



**Elmgrove Primary School & Nursery
Governing Body
Standing Orders 2023-2024**

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ELMGROVE PRIMARY SCHOOL & NURSERY GOVERNING BODY STANDING ORDERS

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

1 Roles of the Governing Body and Headteacher (Part 2, Regulation 6)

The governing body must operate in accordance with the following principles:

- 1.1 The functions of the governing body include the following core strategic functions —
 - (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
 - (b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
 - (c) ensuring the sound, proper and effective use of the school's financial resources.
- 1.2 In exercising their functions the governing body will —
 - (a) act with integrity, objectivity and honesty and in the best interests of the school; and
 - (b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
- 1.3 The head teacher's responsibilities include—
 - (a) the internal organisation, management and control of the school; and
 - (b) the educational performance of the school.

The head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government (Appendix A)

- 2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation annually and agree a strategy for recruiting to any vacancies.
- 2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:
 - Co-opted governors are persons “who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school”.
 - Local Authority governors are persons who are nominated by the local authority and appointed by the governing body “having, in the opinion of the governing body, met any eligibility criteria that they have set”.

2.2.1 Procedure for co-options:

- Candidates would be asked to provide a statement outlining the contribution they would make to the effective governance and success of the school, following which they would be required to meet with the Headteacher and chair (or other governor should there be a conflict of interest).
- a written work/personal reference would be taken up

- a decision on co-option will be made at a quorate meeting of the full governing body
- the agenda for the meeting should include “Appointment of a co-opted governor” as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.
- Appointments are subject to an enhanced criminal records certificate (DBS). (School Governance (Constitution & Federation (England) Amendments 2016 refer); this must be taken up within 21 days of appointment.

2.2.2 Appointment of parent governors:

- Where the Regulations require the Governing Body to *appoint* a parent governor, the procedures outlined for co-options (at paragraph 2.2.1 above) shall be followed.

2.2.3 Procedure for Local Authority governor appointments:

- on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee
- the chair and Headteacher will meet the LA nominee, and if content that the person meets the governing body’s criteria will propose that person to the next full governing body meeting with relevant supporting personal details.
- the agenda for the meeting will include “Appointment of an LA governor” as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.
- Appointments would be subject to an enhanced criminal records certificate (DBS). (School Governance (Constitution & Federation (England) Amendments 2016 refer); this must be taken up within 21 days of appointment.

2.2.4 Elected governors

- The GB must apply for an enhanced criminal records certificate (DBS) within 21 days of election.

3. **Election of Chair / Vice-chair** (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

- 3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be four years from the date of election.
- 3.2 In order to encourage distributed leadership and succession planning, after one four year term of office a chair who wishes to continue in post will be required to be elected on an annual basis.
- 3.3 Where a vacancy arises before the end of an incumbent’s term the governing body will elect one of their number to fill that vacancy at their next meeting.
- 3.4 Election procedures
The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda.
 - a) The clerk to governors will invite nominations in advance of an election date
 - b) The agenda for the meeting will include “Appointment of a chair and vice-chair” as separate items. The names of candidates will appear on the agenda
 - c) Where there are no advance nominations the clerk will invite nominations at the meeting
 - d) Candidates will be invited to make a short statement before withdrawing.
 - e) Voting will be by secret ballot.
 - f) The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

- g) In the event of a tie each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken. If this produces another tie, a decision will be made by tossing a coin.

4. Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the Headteacher. However if the designated clerk fails to attend a meeting, an associate member or a governor who is not the Headteacher may act as clerk for that meeting.

