



CHIPPING NORTON  
SCHOOL

## **Standing Orders for the Local Governing Body** **Chipping Norton School**

### **All Governors are required to:**

- Ensure clarity of vision, ethos and strategic direction.
- Hold the headteacher to account for the educational performance of the school and its pupils and the performance management of staff.
- Oversee the financial performance of the school and ensure its money is well spent.

### **Constitution of the Local Governing Body**

The number of people who shall sit on the Local Governing Body and the process for their appointment shall be as determined by the Scheme of Delegation.

The Local Governing Body shall include:

- up to five persons serving as community governors
- up to three persons serving as staff governors
- up to five parents serving as parent governors
- one person serving as a Local Authority governor and
- the Headteacher, who shall be an ex-officio member of the Local Governing Body for as long as he/she remains in office.

With the exception of the Headteacher the term of office for any governor shall be four years. Subject to remaining eligible to be a particular type of governor, any governor may be re-appointed or re-elected for one more term of office.

The Local Governing Body may co-opt upto two governors for a period of no more than two years. This is with the agreement of the Head of Governance and Compliance. In co-opting a governor the number of staff members on the LGB must not be more than one third of the total number of governors (including the Headteacher).

Governor appointments shall be made ensuring that the people serving on the Local Governing Body between them have an appropriate range of skills and experience and that due attention is given to succession planning. The Local Governing Body approves governor appointments subject to ratification by the Trust Board.

Induction and training are seen as an integral and vital part of a governor's role. Training requirements will form part of an annual discussion with either the Chair or Vice-Chair of Governors. Governors will be expected to demonstrate that they have attended appropriate training.

A governor shall cease to hold office if:

- they are absent without the permission of the Local Governing Body from all their meetings held within a period of six months and the governors resolve that their office be vacated, or
- they have not provided to the Chair of Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Further disqualifications are set out in the Scheme of Delegation.

### **Election and Removal of Chair and Vice-Chair**

The Local Governing Body shall, each school year elect a chair and a vice-chair from among their number.

A governor who is employed by the school shall not be eligible for election as Chair or Vice-Chair.

### **Process for the election of the Chair and Vice-Chair of the Governing Body**

- The Chair and Vice Chair shall be elected (re-elected) annually as follows:
- Anyone currently in post who does not intend to stand for re-election should give written notice to the clerk to the governors at least one calendar month prior to the date of the proposed election.
- The clerk shall advise all governors, in writing (via email), of receipt of the resignation(s).
- Nomination forms for Chair and Vice-Chair shall, irrespective of whether the person in post has stated their intention to resign, be circulated at least seven days in advance of the meeting at which the elections shall take place.
- Completed nomination forms shall be sent to the clerk at least 48 hours in advance of the meeting at which the elections shall take place.
- The clerk shall chair that part of the meeting at which the Chair and the Vice-Chair are elected.
- If there are more nominations for a post than there are vacancies then an election shall be carried out by means of a secret ballot.

Where the Chair is absent from any meeting, or part of meeting, the Vice-Chair shall act as the chair for the purposes of that meeting.

The Trustees, or the Local Governing Body, may remove the Chair or Vice-Chair from office in accordance with the Scheme of Delegation.

### **Urgent Action**

Emergency action should only be taken in extreme cases and should be reported to the Local Governing Body at its next meeting. The Chair (or the Vice-Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of:

- the school;
- any pupil at the school (or their parent);
- any person who works at the school.

A meeting can be called within seven days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting can be called.

### **Appointment and Removal of the Clerk**

The clerk shall be appointed by the Local Governing Body for such term, at such remuneration and on such conditions as they think fit; and any clerk so appointed may be removed by them.

The clerk must not be:

- A governor,
- An associate member, or
- Headteacher of the school.

Where the clerk fails to attend a meeting governors may appoint any one of their number, or any other person, to act as clerk for the purpose of that meeting.

### **Meetings and proceedings of the Local Governing Body**

The Local Governing Body shall hold at least four meetings in every school year.

The Local Governing Body will plan its meeting dates, including those of any sub-committee, on an annual basis at the last meeting preceding the summer term.

