appropriate to delegate deciding pay discretions to the headteacher. However, in this case it is a good idea for the governing body to quality assure the decisions made, for example by spot checking a selection</i>).	✓	✓		✓	
	8.	Dismissal of headteacher	✓		✓		
	9.	Dismissal of other staff		✓		✓	

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
10.	Suspending head	✓		✓		
11.	Suspending staff (except head)	✓			✓	
12.	Ending suspension (head and staff) <i>(Only the Governing Body may end a suspension. When ending such a suspension, the GB must immediately inform the Authority and Headteacher).</i>	✓				
13.	Setting the overall staffing structure	✓	✓			
14.	For VA / Foundation Trust Schools only - Agree for the LA to have advisory rights on proceedings relating to the selection or dismissal of any teacher. The board must consider any advice offered by the representative. <i>(Governance Handbook s74)</i>	✓	✓			Where the board is the employer and where it has been agreed the LA has advisory rights , the board must consider any advice offered.
15.	Determining any settlement agreements	✓	✓			
16.	To produce and maintain a central record of recruitment and vetting checks for staff and Governors				✓	
17.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				

Key for all other sections

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Shaded box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

Although legally possible to delegate to this level, we would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Budgets	18.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			Delegated to Committee (if applicable)
	19.	To agree an annual statement and strategy and monitor how school premiums are spent (i.e. PE and Sports premium, Year 7 numeracy and maths Catch Up Premium, service premium and the Pupil Premium)	✓	✓			Delegated to Committee (if applicable)
	20.	To monitor monthly expenditure	✓	✓		✓	
	21.	To establish a charging and remissions policy. <i>(Governing bodies are free to delegate to a committee of the governing body, an individual governor or the Headteacher – DFE Statutory Policies for school document).</i>	✓	✓	✓	✓	
	22.	To enter into contracts (GB should agree financial limits)	✓	✓		✓	HT can spend up to
Curriculum	23.	Ensure a balanced and broad and broadly based curriculum is taught to all pupils in line with the Education Act 2002, s78 and have regard to any guidance the secretary of state publishes. The	✓	✓		✓	

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
		curriculum for maintained schools must include the national curriculum.					
	24.	To consider any disapplication for pupil(s)				✓	
	25.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				✓	
	26.	Establish and review a Relationship and Sex Education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children				✓	
	27.	Governing Boards should provide clear advice to the head teacher on which he/she can base a Careers Advice strategy, which is appropriately resourced and meets the school's legal requirements. Governing Boards must have regard to the DFE's Careers Statutory Guidance to ensure that high-quality careers advice and guidance is provided to pupils.	✓	✓			
	28.	Governing Boards have a responsibility for ensuring that provision of religious education (RE) meets statutory requirements.	✓	✓		✓	
	29.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	
Extra-curricular provision	30.	To decide whether to offer additional activities and what form these should take	✓				
	31.	To put into place the additional services provided				✓	
	32.	To decide whether to stop providing additional activities	✓				
Performance	33.	To adopt and review teacher appraisal policy	✓	✓			

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
management	34.	To appoint the panel to carry out the appraisal of the head teacher	✓				
	35.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	
Discipline/ exclusions	36.	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)		✓	✓		
	37.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				
	38.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	
Admissions	39.	To annually determine admission arrangements (VA and foundation schools)	✓	✓			
	40.	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			
	41.	Admissions: application decisions (<i>Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level</i>)		✓			
	42.	To establish and publish an admissions appeal timetable (VA and foundation schools)		✓			
	43.	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)		✓			

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Premises & insurance	44.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓				
Health & safety	45.	To ensure a health and safety policy and procedures are in place	✓	✓			
	46.	To ensure that health and safety regulations are followed.				✓	
School organisation	47.	To publish proposals to change category of school	✓	✓			
	48.	To decide whether to convert to academy status	✓				
	49.	Propose to alter voluntary foundation or foundation special school	✓				
	50.	Propose to discontinue voluntary foundation or foundation special school	✓				
	51.	To set the times of school sessions and the dates of school terms and holidays (<i>except in community, special and VC schools where this is the LA's role</i>)	✓				
	52.	To ensure that school lunches and other food and drink provided meets the school food standards. School Food in England Regulations 2016	✓	✓		✓	
	53.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office		✓		✓	
	54.	Maintain a register of pupil attendance				✓	
	55.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)				✓	

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Information for parents	56.	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓		✓	
	57.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓			
	58.	To establish, publish and review a complaints procedure	✓	✓			
	59.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓		✓	
	60.	Monitoring GDPR compliance.	✓	✓	✓	✓	
GB roles, procedures and development	61.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				
	62.	To draw up an instrument of government and any amendments thereafter	✓				
	63.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				
	64.	To appoint and dismiss the clerk to governors	✓				
	65.	To appoint and remove co-opted governors	✓				
	66.	To appoint local authority governors (LA responsible to remove where required)	✓				
	67.	To set up and publish a register of governors' business and pecuniary interests	✓	✓			
	68.	To set the structure and remit of the governing body and any committees including governor	✓				

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	appointment details, term of office and attendance record					
	69. Responsibility for parent and staff governor elections is delegated to the headteacher.				✓	
GB roles, procedures and development (Cont...)	70. To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record				✓	
	71. To submit governor information to the DfE database of governors via GIS (Get Information about Schools)				✓	
	72. To approve and set up a governors expenses scheme	✓	✓			
	73. To consider whether or not to exercise delegation of functions to individuals or committees	✓				
	74. To regulate the GB procedures (where not set out in law)	✓				
	75. To agree governor induction and training programme	✓				
	76. To review progress against strategic plan and evaluate governing body performance	✓				
Formal Collaboration	77. To consider forming or joining a group of schools	✓				
Academies	78. To consider approach and time scale to academy conversion (<i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permits the governing body to delegate any of its functions, subject to the restrictions listed in Regulation 19. Academy conversion is not included on this list. Therefore legally the Regulations permit delegation of the decision to convert to an academy. However, it would be bad practice for any decision affecting the future of the school to be decided by anything other than the full governing body. Furthermore, it is unlikely that the Department for</i>	✓				

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	<i>Education would accept an application to convert which had not been signed off by the full governing body).</i>					
	79. To consider forming or joining an existing Multi-academy-trust (MAT)	✓				
Federations	80. To consider forming a federation or joining an existing federation	✓				
	81. Review of structure including any subsequent conversion to MAT status	✓				
Inclusion and equality	82. To establish and approve a special educational needs (SEN) policy	✓				
	83. To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓		✓	
	84. To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)				✓	
	85. To appoint a designated teacher for looked-after children				✓	
	86. To establish an accessibility plan and review it every three years	✓	✓		✓	
Safeguarding	87. 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 <i>Prevent</i> duty into the child protection policy	✓				
	88. To adopt and review annually a child protection policy and relevant procedures	✓	✓			