4.1 The clerk is responsible for:

- ensuring the efficient functioning of the governing body.
- convening meetings of the governing body.
- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors.
- attending governing body meetings; producing draft minutes for agreement by the chair within seven days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting.
- maintaining a register of governors and associate members and reporting vacancies.
- maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body.
- maintaining a register of governors' business and other interests.
- maintaining a schedule of statutory policies and their review dates.
- monitoring the progress of work being undertaken by committees and individuals
- ensuring the Standing Orders & Terms of Reference are kept under review
- producing, in consultation with the Chair and Headteacher an Annual Work Planner
- producing, in consultation with the Chair and Headteacher an annual programme of governor visits
- providing advice to the governing body on the exercise of its functions.
- researching changes to specific statutory school policies, by agreement with the SLT and chair.
- additional administrative support for governing body functions by agreement.

5. Meetings and Proceedings (Part 4 Regs 12 – 16)

5.1 The number of full governing body meetings per annum will be 9 (minimum of 8).

5.2 The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.

5.3 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.

5.4 The agenda will be prepared by the clerk in consultation with the chair and Headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 12 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and Headteacher. The final decision on the agenda is for the chair.

- a. Any other business: will appear as the final item on the agenda and/or raised at the beginning of the meeting. The chair has discretion to decide whether any such item is to be discussed or dealt with in an alternative way. Items on which the chair has no discretion to allow to be discussed as AOB are detailed in Regulation 13(7). In general only "for information" items will be accepted; issues which require a report or decision will not be dealt with as aob.

- 5.5 The quorum for a meeting of the governing body is one half (rounded up) of the membership of the governing body excluding vacancies.
- 5.6 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.
- 5.7 Absence / apologies: a governor ceases to hold office if s/he is absent from all meetings over six months, calculated from the date of the first missed meeting.

Where a governor is absent and has sent apologies to the clerk or the chair the minutes will simply note receipt and a governor will cease to hold office after six months continuous absence. If an absent governor wishes to remain on the governing body s/he should inform the clerk of this fact in writing and the governing body will decide whether or not to agree his / her continuation at their next meeting.

- 5.8 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive *and note* a report on any decision which it has delegated to a committee or an individual.
- 5.9 The requirement to be present at FGB meetings means that proxy voting or voting in advance of a meeting is not permitted, as is it important that governors are present to hear and engage in debate before casting their vote.
- 5.10 Full Governing Board meetings and Pay Committee meetings will be held virtually unless agreed otherwise. Remote meetings will be held in accordance with the Remote Meeting Policy and guidance.
- 5.11 The following people entitled to attend a meeting of the governing body: governors, the Headteacher, the clerk and such other persons as the governing body may determine. If the Headteacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting Headteacher.
- 5.12 Minutes and papers: Within 7 days of the meeting the draft minutes will be sent by the clerk to the chair and Headteacher to be checked. Once agreed the draft minutes will be sent to all members of governing body within 21 days of the meeting.
- 5.13 The original signed minutes will be kept in a book / binder on consecutively numbered pages, each page initialed by the person signing them as a true record. They will be stored in a secure place in the school. Approved Minutes will be marked as signed on GovernorHub.
- 5.14 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
- 5.15 All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.
- 5.16.1 The clerk will log all correspondence to the governing body and may allocate it to an appropriate individual / committee. It will either be dealt with at the next GB meeting or that meeting will receive a report from whoever has dealt with the issue.
- 5.16.2 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

6. Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)

- 6.1 The governing body has adopted a Code of Conduct for Governors (attached Appendix C) The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.
- 6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements (Regulation 18, 19 and 20)

The governing body may delegate many of its functions to a committee, an individual governor or to the Headteacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing body are:-

- Financial Delegations (filed on GovernorHub).
- Statutory policies and documents detailed on the schedule of statutory policies (My USO, Policies & Procedures folder.)
- The delegation of the functions as described in the terms of reference for the individual committees as detailed above.
- Roles of Nominated Governors (attached Appendix D)

- 7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.
- 7.2 The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
- 7.3 Staff appointments: the delegation arrangements for all staff appointments is the headteacher with the exception of the below
- i) *Deputy Headteacher*: Headteacher with governor representation.
- ii) *Headteacher*: arrangements to be made by the FGB.
- 7.4 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; Headteacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

