



E P Collier Primary School Governing Body

# Standing Orders and Terms of Reference

for the Governing Body and Committees

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## Introduction

The DfE and Local Authority have high expectations of governing bodies. They are the strategic leaders of schools and have a vital role to play in making sure every child gets the best possible education. For EPC this is reflected in the law which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'.

To achieve this the GB will:

- understand our strategic role – building a productive and supportive relationship with the Headteacher while holding her to account for school performance and taking hard strategic decisions in the light of objective data;
- ensure the GB has the necessary skills, commitment and ability to challenge the school to bring about improvement and hold leaders to account for performance;
- appoint an effective chair to lead and manage the governing body.
- appoint a high quality clerk to advise on the nature of our functions and duties and ensure the governing body operates efficiently and effectively;
- evaluate our performance regularly in the light of Ofsted expectations and other good practice and making changes as necessary to improve our effectiveness.

**E P Collier Primary School Governing Body**

**Standing Order for Governors**

**Governors are expected to:**

- Complete induction activities as set out in the governor induction process. Induction activity should take between one and two 'old' terms (ie about six months).
- Complete a skills audit and relevant professional development such as Modern Governor modules as agreed with the Chair.
- Understand their role as a representative 'of' their group and not 'to represent' their group.
- Attend all notified meetings having read and understood papers in advance.
- Send questions that may require further investigation to the clerk and Chair in advance of the meeting
- Read and understand performance data submitting detailed questions to the Head in advance of meetings.
- If attendance is not possible provide apologies in writing (by email) to the chair and clerk at least one working week prior to the meeting date.
- Become and remain familiar with the school, particularly the school website, Raising Attainment Plan and School Development Plan.
- Notify the Headteacher in advance when visiting the school, and conduct such a visit at least once every academic year completing the appropriate 'visit' form within one week of your visit.
- Take an active interest in governor matters by attending relevant external meetings and events as notified by the Chair and Clerk.
- Network with governors at other schools to seek 'best practice' on at least one occasion every school year.

**E P Collier 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.
- Read all relevant documents prior to governor meeting. Relevant documents will normally be loaded into the Governor Secure Area of the school website in advance of any meeting.
- Submit questions that might require a review of data to the Headteacher in advance of the GB.
- Prepare other questions to ask and consider what comments to make.
- Be familiar with the content of the School's strategic and operational planning documents such as the School Development Plan (SDP) and Raising Attainment Plan (RAP).
- Be familiar with the content of the most recent education attainment data for the school published by Ofsted.
- Limit discussion to policies and actions and not specific individuals (staff, pupils, or other Governors).
- Participate in discussion and listen to the views and comments of others.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points in the manner and timescale called for in the minutes.

**Meeting management**

- Full governing body meetings will be held at least six times each year. The clerk will prepare a suggested calendar of meeting dates for the following year for approval at the full governing body meeting held in term six (summer term) of each academic year.
- Meetings of the FGB will ordinarily take place at the school. However other arrangements including meeting wholly or partly by videoconference may be made if circumstances dictate.
- The clerk will prepare a draft agenda for approval by the Chair and then load the agenda with supporting papers onto the Governor Secure Area of the school website. Governors wishing to place items on the agenda should give notice to the clerk at least one week in advance of the meeting date with a soft copy of relevant supporting papers.
- Agendas and supporting papers will normally be loaded onto the Governor Secure Area of the school website at least seven days in advance of the meeting.
- Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to an individual or group, 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.
- All meetings will be convened by the clerk. Any three members of the governing body may request an emergency meeting by giving the clerk written notice to include a summary of the business to be transacted.
- Each meeting will ordinarily commence at 5.15 p.m. and will be limited to 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 normally be approved by the chair within two weeks of the meeting and formally approved by the governing body at the next meeting. Approved minutes will be signed by the chair at the next meeting to verify that the minutes are a true record.

<b>E P Collier Primary School Governing Body</b>	
<b>Standing Order for Agendas of Governing Body Meetings</b>	
<b>Apologies</b>	Not all governors will be able to attend all meetings however, to ensure the relevant meetings can function notification of non-attendance ('apologies') must be provided at least 24 hours in advance of the meeting in writing (email or hard copy) to the Chair (in the case of the Chair providing 'apologies' they should be sent to the vice chair) and Clerk. Failure to provide apologies in advance will result in the governor recorded as 'absent'.
<b>Declaration of Interests</b>	If there is any matter where one or more governors has or have an interest those governors are required to declare that interest. It may be necessary for those governors to leave the meeting whilst that item is discussed. An example might be a discussion on teachers' pay or conditions.'
<b>Previous Minutes Approval</b>	The opportunity for governors to point out an item that is incorrectly recorded or missing from the written record. Whilst this can be done at the meeting it is more usual and helpful for any such observations to be made to the clerk when the minutes are published.  A hard copy of the approved previous minutes will be signed by the Chair and filed by the Clerk.
<b>Actions</b>	Work through the actions and for the action owner to report what has happened.
<b>Safeguarding</b>	A standing item to inform governors of any safeguarding matters which they need to know about. This may be included within the HT Report.
<b>Strategy and Ethos</b>	An update on progress with key relevant items on the current strategic and operational plans by exception. In other words if all the items in the plans are complete the item can be quite short.
<b>Progress and Attainment</b>	Update on academic performance based on the most recent data. Data to be trended such that the impact of previously announced interventions can be monitored (i.e. did the intervention achieve the intended impact). There will be a formal Head Teacher update summarising the results and actions taken and to be taken at least once every two terms (i.e. three times a year).
<b>Finance</b>	Matters relating to the budget including staffing issues. This item will take a significant proportion of the meeting when Budgets are set and staffing reviewed.
<b>Governance Matters</b>	New governor introductions, governor training undertaken and planned, updates from Committee chairs if not covered elsewhere, any policy reviews.
<b>Urgent Updates</b>	Items of an operational nature the Head Teacher or, possibly, another governor wishes to bring to the GBs attention for information or action.
<b>Date of next meeting</b>	Dates of next GB plus any committees or other key events.

**E P Collier 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.

**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 governing body resolves that the following process will apply to the election of chair of the governing body:**

- The chair and vice chair will serve for a period of one year, limited to that governor's term of office. In exceptional circumstances this may vary with full consent of the governing body.
- The chair and vice chair can be re-elected but can only serve for a maximum of four consecutive years in those respective roles.
- Governors will be asked to propose nominations (including self-nominations) in advance to the clerk by the date of the governing body meeting at which the election is to be held.
- A governor can stand for office if they are unable to be present at the meeting.
- Governors cannot vote if not present at the meeting.
- The process must be fair, open and transparent.
- 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.

