



The Hatherley St James' Federation



The Standing Orders of the Governing Board of The Hatherley St James' Federation 2023-24

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Membership of the Governing Board

The composition of the governing board is recorded in the Instrument of Government.

Under the current Instrument of Government, the school has capacity for 12 governors:

2 Foundation Governors (One of whom is ex-officio as the principal officiating minister of the ecclesiastical parish of St James and All Saints and Christ Church and one other appointed by the Diocese of Gloucester Board of Education)

1 Governor nominated by the Local Authority

2 Parent Governors

The Executive Headteacher (ex officio)

1 Staff Governor

5 Co-opted Governors

The Governing Board 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 full governing board. They may be given voting rights on committees but not at the full governing board.

The Governing Board will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The Governing Board will adopt the NGA Code of Conduct – as set out in **Annexe A**

Clerk to the Governors

The Governing Board will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The governing board must have regard to advice from the clerk as to the nature of the governing board's functions.

Meetings

The Governing Board will meet at least three times per school year.

All meetings will be convened by the clerk.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convenes a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

If both the chair and vice chair are absent, another governor (but not any person employed to work at the school) can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing board.

Quorum and Decisions

The quorum for a full governing board meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the governing board, except where the governing board has delegated the function to a committee or an individual.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting, vote.

Decisions of the governing board are binding on all members.

Chair and Vice Chair

Prior to the election of the chair and vice-chair the governing board must determine the date on which the term of office of the chair or vice chair will end.

If the chair or vice-chair resigns or has to relinquish their office, the governing board must elect one of their number to fill that vacancy at their next meeting.

The election of chair and vice chair will be conducted by the following process:

- *Governors will be able to submit written nominations prior to the full governing board meeting and verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.*
- *The clerk takes the chair for this agenda item, but does not have a vote.*
- *A ballot 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.*
- *The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
- *The nominee(s) will return to the meeting.*
- *The clerk will announce the result, with the nominee polling the majority of votes being duly elected.*

- *If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.*

Delegation of Functions

The governing board can delegate any of its statutory functions to a committee, a governor or to the headteacher, **subject to prescribed restrictions.**

The governing board remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing board can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing board. This does not preclude the chair or vice chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

Functions to be Retained by the Full Governing Board:

The following issues will be dealt with at FGB

- Making changes to the School buildings
- Making changes to the leadership structure
- Instrument of Government
- Setting of the Budget
- Collaboration and Federation between Governing boards
- Procedures the governing board must follow
- Ofsted Inspections
- Setting PANs
- Converting to Academy Status

The following Standing Items will be included on the agenda of FGB meetings:

- Headteacher's Report (which will include: number of pupils on roll' pupil attendance data, pupil performance data headlines, pupil exclusions, School Development Plan progress, news of achievements and awards, special events and visits and staff leavers, starters and vacancies).
- Business Managers' Reports
- Safeguarding & Child Protection Report
- Health & Safety Report
- Staff Well-being Report, including Staff Absence

The following policies will not be delegated to committees:

- Accessibility Plan
- Appraisal Policy
- Behaviour Policy (Behaviour Principles Written Statement#)
- Children with Health Needs who Cannot Attend School#

- Complaints Policy
- Conduct Policy#
- Data Protection, including Protection of biometric information of children#
- Early Career Teachers#
- Equality Policy, including PSED
- First Aid#
- Freedom of Information Policy and FOIA Publication Scheme
- Grievance Policy#
- Health & Safety#
- Inclusion Policy (which includes SEND)#
- Pay Policy (which includes Teachers' Pay)#
- Nursery Admissions Policy
- Standing Orders & Terms of Reference
- Strategic Risk Assessment

it is a statutory requirement that these policies are approved by the Full Governing Body.

The following functions will be delegated to the committees or individuals named:

Functions Delegated to Committees / Panels:

The Pay and Conditions of Service Committee

The Governing Board will appoint three governors to administer and manage the Pay Policy and any other policies affecting the conditions of service of employees on a day-to-day basis

Composition

The School Pay and Conditions Committee is made up of three governors one of whom will act as Chair of the Committee. Quorum will be three. None of the governors serving on the Committee will be employed within the school, as employees will often have a pecuniary interest in matters discussed.