8. Committees (Part 5 Regulations 21 – 26)

- 8.1 The Governing Board has resolved to conduct all its business as a full Governing board, and to work collectively without committees, with the exception of the following committees: - Appeals, Pay, and Headteacher's Performance Management. *Terms of Reference are attached as Appendix B.*
- 8.2 The governing body determines the constitution, membership and terms of reference of any committee and working party and must review these annually.
- 8.3 Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.
- 8.3.1 The governing body has agreed the following arrangements for Associate Members:
- candidates will be asked to provide a statement outlining the contribution they can make to a particular committee.

- Candidates would be required to meet with the Headteacher and chair, following which they may be asked to provide a statement outlining the contribution they would make to a particular committee.
- a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body.
- the agenda for the meeting will include “Appointment of an associate member to the committee”. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance.
- Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

9. Governors’ Allowances (Part 6 Regs 27 – 30)

The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Allowances policy. (on the cloud, policies folder).

10. Pecuniary Interests and restrictions on taking part in meetings (Schedule 1; Reg16)

A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing body will decide on the matter

10.1 In addition members of staff will be asked to withdraw if the appointment of their successor is being discussed

10.2 Declaration of Interests will be a standard item on governing body and committee agendas

10.3 A register of Business Interests has been established and is available to view on My USO (Admin folder).

Appendices

- A. Instrument of Government
- B. FGB & Committee Terms of reference
- C. Code of Conduct
- D. Roles of Nominated Governors

**Signature
(Chairman)**

Date of signature

Instrument of government – Elmgrove School & Nursery

1. The name of the school is Elmgrove Primary School and Nursery
3. The school is a Community school.
4. The name of the governing body is “The governing body of Elmgrove Primary School and Nursery”.
5. The governing body shall consist of: a.
 - a. Three parent governors
 - b. One LA governor
 - c. One staff governor
 - d. One Headteacher
 - e. Six co-opted governors
6. Total number of governors is twelve.
7. This instrument of government comes into effect on 1 May 2018.
8. This instrument was made by order of Harrow Local Authority on 1 May 2018.
9. A copy of the instrument must be supplied to every member of the governor body (and the Headteacher is not a governor), any trustee and to the appropriate religious body.

The Governing Body

In exercising their functions the governing body will:-

- ❖ Act with integrity, objectivity and honesty and in the best interests of the school; and
- ❖ Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
- ❖ To ensure the effective and efficient management of the school's financial resources.
- ❖ To oversee pupil achievement and standards, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the school's aims, all pupil needs and legal requirements
- ❖ To ensure that safeguarding is considered when decisions are made by the committees/working party

Terms of Reference

General

- To fulfil responsibilities in relation to the management of safeguarding (Current edition of Keeping Children Safe in Education)
- To agree constitutional matters, including procedures where the Governing Body has discretion
- To appoint or remove the Chair, Vice Chair or Clerk
- To establish the committees of the Governing Body, their membership, their terms of reference and functions
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- Review annually the delegation of functions and committee structure
- To appoint and/or remove the Chair and Clerk of any committee/working party
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To organise induction, support and training for governors
- Ensure at least three governors are appointed and trained to complete the Headteacher's Appraisal
- To review and amend as appropriate the stated statutory policies for approval by the Governing Body
- Review and adopt staff disciplinary, conduct and grievance procedures
- Approval of the Annual Budget
- Authorisation of the three year financial plan.
- Setting financial priorities through the School Development Plan.
- To contribute to, review and monitor the School Development Plan.
- To contribute to and review the school's Self Evaluation Framework.
- Review the level of exclusions.
- Monitor attendance of pupils/staff/governors.
- To ensure that at least one member of the selection panel at interviews is trained in safer recruitment
- Functions & duties related to the appointment of a selection panel for Headteacher or Deputy Headteacher vacancies.
- To receive reports from members of staff about matters relating to any of the issues listed in the terms of reference.
- To contribute to, monitor and evaluate relevant parts of the Self Evaluation Framework (SEF), the School Development Plan (SDP) and the policies allocated to them, reporting or making recommendations.
- To consider recommendations from relevant external reviews, for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations.
- Consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body
- To carry out the allocated tasks in the Work Planner