**The clerk will take the chair to conduct the election of the chair using the following procedure:**

- Where there is a single candidate that candidate is elected unopposed. Where there is more than one candidate, all candidates should withdraw from the meeting when a vote is taken.
- There will be a show of hands, unless a secret ballot is requested by any governor.
- 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.)
- In the event of a further tie candidates' names will be drawn "from a hat".

If no chair is duly elected, a governor **MUST** be appointed to chair the remainder of the meeting and to act as a temporary chair until the next meeting.

**Following the election of the chair, the new chair will conduct the election of a vice chair using the same procedure. Where the present vice chair is yet to complete their full year of office, and they are happy to continue, no election' is necessary.**

**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, 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.

**E P Collier Primary School Governing Body**

**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. These governors 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.

**Subject to the standard rules for qualification as a governor, anyone is eligible to be a co-opted governor, provided this does not lead to the total number of governors who are also school employees exceeding one third of the governing body.**

**The governing body resolves that the following process will apply to the appointment of co-opted governors:**

- The clerk notifies the governing body of vacancies.
- The governing body will review the most recent skills audit to determine the skills required. Should the most recent skills audit be more than one year old a new skills audit will be undertaken.
- Vacancies will be advertised on the school website and other agencies appropriate at the time. The requirement for a DBS check to be undertaken will form part of the advertisement. Priority will be given to candidates with particular skills if this expertise would enable the governing body to work more effectively. This will be clearly stated when notifying the vacancy. The advertisement should refer interested parties to relevant documents on the website such as:
  - Application form,
  - Being a governor at EP Collier Primary,
  - Meeting timetable,
  - E P Collier Primary School Governing Body's Standing Orders,
- Candidates will be asked to complete an Application Form and Skills Audit to be submitted to the clerk by the given date.
- Where there is more than one candidate a panel including the chair, the Headteacher and another governor will shortlist candidates according to the suitability of their skills.
- Shortlisted candidates will be invited into the school to informally meet with the chair, the Headteacher and possibly one other governor as available, so that a recommendation can be made.
- With agreement of all parties, the details of recommended candidates will be circulated in advance of the next meeting. Governors will be asked to respond with any comments, including any objections, within a specified period.
- At the next meeting of the governing body, governors will be invited to vote for or against appointment as co-opted governor.
- The process must be fair, open and transparent.



**E P Collier Primary School Governing Body**

**Standing Order for the Appointment of Local Authority Governors**

**Guiding Principles**

The Local Authority will approve individuals to serve on the Governing Body, however these individuals are usually asked to apply by the Governing Body and the final appointment will be made by the Governing Body. These governors 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.

**Subject to the standard rules for qualification as a governor, anyone is eligible to be a Local Authority governor, provided this does not lead to the total number of governors who are also school employees exceeding one third of the governing body.**

**The governing body resolves that the following process will apply to the appointment of local authority governors:**

- The clerk notifies the governing body of vacancy.
- The governing body may determine that a current serving co-opted or parent governor should be proposed as the new Local Authority governor. If so then some parts of the process will be unnecessary.
- The governing body will review the most recent skills audit to determine the skills required.
- The clerk will notify the local authority of the vacancy. Governor Services may suggest the name of a potential governor known to them.
- Vacancies will be advertised on the school website and other agencies appropriate at the time. The requirement for a DBS check to be undertaken will form part of the advertisement. Priority will be given to candidates with particular skills if this expertise would enable the governing body to work more effectively. This will be clearly stated when notifying the vacancy. The advertisement should refer interested parties to relevant documents on the website such as:
  - Local Authority Application form,
  - Being a governor at EP Collier Primary,
  - Meeting timetable,
  - E P Collier Primary School Governing Body's Standing Orders,
- Candidates will be asked to complete a Local Authority Application Form and Skills Audit to be submitted to the clerk by the given date.
- Where there is more than one candidate a panel including the chair, the Headteacher and another governor will shortlist candidates according to the suitability of their skills.
- Shortlisted candidates will be invited into the school to informally meet with the chair, the Headteacher and possibly one other governor as available, so that a recommendation can be made.
- With agreement of all parties, the details of recommended candidate will be circulated in advance of the next meeting. Governors will be asked to respond with any comments, including any objections, within a specified period.
- At the next meeting of the governing body, governors will be asked to approve forwarding the application to the Local Authority.
- The Clerk will forward the application to the Local Authority and will liaise with Governor Services concerning the progress of the application. The individual may be invited to attend governor meetings as an observer while the application is in progress.
- When the application has been approved by the Local Authority the Clerk will inform the individual and the Chair of Governors.
- The appointment will be made at the next meeting of the FGB.
- The process must be fair, open and transparent.

**E P Collier Primary School Governing Body**

**Standing Order for the Appointment of Associate Members of the Governing Body**

**Guiding Principles**

The governing body decides the process for the appointment of Associate members of the Governing Body (Associate Members). Associate Members are usually potential co-opted governors but may also be people who, in the opinion of the governing body, have one or more specific skills or knowledge bases required to contribute to the effective governance and success of the school.

In addition, the Deputy Head Teacher and the Bursar will ordinarily be appointed *ex officio* as Associate Members.

**Subject to the standard rules for qualification as a governor, anyone is eligible to be an Associate Member.**

**The governing body resolves that the following process will apply to the appointment of Associate Members other than the Deputy Head Teacher and the Bursar:**

- The clerk notifies the governing body of a specific skills gap following each skills audit, or of an individual expressing an interest to join the GB.
- Candidates will be asked to complete an Application Form and Skills Audit to be submitted to the clerk by the given date.
- A panel including the chair, the Headteacher and another governor will review candidates according to the suitability of their skills.
- Shortlisted candidates will be invited into the school to informally meet with the chair, the Headteacher and possibly one other governor as available, so that a recommendation can be made.
- With agreement of all parties, the details of recommended candidates will be circulated in advance of the next meeting. Governors will be asked to respond with any comments, including any objections, within a specified period.
- At the next meeting of the governing body, governors will be invited to vote for or against appointment by a show of hands.
- In the event of a tie, the chair of governors has the casting vote.
- The process must be fair, open and transparent.

**E P Collier Primary School Governing Body**

**Standing Order for the Term of Office of each Category of Governor**

**Guiding Principles**

The governing body must determine the length of term for each category of governor. The length of term is four years for all governors with the exception of the Headteacher where the term will be the duration of their appointment as Headteacher. It is possible for other governors to renew twice making a total maximum length of service twelve years.