Any three governors may requisition a meeting by giving written notice, including a summary of the business, to the clerk. The clerk shall convene the meeting as soon as is practicably possible.

The agenda, reports and papers shall be sent, or made available to, the governors seven clear days before the meeting.

Any governor shall be able to participate in meetings of the Local Governing Body by telephone or video conference provided that they have given notice of their intention to do so at least 48 hours prior to the meeting and the governors have access to the appropriate equipment.

Trustees may attend any meeting of the Local Governing Body that they wish to and must attend any meeting at which there will be a vote on the removal of the Chair of the Local Governing Body. A Trustee attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body.

The Chair may invite officers (deputy headteacher, school business manager, head of department etc.) of the school to attend meetings on an occasional or regular basis. All officers are there in an advisory role and have no voting rights, unless they have an additional role such as staff governor. The Local Governing Body can require any non-governor present at a meeting to leave at any time.

A record will be kept of all persons attending any meeting of the Local Governing Body or that of any of its committees. The record of attendance will be displayed on the school website in accordance with legislation.

The Chair will ensure that meetings are run effectively, focussing on priorities, making best use of time available and encouraging all governors to express their views and participate in decision-making.

The Local Governing Body may, from time to time, delegate decision-making powers to a sub-committee made up of governors or persons of relevant expertise co-opted onto the said sub-committee. These delegations are set out in the appropriate Terms of Reference which in the case of established committees shall be determined by the Trustees, but in the event of ad-hoc or short-term committees shall be drafted by the Local Governing Body and subject to the approval of the Trustees. All decisions made by sub-committees will be recorded in the minutes of the meeting at which the decision was made; copies of all minutes will be available with the papers for the following meeting of the Local Governing Body.

Recommendations received from sub-committees or working groups will be recorded in the minutes of the Local Governing Body, together with any related Local Governing Body resolution.

The LGB must have a link governor for Safeguarding and one for SEND.

### **Restrictions on Participation**

An annual register of interest must be completed by every governor at the start of each academic year.

Any governor who has, or can have any direct, or indirect duty or personal interest which conflicts or may conflict with their duties as a governor, shall disclose that fact to the governors.

Governors must declare at the start of every meeting if they have a potential conflict of interest and must absent himself from any discussions of the governors in which it is possible that a conflict will arise between their duty to act solely in the interests of the school and any duty or personal interest.

### **Quorum**

The quorum for a meeting of the Local Governing Body for the purposes of:

- ✓ appointing a parent governor,
- ✓ any vote on the removal of a governor,
- ✓ any vote on the removal of the chair or vice chair of the governors, shall be two thirds (rounded up to a whole number) of the persons who are governors at the time.

The quorum for a meeting of governors at which any other matters shall be discussed shall be three or any one third (rounded up to a whole number) of the total number of governors holding office at the time of the meeting, whichever is greater.

### **Voting**

All matters of the Local Governing Body shall be decided by a majority vote, with each governor having one vote. In the event of a tie the Chair (or acting Chair) has an additional (casting) vote, except where the vote concerns the appointment of the Chair.

Decisions of the governing body are binding upon all its members.

A resolution to rescind or vary a resolution carried at a previous meeting shall not be proposed at a subsequent meeting unless it is an agenda item for that meeting.

### **Minutes and Papers**

Minutes of the Local Governing Body should be prepared by the clerk, in accordance with guidance from the Head of Governance and Compliance.

Within seven days of the meeting the clerk will send the draft minutes to the Chair for checking, with copies to the headteacher for information. Copies of the approved draft minutes will be sent to all members of the governing body as soon as cleared by the Chair.

Where an item is regarded as confidential it shall form a separate minute on coloured paper and, electronically, shall be password protected. Items that may be considered as confidential are set out in the Scheme of Delegation.

Governors and any Trustees who will be in attendance at a Local Governing Body meeting are required to read, prior to the meeting, the minutes from all sub-committee meetings that have taken place since the last meeting of the full Local Governing Body as well as all circulated papers pertaining to the meetings.