Curriculum & Achievement

- To ensure that safeguarding is considered when decisions are made by the committee/working party.
- To ensure that the National Curriculum is taught to all pupils
- To determine an appeal made by a parent for a pupil's temporary withdrawal from part of the National Curriculum.
- Monitor the quality of teaching and learning
- Agree the school's pupil performance targets
- Monitor school based, local and national performance data and reports (e.g. School Improvement Partner report and Raiseonline), evaluating achievement and analysing the performance of different groups and subjects

- Monitor provision for progress and attainment of vulnerable groups e.g. Pupil Premium, looked after children, young carers and the effectiveness of any intervention strategies
- monitoring provision and ensuring that the school fulfils its responsibilities for pupils with special educational needs and with disabilities
- To determine the responsible person (the Headteacher and a named governor) to support special needs provision and give regular reports and to advise the Governing Body on the formulation of a policy for SEN and its working in accordance with the Special Needs Code of Practice.
- To determine the responsible person (Deputy HT and named governor) for Safeguarding
- Determine, monitor and evaluate the range and the impact of extended activities on pupil learning
- Monitor the overall effectiveness of the Early Years Foundation Stage, including welfare outcomes, quality of provision and effectiveness of leadership
- Agree any changes to school session times
- Consider community links and community use of the school,
- To take appropriate action on any other relevant matter.

Finance:

- To oversee school finances, ensuring that the school operates within the financial regulations of the local authority and complies with any statutory requirements, responding to any issues arising from the audit of the school's accounts and ensuring value for money
- To oversee the School Financial Value Standard (SFVS)
- Keep under review the scheme of delegation in financial matters including the level of delegation to the Headteacher for the day-to-day financial management of the school and present to the Governing Body any recommendations for change
- Present, following consultation with the Headteacher, to the Governing Body for ratification an annual budget reflecting priorities in the School Development Plan
- Monitor the budget (and any other devolved funds eg Standards Fund) and ensure a termly report to the Governing Body with an evaluation of the use of resources and any appropriate recommendations
- Approve service level agreements
- Determine and review the charging policy for school activities.

Premises:

- To oversee maintenance and development of the school site and premises
- Draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body
- Ensure that necessary Health & Safety checks and assessments are carried out and prioritised for action

Staffing:

- Ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures
 - Review the whole school pay policy to take account of local and national developments, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled; make appropriate recommendations to the governing body
 - The adoption and implementation of staffing policies and procedures,
 - Agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the School Development Plan
 - Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group
 - Monitor the impact of equalities and diversity policies on staff recruitment and retention.
- General

| Name of Governor | Governor Category | Terms of Office Ends |
|-------------------------|--------------------------|-----------------------------|
| Justine Ball | Co-opted | 17/09/2027 |
| Toby Bownass | Co-opted | 12/11/2027 |
| Simone Godfrey | Parent | 11/06/2027 |
| Oana Istratoaie | Staff Governor | 25/09/2026 |
| Jane Sneha | Local Authority | 6/12/2025 |
| Sarah Neary | Head | Ex officio |
| Vanessa Ojapah | Parent | 17/09/2027 |
| Ruby Rai | Co-opted | 12/11/2027 |
| Seena Samani | Co-opted | 12/11/2027 |
| Jamie Shah | Co-opted | 16/05/2025 |
| Rohini Shah | Parent | 14/10/2025 |
| Misha Upadhyaya | Co-opted | 25/03/2026 |

Membership – As per the Instrument of Government (12)