The governing body can also appoint associate members of the governing body. Associate members may attend meetings of the GB but may not vote. The governing body may invite other individuals to attend their meetings for any relevant purpose (for example a staff member with specific knowledge or a potential governor). Any agreement in relation to these matters should be clearly minuted at a governing body meeting.

**The governing body resolves that the following process will apply to the term of office of each category of governor:**

- The same term of office will apply to all categories of governor, including Associate members, with the exception of the Headteacher, Deputy Headteacher and School Business Manager.
- The agreed term is four years.
- Governors will serve for a maximum period of twelve consecutive years on the governing body.
- The governing body may appoint associate members as determined in the governing body terms of reference. Attendance rights for associate members are determined in these terms of reference.
- Associate members do not have voting rights.

**E P Collier Primary School Governing Body**

**Standing Order for the Clerk to the Governing Body**

**Guiding Principles**

All meetings of the governing body must be clerked.

The clerk is accountable to the governing body and line-managed by the chair of governors.

These Standing Orders will act as terms of reference for the clerk's role.

Governors including the Headteacher and associate members cannot be appointed as clerk to the governing body.

**The main responsibilities of the clerk are:**

- To work effectively with the chair of governors, the Headteacher and other governors to support the governing body.
- To advise the governing body on constitutional and procedural matters, powers and duties.
- To convene meetings of the governing body.
- To prepare, collate and circulate all agendas, minutes and any relevant papers to the governing body, and to others as agreed by the governing body. The chair will normally draft agendas and pass to the clerk in good time, so that agendas can be circulated by the clerk no later than seven working days prior to the meeting date. The clerk will make sure that the chair drafts the agendas. The clerk will draft minutes within ten working days of any meeting.
- To attend meetings of the governing body and ensure that minutes are taken.
- To follow up decisions and actions agreed at governing body meetings and to keep track on progress.
- To maintain a register of business interests for governors and members of the Senior Leadership Team.
- To maintain a register of members of the governing body including all appointments, resignations and terms of office, and report vacancies to the governing body, Headteacher and LA.
- To take such action as is necessary to ensure that any vacancies are filled in accordance with the regulations, write to all new governors to confirm their appointment and term of office, in liaison with the chair of governors, Headteacher and LA as appropriate.
- To advise the governing body of expiry of the term of office before that term expires, so that elections/appointments can be organised in a timely manner.
- To initiate the induction process for newly-appointed governors, including details of terms of office, and keep track of the process.
- To maintain a register of attendance and report on non-attendance to the governing body.
- To ensure that copies of minutes and other public documents are available for inspection by request, excluding confidential items, and to keep a hard copy archive of signed minutes and papers presented to each meeting.
- To organise and attend meetings of all statutory committees of the governing body as prescribed in their terms of reference and, where appropriate, offering advice and support to parents and the Headteacher on the effective and efficient handling of complaints, exclusions and dismissals.
- To provide full administrative support to all committees, advising chairs and the Headteacher on the formulation and review of committee terms of reference, and ensuring their function within agreed delegated levels of authority.
- To ensure that the chair of governors receives, and the governing body is informed of, all relevant letters and communications sent via the clerk; to deal promptly with all correspondence and notices, and circulate these as required in consultation with the chair and ensure that information requested by the governing body is duly supplied.
- To give and receive notices in accordance with relevant regulations.

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- To perform such other functions as may be determined by the governing body from time to time.
- To undertake appropriate training and development activities.
- Where feasible, to attend LA clerks' briefing meetings and other training seminars as required.
- To regularly update professional knowledge of current developments and legislation affecting all areas of the governance of schools and to be able to furnish advice that is consistent, reliable and authoritative to the Headteacher and governing body on a wide range of routine and complex issues.
- If the clerk does not attend a meeting, the governors present at the meeting may appoint a member of the governing body (but not a member of staff) to act as clerk for that meeting.

E P Collier Primary School Governing Body	
Terms of Reference for the Governing Body	
<p><b>Guiding Principles</b></p> <p>The Governing Body takes a strategic role, monitors and evaluates the school and is collectively accountable for its decisions.</p> <p>It has a strong focus on three core strategic functions:</p> <ul style="list-style-type: none"> <li>ensuring clarity of vision, ethos and strategic direction;</li> <li>holding the Headteacher to account for the education performance of the school and its pupils, and the performance management of staff; and</li> <li>overseeing the financial performance of the school and making sure its money is well spent.</li> </ul>	
<p><b>Procedural</b></p>	<ul style="list-style-type: none"> <li>To draw up the Instrument of Government and any amendments thereafter.*</li> <li>To recruit and appoint new governors* where appropriate.</li> <li>To appoint and remove co-opted and Local Authority governors (in accordance with the Standing Order for the Appointment of Co-opted Governors) and any associate members.</li> <li>To hold at least six governing body meetings a year.*</li> <li>The draft minutes of each meeting will be made available with the agenda for the next meeting of the governing body and will be presented at that meeting by the chair for review and approval.</li> <li>To appoint or remove the chair and vice chair in accordance with the Standing Order for the Election of Chair and Vice Chair.*</li> <li>To appoint or remove a clerk to the governing body.*</li> <li>To establish any necessary working parties of the governing body</li> <li>To appoint or remove a clerk to each committee.*</li> <li>In the absence of the clerk, the governing body shall choose a clerk for that meeting from among their number other than members of school staff.</li> <li>To suspend a governor.*</li> <li>To decide which functions of the governing body will be delegated to committees, groups and individuals.*</li> <li>To regulate the governing body procedures where not set out in law and to record these as standing orders.</li> <li>To review the delegation arrangements annually.*</li> <li>To delegate to the Headteacher the functions as described in the Terms of Reference and Delegation of Functions to Headteacher.</li> <li>To note the term dates for the academic year and INSET days.</li> <li>To monitor, review and approve policies and statutory items according to relevant Review Schedule.</li> </ul> <p><b>*these matters <u>cannot</u> be delegated to an individual.</b></p>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>To ensure that the Headteacher provides such reports as reasonably requested by the governing body to undertake its role, including a Headteacher's Report at least three times per year.</li> <li>To receive reports from any individual or working party to whom work has been delegated, including Health and Safety, SEN and Safeguarding and to consider whether any further action by the governing body is necessary.*</li> </ul>