Governors are required to check their school e-mail account on a regular basis and at least once a week during school terms.

Minutes shall be signed (subject to the approval of the governors) at the subsequent meeting, by the person acting as Chair.

Signed minutes must be made available for public inspection when requested (with the exception of confidential items). All meeting papers, subject to exclusions as detailed in the Scheme of Delegation, must also be available for inspection.

### **Correspondence**

The Chair and Vice-Chair may write letters on behalf of the Local Governing Body. Letters should only be sent on headed school paper. Individual governors should not enter in to any email correspondence with a parent, pupil or member of staff unless they have been specifically asked to do so by the Chair or as an action arising from a meeting of the Local Governing Body.

In the event that the Chair has taken any Chair's action in relation to an urgent item of correspondence they shall report this to the Local Governing Body at the next meeting. The Local Governing Body should be made aware of all matters of correspondence dealt with by the Chair or Vice-Chair.

### **Safeguarding**

All governors on first appointment and as requested at any subsequent point, will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body. Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

## **Code of Conduct**

Every governor will be asked to sign the Code of Conduct at their first appointment and at the start of each subsequent year. All governors will be expected to act only in accordance with the Code of Conduct.

## **Key Responsibilities**

Unless otherwise specifically delegated all matters delegated to the Local Governing Body by the Trustees and listed within the Scheme of Delegation shall be the direct responsibility of the full Local Governing Body. In general, the Local Governing Body shall be expected to work with the Trustees, promptly implementing any advice or recommendations made by them. In particular, the full Local Governing Body shall be responsible for the following matters, which are not delegated to sub-committees or individuals.

## **Core Functions**

- Setting the school's vision, ethos and strategic direction within the values of the Trust
- Overseeing the educational performance of the school
- Interrogating evidence from staff and committees in order to inform the school improvement cycle and strategic planning
- Ensuring that any actions from reports e.g. OFSTED, are addressed and are incorporated within the school improvement plan and delegated to appropriate committees
- Ensuring the governors' work over the school year is coordinated with the school improvement cycle
- Reviewing the strategic direction and development priorities of the school, so that improvement planning builds on strengths and addresses any areas of weakness
- Ensuring that consultation with pupils, parents, staff and the wider community is systematic and taken into account when determining development priorities

## **Finance**

- Overseeing and monitoring the budget and levels of expenditure at least twice a year
- Approving the annual draft budget submission, prior to submission to the Trust

## **Staffing and Appraisal**

- Receiving an annual summary statement from the pay committee
- Appointing the Headteacher
- Appointing the Deputy Headteacher
- Suspending/ending the suspension of the Headteacher
- Dismissing staff
- Headteacher appraisal (delegated to a committee for action)

## **Premises, Health and Safety, Safeguarding and IT**

- Developing and establishing safeguarding procedures
- Approving the Annual Safeguarding Report
- Agreeing school strategic premises plans
- Approving a 5-year estate management plan
- Ensuring the school meets data protection requirements

## **Curriculum and standards**

- Agreeing a governor monitoring plan
- Approving an annual statement for the website regarding the expenditure of the Pupil Premium and the Sports Premium
- Approving an annual statement for the website regarding SEND provision
- Receiving a mid-year progress report on the School Improvement Plan
- Monitoring the school self-evaluation process and document
- Agreeing and publishing annual equality objectives

## **Governance and Policies**

- Arranging the appointment and induction of new governors
- Removing the Chair and Vice-Chair from office
- Appointing and removing the clerk to the governors
- Ensuring the requisite committees are in place and reviewing their work and efficacy
- Ensuring the Register of Interests is in place and updated annually
- Agreeing delegation of roles/tasks to sub-committees or working parties
- Conducting an annual self-evaluation of the LGB
- Determining training and development needs for governors
- Ensuring succession planning is in place for governors
- Noting policies adopted by the Trust Board and their updates (follow link in Appendix) - policies may be delegated to the relevant committee
- Adopting and reviewing policies specific to the school (follow link in Appendix) - policies may be delegated to the relevant committees

## **Appendix: Policies to be ratified by Local Governing Body:**