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| Chair of the Governing Body | Misha Upadhyaya |
| Vice-Chair of the Governing Body | Jane Sneha |
| Clerk to the Governing Body | Jonathan Davis |
| Quorum | One half of the number of Governors (In Post) |

FGB Policies & Documents

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|--------------------------------------------------------|
| Governors' Visits to School |
| Instrument of Government |
| Register of Business Interests |
| Behaviour Principles Written Statement (C&A) |
| Child Protection & Safeguarding Policy (C&A) |
| Children with Medical Needs (C&A) |
| Complaints Policy (C&A) |
| Early Years Foundation Stage (range of policies) (C&A) |
| Equality Scheme & Objectives (C&A) |
| Home School Agreement (C&A) |
| Safeguarding (C&A) |
| Sex & Relationships Education Policy (C&A) |
| Special Educational Needs & Disabilities Policy (C&A) |

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|------------------------------------------------------|
| Appraisal & Capability Policy (R) |
| Business Continuity Plan (not statutory) (R) |
| Charging & Remissions Policy (R) |
| General Data Protection Regulation (R) |
| Freedom of Information (R) |
| Governors' Allowances Policy (R) |
| Health & Safety Policy (& Evacuation Procedures) (R) |
| Pay Policy (incl Staffing Structure) (R) |
| Premises Management Documents (R) |
| School Travel Plan (R) |
| Staff Discipline, Conduct & Grievance Procedures (R) |
| Pay Policy (R) |

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| These terms of reference agreed by the Governing Body | 18 Sep 23 |
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| Sections of SEF: Quality of Teaching, Learning & Assessment, Personal Development, Behaviour & Welfare, Outcomes, EYFS, Effectiveness of Leadership & Management |
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| School Development Plan Priorities (2018-19): 1, 2, 3, 4, Ensuring the Budget supports the SDP |
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Appeals Committee

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| Terms of Reference |
| <ul style="list-style-type: none"> • To consider any appeal against matters relating to pay. • To consider any appeal against a decision to dismiss a member of school staff. • To consider any appeal by school staff against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability • To consider any appeal by school staff against selection for redundancy • To consider appeals against exclusions. • To make any decision under the Governing Body's Complaints Procedure. • To make any decision under the Governing Body's Leave of Absence Appeal Procedure <i>(added 06/03/17)</i> |

Disqualification – The Headteacher.

Meetings will be convened, if required, by the Clerk to the Governing Body.

Appeals and complaints will be considered in consultation with the LA and/or school's HR provider (as appropriate) and in line with the relevant Regulations and school policies and procedures. Only the issue(s) giving rise to the appeal will be considered by the Committee.

Where possible, the decision will be communicated verbally at the end of the meeting; written confirmation of the decision will be sent to the person making the appeal within three working days of the meeting.

Membership will comprise 4 governors

| Name of Governor | Governor Category |
|--------------------------------|-------------------|
| To be determined when required | |
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Reserve members

| Name of Governor | Governor Category |
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| Chair of the Committee | |
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| Clerk to the Committee | Jonathan Davis |
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| Quorum (minimum of 3, committee may determine higher number) | 3 |
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| Date Committee established | 8 Sep 14 |
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| SEF sections: There are no SEF sections allocated to this committee. |
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Appeals Committee School Policies

There are no policies allocated to the Appeals Committee

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| These terms of reference agreed by the Governing Body | 12 th September 2016, amended 5 th December 2016 to include standing committee members, amended 23 rd September 2019 to include committee members. Approved 16 Sep 23 |
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Pay Committee