## E P Collier School Governing Body Standing Orders

	<ul style="list-style-type: none"> <li>To oversee the arrangements for the induction of new governors.</li> <li>To consider training requirements on a regular basis to include whole governing body and individual governor training.</li> <li>To provide, where possible, governor representation on disciplinary, grievance and staff capability reviews.</li> <li>To consider any safeguarding issues brought to the governing body's attention.</li> <li>To develop and maintain a Risk Register.</li> </ul> <p><b>*these matters <u>cannot</u> be delegated to either a committee or an individual.</b></p>
<b>School Improvement</b>	<ul style="list-style-type: none"> <li>To monitor the impact of progress made in the Leadership and Management section of any relevant school plans such as the School Development Plan and Single Plan.</li> <li>To monitor success in the governor section of the school Self Evaluation Form identifying areas requiring improvement.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>To approve the first formal budget plan of each year.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>To make Headteacher, deputy Headteacher and School Business Manager appointments.</li> <li>To suspend, and end the suspension of, the Headteacher.</li> <li>To dismiss the Headteacher, in consultation with the LA.</li> <li>To participate in staff appointments, particularly in the appointment of senior staff, at the invitation of the Headteacher.</li> <li>To establish a governor panel to hear staff appeals against dismissal and redundancy.</li> </ul>
<b>Appraisals</b>	<ul style="list-style-type: none"> <li>To determine the timing of the appraisal review cycle of the Headteacher and appoint the three governors to act as reviewers in accordance with the Terms of Reference for the Headteacher Appraisal and Pay Committee.</li> <li>To review and approve the recommendations arising from the Headteacher's appraisal review.</li> </ul>
<b>Co-ordination</b>	<ul style="list-style-type: none"> <li>To provide a clear understanding of the roles of chair, vice chair, other governors, and staff within the school.</li> <li>To agree the annual calendar of meetings and timetables of business for the governing body and any working parties based on known cycles of school improvement, financial management, staffing issues and parental communication.</li> <li>To review and formally approve the governing body Agenda Planner on an annual basis.</li> <li>To identify priorities, and co-ordinate and monitor the progress of work being undertaken by working parties or individuals.</li> <li>To co-ordinate governor visits, ensuring records of visits are completed and outcomes evaluated.</li> <li>To establish and co-ordinate working parties where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.</li> <li>To monitor governor attendance and follow-up repeated absences.</li> <li>To audit individual and collective development needs and promote appropriate training.</li> </ul>

## E P Collier School Governing Body Standing Orders

<b>Self-evaluation</b>	<ul style="list-style-type: none"> <li>• To act as a forum for the discussion of innovative practices in governance.</li> <li>• To carry out an annual review of the effectiveness of the governing body and make recommendations for any changes.</li> <li>• To take an active role in school self-evaluation, monitoring success in all areas and identifying areas requiring improvement.</li> <li>• To evaluate the effectiveness of the governing body processes and consider recommendations made by committees with regard to the working of the governing body, promoting self-evaluation and planning for improvement.</li> <li>• To carry out an annual audit of governor skills and recommend the assignment of governors to working parties as appropriate.</li> <li>• To review regularly how the school is regarded by pupils and parents, and determine actions as appropriate.</li> <li>• To consider and to react, where appropriate, to feedback from the chair and Headteacher, from the LA, from Ofsted and from other professionals.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To publish proposals to change category of school.</li> </ul>
<b>Statutory</b>	<ul style="list-style-type: none"> <li>• To review, monitor and approve the Policy Review Schedule for relevance and completeness to ensure statutory compliance.</li> <li>• To ensure all documents required under statutory regulation are published on the school's website.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To approve key information made available to current or prospective parents on the school website.</li> <li>• To review 'parent view' feedback and consider any implications for school plans.</li> </ul>
<b>Federations</b>	<ul style="list-style-type: none"> <li>• To consider forming a federation or joining an existing federation.</li> <li>• To consider requests from other schools to join a federation.</li> <li>• To leave a federation.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To monitor pupil numbers.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• As per the Instrument of Government. <ul style="list-style-type: none"> <li>• Two parent governors</li> <li>• One Local Authority governor</li> <li>• One staff governor</li> <li>• One Headteacher</li> <li>• Five co-opted governors</li> <li>• Associate Members as required</li> </ul> </li> </ul>
<b>Disqualification</b>	<ul style="list-style-type: none"> <li>• As per Regulation 20 and Schedule 6 of the Constitution Regulations. The Headteacher or any governor may not attend when he/she is the subject under discussion, or there is a perceived conflict of interest.</li> </ul>



## E P Collier School Governing Body Standing Orders

<b>Quorum:</b>	<b>One half of the number of full governors in post. Associate members of the Governing Body are not included.</b>
<b>Voting restrictions:</b>	<b>Quorum must not have school employees in the majority.</b>

E P Collier Primary School Governing Body	
Delegation of Functions	
<p>Governing Bodies are accountable in law for all major decisions about the school and its future. This table relates to the delegation of functions by the Governing Body. It defines if a particular task has to be legally undertaken by the whole Governing Body or whether it can be delegated to a committee of the Governing Body, an individual Governor or to the Headteacher. Where we choose to delegate a function to a committee, we must establish Terms of Reference for that committee and review them annually.</p>	
<b>Delegation Planning</b>	<ul style="list-style-type: none"> <li>• The Governing Body is responsible for the strategic direction of the school</li> <li>• Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Headteacher 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.</li> <li>• The Headteacher is responsible for internal organisation, management and control of the school and is accountable to the Governing Body.</li> <li>• Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.</li> </ul>
<b>Key</b>	<p>The table on pages 18 to 21 shows the level to which the Governing Body may legally delegate functions and the committee/person to whom that function has been delegated where:</p> <p>Level 1: Full Governing Body  Level 2: A committee of the Governing Body  Level 3: An individual governor  Level 4: Headteacher</p> <p>Where a Column is blocked off the function cannot be legally carried out at this level.</p>