Terms of Reference

1. To apply the School's Pay Policy on behalf of the Governing Board fairly and equitably.
2. To ensure that this policy links effectively with the school's Appraisal Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
3. To ensure that the school's business management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.
4. To be responsible for the annual pay and performance related decisions for staff and for receiving and processing recommendations from the Headteacher/Appraisers as well as requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.

5. To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations but will not be entitled to pursue the same concerns through two separate review routes.
6. To receive and consider recommendations from the Executive Headteacher's Performance Management Panel and to be responsible for the decisions about her pay.
7. To exercise the governor's discretionary powers as specified in this document.
8. To periodically undertake a review of the Individual School Range and to report findings and/or make recommendations for change to the Governing Board in relation to the grading of members of the Leadership Group.
9. To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.
10. On behalf of the Governing Board, to apply all other School policies affecting the conditions of service of employees, including receiving and considering requests to vary contracts and/or terms and conditions, e.g. in relation to Flexible Working and Extended Leave.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Board periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.

Executive Headteacher's Performance Management Panel

The Executive Headteacher's Performance Management Panel is made up of three governors appointed by the Governing Body, one of whom will be the Chair of Governors. Quorum will be two. None of the governors serving on the Panel will be employed within the school and where possible should not be members of the Pay and Conditions Committee.

Term of Reference

1. To appoint an independent advisor to advise the Panel on suitable annual performance management targets for the Executive Headteacher and on the extent to which those targets are met.
2. To review the Executive Headteacher's achievement in relation to annual performance management targets and other factors/evidence which may be taken into account, and to determine recommendations on pay, in compliance with the Schools' Performance Management Policies (which must be compliant with statutory regulation/guidance as it appears in the

pertaining School Teachers' Pay and Conditions Document).

Recommendations from the Panel will be presented to the Pay Panel of each school which is responsible for all decisions about pay.

3. In order to carry out its responsibilities, the Panel will meet in accordance with the Executive Headteacher's Performance Management Cycle as determined by the Schools' Performance Management Policies. The Panel will meet with their advisor in the early part of the Autumn term to review the Executive Headteacher's performance during the previous year and to agree upon targets for the current year. The Panel will also meet without their advisor during the Spring and Summer terms to undertake interim reviews of the Executive Headteacher's progress towards meeting her/his targets.

Ethos Committee

The Ethos Committee will comprise both Foundation Governors (one of whom will be the chair of the committee), the Executive Headteacher and two other governors appointed by the Governing Body. Subject leaders for RE and for SMSC will be in attendance.

Terms of Reference

1. To preserve and develop the religious character of St James' C of E Junior School in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.
2. To review, develop and promote the continuity of the wider ethos, values and beliefs across the federation, including PRHE, SMSC and RSHE.

Nominated/Link Governors and Monitoring

Liaising with members of SLT and Subject Leaders as appropriate, Governors will operate in Monitoring teams with Nominated governors taking responsibility for the monitoring and decision making as appropriate in the following key areas:

- Attendance
- CiC
- Pupil Premium
- Safeguarding and Child Protection
- SEND
- Early Years
- Finance
- Data Protection
- Health and Safety
- Staff Wellbeing

All governors will participate in monitoring the Curriculum and standards as well as being a member of one of the following monitoring teams:

Inclusion (including Attendance, Children in Care, EAL, Pupil Premium, Safeguarding & Child Protection, Special Educational Needs and Disabilities)

Leadership and Management (including Finance and Data Protection, Health and Safety, Staff Training and Wellbeing, Governor Training and Induction)

Personal Development – Ethos Committee

Declaration

The Governing Board, at its meeting on 26th September 2023, resolved to adopt these Standing Orders.

Code of Conduct for Members of the Governing Board 2023-24

This code sets out the expectations of individual governors in order for the governing board to properly carry out its work within the school and the community.

Once approved by the Governing Board, the Code will apply to all governors of the School.

We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard (*recognised by the NGA as the fourth core function of governance*)

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.

5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/communities.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the board responsible for appointing us will be published on the school website.

7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

The Governing Board agrees that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.

Agreed by FGB: 26th September 2023