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| <p>Purpose: To achieve the aims of the whole school pay policy in a fair and equal manner.</p> <p>Terms of Reference</p> <ul style="list-style-type: none">• Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document, giving due consideration to the Headteacher's recommendations.• Ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies• Consider the recommendations of the Headteacher's Performance Management Committee• To advise the Governing Body in broad terms of their decisions regarding pay.• To minute clearly the reasons for all <u>decisions</u>/ recommendations and report these to a full meeting of the Governing Body.• To recommend to the Governing Body the annual budget needed for pay. The Governing Body is constrained, in all cases, by the Delegated Budget. The Governing Body will, at all times, consider the immediate and future budgeting implications when setting pay structures/awards.• To keep abreast of relevant developments To work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations in relation to pay.• To refer to the School Teacher's Pay & Conditions Document• To carry out the allocated tasks in the Work Planner |
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Membership: 3. Disqualification: anyone who is employed to work at the school or related to a

member of staff

| Name of Governor | Governor Category |
|---------------------------------|-------------------|
| Vanessa Ojapah | Parent |
| Sarah Neary (Advisory capacity) | Head |
| Jamie Shah | Co-opted |
| Rohini Shah | Parent |

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| Chair of the Committee | Jamie Shah |
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| Clerk to the Committee | Jonathan Davis |
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| Quorum | 3 |
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| Date Committee established | Sep 11 |
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| Sections of SEF: there are no SEF sections allocated to this Committee |
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Pay Committee Policies

There are no policies allocated to this committee

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| These terms of reference agreed by the Governing Body | 18 Sep 23 |
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Headteacher Performance Management Committee

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| <p>Purpose: To achieve the aims of the whole school pay policy in a fair and equal manner.</p> <p>Terms of Reference</p> <ul style="list-style-type: none">• Seek to agree performance objectives with the Headteacher, relating to school leadership and management and pupil progress, taking account of the advice of the external adviser.• In default of agreement, set such performance objectives.• Review the performance of the Headteacher, taking into account the set performance management objectives.• Advise the Pay Committee of the outcome of the performance review in order to agree the Headteacher's pay award.• Ensure the Appraisal process is completed by 31st December• To carry out the allocated tasks in the Work Planner |
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Membership: 3. Disqualification: anyone who is employed to work at the school or related to a member of staff

| Name of Governor | Governor Category |
|---------------------------------|-------------------|
| Jain Sneha | Local Authority |
| Misha Upadhyaya | Co-opted |
| Sarah Neary (Advisory capacity) | Headteacher |

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| Chair of the Committee | Misha Upadhyaya |
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| Clerk to the Committee | |
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| Quorum | 3 |
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| Date Committee established | Sep 11 |
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Sections of SEF: there are no SEF sections allocated to this Committee

Headteacher Performance Management Committee Policies

There are no policies allocated to this committee

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| These terms of reference agreed by the Governing Body | 18 Sep 23 |
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Other Committees

Meetings of other Committees or working parties such as Grievance, Complaints and Discipline will be convened, if required, by the Clerk to the Governing Body. Membership will comprise of any three governors (excluding staff) who were not involved in the original decision making. Non-governing body members may be appointed, and/or a committee may be established as a joint committee with another school.

Issues will be considered in consultation with the LA and/or school's HR provider (as appropriate) and in line with the relevant Regulations and school policies and procedures.

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| These terms of reference agreed by the Governing Body | 18 Sep 23 |
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APPENDIX C:

CODE OF CONDUCT FOR THE GOVERNING BODY OF ELMGROVE PRIMARY SCHOOL AND NURSERY

The governing body of Elmgrove adopts the following principles:-

General

1. We have responsibility for setting out the school's strategic framework, ensuring all statutory duties are met, holding the Headteacher to account and overseeing the financial performance of the school.
2. We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
3. We accept that all governors have equal status, and although appointed or elected by different groups, our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all legal requirements.
6. We will encourage open government and shall be seen to be doing so.
7. We will consider carefully how our decisions may affect the wider community.
8. We will publish details of our governance arrangements, including the required information about governors and associate members on the school website.