# E P Collier School Governing Body Standing Orders

Area	Function	Levels 1 - 4				Responsibility delegated to:
<b>Budgets</b>	To approve the first formal budget plan each financial year	✓	✓			FGB
	To monitor monthly expenditure.	✓	✓	x	✓	Finance
	To establish a charging and remissions policy	✓	✓	x	x	Finance
	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	Finance
<b>Staffing</b>	Appoint selection panel for Headteacher	✓				FGB
	Appoint selection panel for deputy head	✓				FGB
	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	FGB
	Appoint other teachers	x	x	x	✓	Headteacher
	Appoint non-teaching staff	x	x	x	✓	Headteacher
	To put in place a pay policy	✓	✓	x		Finance
	To decide upon pay discretions in line with the pay policy and legal requirements.	x	✓	x		Pay
	Dismissal of Headteacher	x	✓	x		Panel
	Initial dismissal of other staff	x	x	x	✓	Headteacher
	Suspending Head	x	✓	✓		Panel
	Suspending staff (except head)	x	x	x	✓	Headteacher
	Ending suspension (head)	✓	✓	✓		FGB
	Ending suspension (except head)	x	x	x	✓	Headteacher
	Setting the overall staffing structure	✓	✓	x		Finance
	Determining dismissal payments/ early retirement	✓	✓	x		Pay
	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	Headteacher
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				FGB

E P Collier School Governing Body Standing Orders

Area	Function	Levels 1 - 4				Responsibility delegated to:
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	x	✓	Headteacher
	To consider any disapplication for pupil(s)	x	x	x	✓	Headteacher
	To decide which subject options should be taught having regard to Finance, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	x	✓	Headteacher
	Establish and review a 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.	x	x	x	✓	Headteacher
<b>Extended schools</b>	To decide whether to offer additional activities and what form these should take	✓	x	x	✓	Headteacher
	To put into place the additional services provided	x	x	x	✓	Headteacher
	To decide whether to stop providing additional activities.	✓	x	x	✓	FGB
<b>Performance management</b>	To formulate and review teacher appraisal policy	✓	✓	x		Finance
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	x		FGB
	To carry out appraisal of other teachers.				✓	Headteacher
<b>Discipline/ exclusions</b>	To produce a set of written principles for the school behaviour policy and present these to the Executive HT, parents, staff and students for consultation.	✓	✓			FGB
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Headteacher
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term	x	✓			FGB

# E P Collier School Governing Body Standing Orders

Area	Function	Levels 1 - 4				Responsibility delegated to:
	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)					
<b>Admissions</b>	To appeal against LA directions to admit pupil(s)	x	✓			FGB
<b>Premises &amp; insurance</b>	Buildings insurance and personal liability– GB to seek advice from LA where appropriate.	✓	x	x		Finance
<b>Health &amp; safety</b>	To ensure a health and safety policy and procedures are in place.	✓	✓			Finance
	To ensure that health and safety regulations are followed	x	x	x	✓	Headteacher
<b>School organisation</b>	To publish proposals to change category of school	✓	✓			FGB
	To decide whether to convert to academy status	✓				FGB
	To ensure that school lunch nutritional standards are met	x	x	x	✓	Headteacher
	To ensure provision of free meals to those pupils meeting the criteria	x	x	x	✓	Headteacher
	To establish a data protection policy and review it at least every two years.	x	✓	x	✓	Finance
	Maintain a register of pupil attendance	x	x	x	✓	Headteacher
<b>Information for parents</b>	Adopt and review the home-school agreement	✓	✓	x		FGB
	Establish, publish and review a complaints procedure.	✓	✓	x	x	FGB
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	x	✓	Headteacher
<b>GB procedures</b>	To draw up an instrument of government and any amendments thereafter	✓				FGB

# E P Collier School Governing Body Standing Orders

Area	Function	Levels 1 - 4				Responsibility delegated to:
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	To appoint and dismiss the clerk	✓	✓	x	x	FGB
	To appoint and remove co-opted governors	✓				FGB
	To set up a register of governors' business interests	✓	✓	x		FGB
	To approve and set up a governors' expenses scheme	✓	✓	x	x	FGB
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				FGB
	To regulate the GB procedures (where not set out in law)	✓				FGB
<b>Federations</b>	To consider forming a federation or joining an existing federation	✓				FGB
	To consider requests from other schools to join the federation	✓				FGB
	To leave a federation	✓				FGB
<b>Inclusion and equality</b>	To establish and review a special educational needs (SEN) policy.	✓				FGB
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	x	✓	Headteacher FGB
	To designate a "responsible person" for children with SEN	✓	✓	x	✓	Headteacher
	To designate a "responsible person" for looked after children	✓	✓	x	✓	Headteacher
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	Finance
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	x	x	FGB

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for the Finance Committee</b>	
The Finance committee aims to review matters relating to the budget and other finance matters on behalf of the governing body.	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>To meet as necessary but at least three times in a school year. It may be expedient for meetings to be held jointly with the Personnel Committee with joint membership of both committees.</li> <li>These meetings may take place by videoconference.</li> <li>Chair and deputy to be appointed annually by the GB at the start of the academic year.</li> <li>Meetings to be Clerked by Clerk to Governors</li> <li>Minutes to be provided to the next full GB meeting following a meeting of the Finance Committee.</li> <li>Terms of reference to be reviewed annually at the start of the academic year.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee.</li> </ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>To receive and review the inventory/asset register on an annual basis once signed off by the Headteacher.</li> <li>To benchmark the school's income and expenditure annually against other similar schools, establishing action plans based on the results to improve the school's effectiveness in usage of funds.</li> <li>To consider the school's indicative funding, notified annually by the DfE and to assess its implications for the school, in advance of the financial year, drawing any matters of significant or concern to the attention of the FGB.</li> <li>To review annual budgets for all sources of school income and expenditure (i.e. Revenue and Capital budgets) for all activities undertaken by the school before presentation to the FGB for approval.</li> <li>To monitor and review the processes by which the school achieves best value in its use of funding.</li> <li>To monitor the budget and to receive and review reports from the SBM on income, expenditure and commitments outstanding for all the school's activities during the financial year. To approve action when budget shows variance from the agreed plan.</li> <li>To agree any expenditure or virement (i.e. transfer of money from one budget line to another) beyond the powers delegated to the Headteacher, as determined in School's Financial Procedures Manual.</li> <li>To review all short-term and long-term financial planning (i.e. 3 year budget forecasts) as prepared by the SBM.</li> <li>To review and approve the mid-year budget review statement and provisional final outturn statement.</li> <li>To review and agree contracts for goods and services drawn up by the school in accordance with the school's Financial Procedures</li> </ul>

## E P Collier School Governing Body Standing Orders

	<p>Manual, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.</p> <ul style="list-style-type: none"> <li>• To monitor performance of contractors including termly financial reporting.</li> <li>• To ensure that the School's financial arrangements comply with financial regulations of the LA.</li> <li>• To determine, approve and review the performance of the school in relation to the following policies; <ul style="list-style-type: none"> <li>○ Policy on the use of Electronic Systems in Schools,</li> <li>○ Policy for use of School Business Card,</li> <li>○ Inventory Policy,</li> <li>○ Lettings Policy,</li> <li>○ Credit Control and Bad Debt Policy,</li> <li>○ Quotations Tendering Policy,</li> <li>○ Policy for the Financing of Schools,</li> <li>○ Financial Procedures Manual,</li> <li>○ Anti-Fraud and Corruption Policy,</li> <li>○ Charging and Remissions Policy and</li> <li>○ Governor Expenses Policy</li> </ul> </li> <li>• To contribute to the formulation of the school's development plans through consideration of financial priorities and proposals, with the stated and agreed aims and objectives of the school.</li> <li>• To ensure the school's insurance requirements are adequately covered.</li> <li>• To monitor PP funds to ensure money is spent on improving the outcomes for PP &amp; Ever 6 pupils.</li> <li>• To monitor and evaluate the impact of spending the PE &amp; Sports Premium funds.</li> <li>• To ensure all capital funding and assets support the aims and objectives of the school.</li> <li>• To monitor and evaluate premises related contracts to ensure best value</li> <li>• To ensure any planned or actual expenditure is within the budget delegated to this committee by the Governing Body.</li> <li>• To monitor expenditure on maintenance, other occupancy costs, furniture and other capital areas.</li> <li>• To review and submit to the FGB for approval the Statement of Internal Controls and Schools Financial Value Statement.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Five Governors including the Headteacher.</li> <li>• School Business Manager to attend all meetings.</li> <li>• A quorum will be a minimum of three Governors, one of whom must be either the Headteacher or the Chair of the Finance Committee.</li> </ul>



<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for the Personnel Committee</b>	
The Personnel committee aims to review matters relating to the staff and other personnel matters on behalf of the governing body.	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>To meet as necessary but at least three times in a school year. It may be expedient for meetings to take place jointly with the Finance Committee with joint membership of both committees.</li> <li>These meetings may take place by videoconference.</li> <li>Chair and deputy to be appointed annually by the GB at the start of the academic year.</li> <li>Meetings to be Clerked by Clerk to Governors</li> <li>Minutes to be provided to the next full GB meeting following a meeting of the Personnel Committee.</li> <li>Terms of reference to be reviewed annually at the start of the academic year.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand matters provided to the committee.</li> </ul>
<b>Specific Delegation</b>	<ul style="list-style-type: none"> <li>To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body.</li> <li>To recommend to the Pay Committee annual pay reviews for both teaching and non-teaching staff</li> <li>To work with the senior leadership team to ensure that the governing body complies with relevant regulations and legislation</li> </ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>To determine, approve, review and evaluate statutory policies relating to the: employment, recruitment, selection, appointment, promotion, performance management, grievance, discipline, sickness absence, capability, redundancy, remuneration and terms and conditions of the employment of all staff. Non statutory policies will be reviewed by the SLT.</li> <li>To take the lead in the appointment of the Headteacher. Appointments of other members of staff are delegated to the Head Teacher.</li> <li>To consider the implications of any changes in employment legislation affecting the school.</li> <li>To annually review &amp; approve the staffing provision of the school, including the management structure.</li> <li>To take an active role in any redundancy process in consultation with the Head Teacher.</li> <li>To appoint a Redundancy Panel and agree criteria for redundancy where necessary.</li> <li>To quality assure the appraisal system by reviewing an anonymous sample of staff performance management objectives to ensure consistency across the school.</li> <li>To determine, approve and review the performance of the school in relation to the following policies;</li> </ul>

## E P Collier School Governing Body Standing Orders

	<ul style="list-style-type: none"> <li>○ Allegations Management (allegations of abuse against staff),</li> <li>○ Appraisal policy,</li> <li>○ Capability Managing Poor Performance Non-Teaching Staff</li> <li>○ Capability Managing Sickness Absence Procedure (including checklist and flowchart),</li> <li>○ Teacher Capability (Performance) Procedure.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Four Governors including the Headteacher.</li> <li>• A quorum will be a minimum of three governors, one of whom must be either the Headteacher or the Chair of the Personnel Committee.</li> </ul>

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for the Pay Committee</b>	
The Staff Pay Committee aims to agree remuneration of school staff on behalf of the governing body.	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>• To meet as necessary</li> <li>• Chair to be appointed annually by the GB at the start of the academic year.</li> <li>• Meetings to be Clerked by Clerk to Governors</li> <li>• Minutes to be provided to the next full GB meeting following a meeting of the Pay Committee.</li> <li>• Terms of reference to be reviewed annually at the start of the academic year.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee.</li> </ul>
<b>Specific responsibilities</b>	<ul style="list-style-type: none"> <li>• To determine the salary of the Headteacher from 1 September of each year taking account any report from the Headteacher's Performance Management Panel.</li> <li>• To determine the salaries of all teaching staff from 1 September of each year with reference to the current national Pay and Conditions Document and attendant Circular, the school's current pay policy, and the recommendations of the Headteacher.</li> <li>• To determine the salaries of all support staff from 1 April of each year using the relevant scales, taking account the recommendations of the Headteacher and School Business Manager.</li> <li>• To determine the remunerations of the Clerk to the Governors on 1 April each year taking into account the recommendation of the Chair of Governors.</li> <li>• To achieve the aims of the Teachers' Pay Policy in a fair and equal manner.</li> <li>• To apply the criteria set by the Teachers' Pay Policy in determining the pay of each member of teaching staff.</li> <li>• To observe all statutory and contractual obligations.</li> <li>• To work with the Headteacher in ensuring that the governing body complies with The Education (School Teachers' Appraisal) (England) Regulations 2012.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Three non-staff governors</li> <li>• Headteacher</li> </ul>