Commitment

9. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
10. We will each involve ourselves actively in the work of the governing body, attend regularly, keep to agreed deadlines regarding meeting preparation and accept our fair share of responsibilities, including service on committees and working parties.
11. We will get to know the school well and respond to opportunities to involve ourselves in appropriate school activities.
12. We will act on our individual and collective needs for training and development.

Confidentiality

13. Where appropriate we will observe confidentiality regarding proceedings of the governing body in meetings and from our visits to school as governors.
14. We will observe complete confidentiality where required, in particular regarding matters concerning individual staff or pupils.
15. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

Conduct & Relationships

16. We will encourage all meeting attendees to express their views openly at meetings, and we will listen carefully. Disagreements and criticisms will be resolved professionally and without hostility.
17. We will seek to develop effective working relationships with our Headteacher, staff, parents, local authority and other relevant agencies and the community.
18. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
19. We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
20. We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the governing body, unless the principles of the Whistle Blowing Policy apply.

21. We will adhere to the school's safeguarding policies and procedures.
22. Our visits to school will be undertaken within the framework established by the governing body, in agreement with the Headteacher and staff.

APPENDIX D:

Roles of Nominated Governors

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To report to the Governing Body, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

| Area of Responsibility | Governor | Liaising with |
|------------------------|--------------|---------------------------------|
| Curriculum | | Claire Vessey / Claire El-Arifi |
| Finance / Budget | Jamie Shah | Cherise Cronk |
| Health and Safety | Vacancy | Cherise Cronk |
| IT | Vacancy | Cherise Cronk & Dawn Gardner |
| IT Shadow | | Cherise Cronk & Dawn Gardner |
| Literacy | Rohini Shah | Mr Paul Hewett |
| Maths | Toby Bownass | Cassie Wheeler |
| Maths shadow | | Cassie Wheeler |
| Pupil Premium | Jamie Shah | Dawn Gardner |
| Safeguarding | Vacancy | Dawn Gardner |
| SEND and Behaviour | Vacancy | Claire Vessey |
| Website and Compliance | | Sarah Neary |

The Role of the SEND Governor

1. The SEND Governor is appointed by the whole governing body.

The main function of the SEND Governor is to keep governors informed about the way the school manages its provision for SEND, so that the governing body can fulfil its legal responsibilities.

It is likely that a key contact for the SEND governor within the school will be the Special Educational Needs Co-ordinator (SENCO).

The responsibilities of the SEND Governor:-

- be informed about relevant SEND related legislation and that relating to the role of governing body;
 - liaise with the Inclusion Lead and Assistant Inclusion Lead about the school's procedures for identifying and supporting pupils with SEN;
 - with the assistance of the Inclusion Lead and Assistant Inclusion Lead and headteacher to monitor and evaluate the school's SEN provision;
 - to establish and maintain the governing body's regular consideration of SEND provision and its effectiveness;
 - to be aware of the arrangements the school has made to ensure regular communication with parents of SEND pupils;
 - to be an advocate for SEND when whole school issues are being considered;
 - attend governor training sessions to improve his/her effectiveness as a SEND Governor;
 - to represent the governing body on SEND matters.
2. The SEND Governor is in a particularly sensitive position as many people may not realise the distinctive different roles of headteacher and the governor. It is the headteacher's responsibility to manage the school and therefore SEND provision within the context of the strategic direction set by the governing body. Therefore it is not appropriate for SEND Governors to become involved with the case work relating to individuals, nor individual pupil progress.