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for the Curriculum Committee</b>	
The curriculum committee aims to hold the school to account with regard to pupils' progress and attainment.	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>• To meet as necessary but at least three times in a school year.</li> <li>• Meetings may take place by videoconference.</li> <li>• Chair and deputy to be appointed annually by the GB at the start of the academic year.</li> <li>• Meetings to be Clerked by Clerk to Governors</li> <li>• Minutes to be provided to the next full GB meeting following a meeting of the Personnel Committee.</li> <li>• Terms of reference to be reviewed annually at the start of the academic year.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Hold the head teacher to account for the progress and attainment of children at the school through challenging questions and support.</li> <li>• Share and develop knowledge and insights about standards to support other governors in their role.</li> </ul>
<b>Specific Delegation</b>	<ul style="list-style-type: none"> <li>• The focus will be on the core subjects. The sub-committee will ensure due consideration is given to the wider curriculum where relevant.</li> <li>• To minute decisions taken, the rationale behind them and report the fact of these decisions to the next meeting of the full governing body.</li> <li>• Provide support and strong challenge around progress and attainment by asking difficult questions and providing insights based on what the data shows.</li> <li>• Support the head teacher to achieve the best outcomes for all children through encouraging the school to set ambitious yet realistic targets and by tracking progress towards them.</li> <li>• Keep all governors informed about the picture around accountability, and alert governor's to useful sources of information that can help them support and challenge the school. To work with senior staff to understand the school's strengths, weaknesses, opportunities and challenges in this area.</li> <li>• Develop a simple system (work with senior staff) to support governors to understand how the school is doing and to equip them with the knowledge and confidence to ask questions in this area.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• As determined by the governing body.</li> <li>• A quorum will be a minimum of three governors, one of whom must be either the head teacher or an individual nominated by the head teacher.</li> </ul>

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for the Headteacher Performance Management Committee</b>	
The Headteacher Performance Management Committee aims to perform the Headteacher's appraisal on behalf of the governing body.	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>To meet at least three times per year.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee.</li> </ul>
<b>Specific Delegation with respect to the Head Teacher</b>	<ul style="list-style-type: none"> <li>To arrange to meet with the external adviser to discuss the Headteacher's performance targets.</li> <li>To decide, with the support of the external adviser, whether the targets have been met and to set new targets annually.</li> <li>To monitor through the year, the performance of the Headteacher against the targets.</li> <li>To observe all statutory and contractual obligations.</li> <li>To minute clearly the reasons for all decisions and make recommendations to the full governing body in respect of awards for success in meeting the targets set.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>As determined by the governing body.</li> </ul>
<b>Disqualification</b>	<ul style="list-style-type: none"> <li>No person employed to work at the school may serve on this committee.</li> </ul>

<b>Membership and Roles:</b>	
Chair of the Governing Body	Committee Chair
Vice Chair of the Governing Body	Committee member
Governor	Committee member
<b>Quorum:</b>	
Two governors, not staff	

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for Working Parties</b>	
<p>Working Parties will be set up by the governing body to consider specific items where there is insufficient time at either the full GB or Committee meetings to consider the relevant issue. The Governing Body will decide its membership and the topics it will discuss on each occasion. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full governing body or, where relevant, a Committee for approval.</p>	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>• To meet as deemed necessary by the GB.</li> <li>• Working parties do not take votes</li> <li>• Working parties will be 'clerked' wherever possible</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To ensure that governors on the working party have the requisite skills and experience to confidently interpret and understand the data provided to the working party.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• As determined by the governing body and may include Associate Members</li> </ul>
<b>Disqualification</b>	<ul style="list-style-type: none"> <li>• Working parties should contain a majority of non-staff governors.</li> </ul>

E P Collier Primary School Governing Body	
Terms of Reference for Disciplinary Panels	
<p>The GB will set up Disciplinary Panels to consider valid representations and appeals from Staff, parents and carers when such representations or appeals are made. The purpose of these panels will be to consider the representations in accordance with all relevant policies and legislation and decide the appropriate course of action. This will normally be to allow the appeal or deny the appeal.</p>	
<b>Procedural</b>	<ul style="list-style-type: none"> <li>To constitute and act as deemed necessary by the GB.</li> <li>All disciplinary panels will be 'clerked'.</li> <li>Members of the panel will elect a Chair for each panel</li> <li>A panel may interview the appellant if appropriate.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To ensure that governors on the disciplinary panel have the requisite skills and experience to confidently interpret and understand the data provided to the panel.</li> <li>To ensure that no member of the panel has a conflict of interest created by any relationship with the appellant (eg parent or carer of a child subject to an appeal)</li> <li>To ensure that no member of the panel has prior detailed knowledge of the situation (eg senior member of staff who has adjudicated on a staffing matter).</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>As determined by the governing body</li> <li>There will be a minimum of three Governors, not Associate members</li> </ul>
<b>Disqualification</b>	<ul style="list-style-type: none"> <li>Disciplinary panels must contain a majority of non-staff governors.</li> </ul>

<b>E P Collier Primary School Governing Body</b>	
<b>Terms of Reference for Lead Governors</b>	
<p>Lead Governors are expected to develop a good understanding of the relevant area and speak at the GB with authority gained through observation and discussion on the relevant subject area.</p> <p>Governors must not, in any way, attempt or appear to attempt any management actions in the school.</p>	
<b>Key Expectations</b>	<ul style="list-style-type: none"> <li>• Build a relationship based on mutual respect and trust with the relevant school lead.</li> <li>• Have a comprehensive understanding of the data relating to attainment and progress of pupils in the relevant area</li> <li>• Be confident and competent to take the lead in any GB discussion on any issue relating to the relevant area.</li> <li>• Make informed challenge to the HT when data or information relating to the relevant area is available.</li> <li>• Be aware of the School's lead reports to Governors in advance and, only if appropriate and necessary, propose amendments to the School lead in a supportive way. It is the school lead's report, and not the lead governor's report.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Understand key aspects of school lead's role and functions as set out in the relevant job descriptions.</li> <li>• Have a broad appreciation of the key curriculum areas as they apply to the relevant area and develop an awareness of how those aspects are taught and tested.</li> </ul>
<b>Appointment</b>	Agreed by the Governing Body



E P Collier Primary School Governing Body	
Annex A to Standing Orders	
Terms of reference for Specified Lead Governor Roles	
1	Role Specification Premises and Health & Safety Governor
2	Role Specification Safeguarding and Child Protection Governor

## E P Collier School Governing Body Standing Orders

# Premises and Health and Safety Governor

### Outline of Role

To provide support and guidance for the head teacher on all matters relating to the maintenance, security and enhancement of the school premises and health and safety (H&S) matters. To champion H&S issues within the school. The link governor reports to the Full Governing Body.

The Premises and Health and Safety link governor should not be involved in operational aspects such as approving risk assessments or health and safety documents for school trips, carrying out health and safety inspections, or updating the risk assessments. The link governor should monitor that these are being done and that there are no issues, for example, making sure the school records accidents appropriately and there is enough money allocated to health and safety in the budget.

### Health and Safety

The Governing Body has the overall responsibility for health and safety within the school and has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are set aside with which to operate safe systems of work
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed annually
- An annual health and safety audit is received and reviewed

### Medical Conditions in School

The Governing Body must ensure that:

- Arrangements are in place to support pupils with medical conditions
- Such children can access and enjoy the same opportunities at school as any other child
- Arrangements give parents / carers and pupils confidence in the school's ability to provide effective support for medical conditions in school
- Staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- The arrangements they put in place are sufficient to meet their statutory responsibilities
- IHCPs are reviewed at least annually or earlier if evidence is presented that the child's needs have changed

Accessibility and Equality Scheme including Anti-Bullying and Discriminatory Policy Framework and Public Sector Equality Duty

Governors are responsible for:

- Making sure the school complies with Equality legislation
- Ensuring that the school Equality Scheme and its procedures are followed
- Reviewing the policy and its impact

### Duties

The lead governor should ensure:

## E P Collier School Governing Body Standing Orders

- The school is meeting its legal responsibility in respect of Health and Safety and building legislation pertaining to schools, including statutory checks
- The school is meeting its legal responsibilities in respect of accessibility
- The school's Health and Safety Policy is being implemented effectively and is reported on to the FGB. That the policy is reviewed at least every three years
- An annual H&S audit is completed and reviewed by the lead governor
- They have an understanding of the types of H&S training required by staff and how regularly these need to be renewed
- Staff are confident who to report H&S concerns to
- Any deficiencies in the school's premises or H&S practices which may be brought to governors' attention by a member of school staff, a parent, an officer of the LA or from any other source are addressed
- Appropriate risk assessments have been completed and are up to date
- Accidents are being recorded correctly and accident reporting is reviewed and any trends identified
- School trips are being correctly risk assessed and recorded on Evolve and that the school has appointed an Educational Visits Co-ordinator (EVC)
- The Accessibility and Equality Scheme is kept under review and is reported on to the FGB
- The school's travel plan is maintained
- Lettings made by the school are safe and correctly insured
- All areas of the site, buildings, fixtures and fittings are secure, safe and correctly maintained according to current regulations
- An efficient maintenance programme is in operation
- Construction Design Management (CDM) regulations are followed when required
- A capital expenditure programme is set and reviewed annually
- An annual site survey is completed with the caretaker
- Any management actions on the legionella, asbestos and fire risk assessments are being progressed
- Contractors on site are correctly controlled
- They are aware of the school's Rainbow Plan and ensure that it has been reviewed at least annually
- They are aware of the school's lockdown and shelter procedures
- They are aware of the school's medical conditions in school policies and that these are being implemented correctly
- To meet once a year with the member of the school's leadership team who is the lead for H&S
- To meet once a year with the member of the school's leadership team who is the lead for premises
- To meet once a year with the member of the school's leadership team who is the lead for medical conditions in school
- To meet once a year with the member of the school's leadership team who is the lead for Access and Equality
- To meet once a year with the member of the school's leadership team who is the lead for off-site trips

## Schedule of tasks

Term	Activity
1	Review access and equality plan to ensure school compliance Annual meeting with school lead for access and equality
2	Annual meeting with premises lead to include review of statutory premises management documentation Annual meeting with H&S lead to include review of H&S audit
3	Report to FGB covering H&S and premises management (include details of audit outcomes and annual accident reporting) Annual site survey with caretaker
4	Agree Asset Management Plan with SBM (can be via email) Agree pro-active maintenance/refurbishment programme (can be via email)
5	Annual meeting with school lead for off-site trips
6	Annual meeting with school lead for medical conditions in school



## **Role Specification Safeguarding and Child Protection Governor**

### **Outline of Role**

The Children's Act 2004 places a duty on agencies to ensure that their functions are discharged having regard for the need to safeguard children and promote their welfare.

By safeguarding and promoting welfare we mean:

- Protecting children from abuse or neglect
- Preventing impairment of the child's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Creating opportunities to enable children to have optimum life changes in adulthood
- As the governor responsible for safeguarding children, you will play an essential role in ensuring children in education are kept safe from harm

It is recommended that the Safeguarding and Child Protection Governor should not be a parent governor or staff governor as this could lead to them being compromised in the event of a disciplinary matter.

### **Duties**

- To be familiar with Local Authority (LA) guidance and policy relating to safeguarding and child protection and associated issues and to attend relevant training
- To ensure that the governing body puts in place a suitable Safeguarding and Child Protection Policy and associated procedures
- To ensure the school has a policy that covers bullying and anti-racism
- To champion safeguarding and child protection issues within the school
- To encourage other members of the governing body to develop their understanding of the governing body's responsibilities with regard to child protection and assist them to perform their functions in respect of safeguarding children and young people
- To contribute to ensuring any deficiencies in the school's safeguarding practices are addressed which may be brought to governors' attention by a member of school staff, a parent, an officer of the LA or from any other source
- To meet three times a year (termly) with the senior member of the school's leadership team who is the designated lead for safeguarding and child protection in order to monitor the effectiveness of the safeguarding and child protection policy
- To work with the designated lead to produce an annual safeguarding audit which is submitted to the LA
- To meet three times a year (termly) with the School Business Manager to check the Single Central Record (SCR)
- To meet annually with the School Council to discuss behaviour in school
- To ensure that the governing body receives an annual report on the implementation of the school's safeguarding and child protection policy and procedures including:
  - Arrangements for ensuring that the school's safeguarding and child protection policy is communicated to and implemented by all staff
  - Ensuring that the designated officer is part of the school's senior leadership team and has sufficient time and resources to discharge duties effectively
  - Ensuring that a deputy designated officer is identified
  - Ensuring that the designated and deputy officers receive training every two years
  - Ensuring that training in child protection is undertaken by all staff and governors every three years
  - Ensuring that arrangements are in place for the inclusion of child protection procedures in an induction programme for all people working in the school, no matter for how long, nor the status of that individual

## E P Collier School Governing Body Standing Orders

- Arrangements to ensure safer recruitment procedures and appropriate checks on new staff and volunteers are in place and being followed
- The number of students currently subject to a Child Protection Plan, NB. details of names will not be provided to maintain confidentiality
- How safeguarding and child protection issues are addressed through the curriculum
- The provision of information to the LA about how the governing body's duties in respect of safeguarding and child protection have been discharged

## Schedule of tasks

Term	Activity
1	Termly meeting with the designated lead Termly check of the SCR Safeguarding audit Safeguarding report to governors
2	
3	Termly meeting with the designated lead Termly check of the SCR Meeting with the School Council
4	
5	Termly meeting with the designated lead Termly check of the SCR
6	

**End of Document**