These terms of reference agreed by the Governing Body 18 Sep 23

The Role of the Safeguarding Governor

This role will normally involve:

- ensuring, in liaison with the Headteacher/senior designated teacher, that the school has safeguarding policies and procedures in place. These should be reviewed and updated in line with the school's schedule of policies.
- to meet termly with the designated teacher for safeguarding to review a safeguarding case (selected at random).
- to carry out an annual safeguarding visit to the school (see Governors Visits Schedule for agenda items)
- ensuring that safeguarding is factored into account by Committee Chairs when decisions are being made
- ensuring that an annual item is placed on the governing body agenda to report on changes to child protection policy/procedures, the number of incidents/cases (without details or names) and the place of child protection issues in the school curriculum
- contributing to ensure any deficiencies in the school's safeguarding practices are addressed
- ensuring that appropriate child protection training is accessible for and is undertaken by the senior designated teacher and other staff, at appropriate intervals (ie recommend every 2 years);
- liaison (with due regard for issues of confidentiality) with the Headteacher/senior designated teacher re allegations of child abuse

- liaison with the Education Services Directorate, Social Services Directorate and the Police in relation to allegations of abuse made against the Headteacher, including attendance at strategy meetings. This responsibility rests with the chair of governors only. (Where another member of the governing body carries the role of Child Protection Governor, their responsibility is to ensure that all school staff are aware of the existence of the relevant procedures in respect of allegations against staff)
- attendance at training for designated governors.

These terms of reference agreed by the Governing Body

18 Sep 23

The Role of the Health & Safety Governor

This role will normally involve:

- finding out about current policy and practice for H & S.
- validating that the school complies with legislation and follows best practice in the management of health and safety.
- making sure that adequate health and safety resources are available to meet health and safety requirements.
- validating that staff and students are not exposed to unacceptable risks, and that significant risks are adequately controlled.
- making sure that monitoring procedures are in place for health and safety, either through direct observation or via discussions during the governors' meetings.
- validating, in liaison with the Headteacher/senior designated teacher, that the school has a Health & Safety policy, Evacuation Procedures and Risk Assessments in place. These should be reviewed and updated in line with the school's schedule of policies.
- reviewing the accident and incident records annually.
- validating that all staff are given basic health and safety information about their workplace.
- validating that supply teachers and other temporary employees are informed of emergency procedures, risk assessments that are in place for their subject, and about systems for reporting accidents, near-misses and defects.

These terms of reference agreed by the Governing Body

18 Sep 23

The Role of the EYFS Governor

This role will normally involve:

- finding out about current policy and practice for the teaching in EYFS
- ensuring that the EYFS provision is reviewed at least annually
- finding out about current policy and practice for teaching in EYFS
- supporting and promoting the involvement of parents in EYFS

These terms of reference agreed by the Governing Body

18 Sep 23

The Role of the IT Governor

This role will normally involve:

Strategy and accountability

- Ensuring the school has a clear IT vision and policies which anticipate the technology and skills needs of the future and which best address the needs of pupils, staff, pupils and parents;
- Provide input to and support monitoring of the Data Protection Policy;
- comment on and contribute to the development of the IT development plan with the SLT; engage in discussion about the targets for IT, seeking to ensure that they are challenging as well as achievable;
- evaluating the performance of the school's technical support provider and how they work in partnership with the school to develop IT;
- with the IT Manager, ensure the school website content conforms to protect pupil and staff anonymity, security and intellectual property rights of contributors;
- ensure the school reports developments in IT to parents.

On-line Safety:

- Ensure the school provides online protection for anyone using school IT equipment
- Provide input to and support monitoring of the Online Safety Policy
- Ensure there is an education programme for staff and children
- Consider information provided to parents; information shared on website
- Promote activity around Safer Internet Day (February), Anti-Bullying week (November) or other school supported events

Resourcing:

ensure the governing body has a 3 – 5 year investment plan, to enable the school's IT resources to contribute to increasing levels of achievement and attainment;

ensure that discussions and decisions about IT resources are based on school improvement criteria, contribute to improving the school's existing resources and have regard for Best Value principles;

with the IT Manager and School Business Manager, provide a regular updated assessment of the school's IT resources to the governing body, including content, connectivity, telephones, maintenance, computers, associated equipment;

help the governing body to understand and evaluate the impact of those resources on learning and the management of learning (perhaps by using the Self Review Framework (SRF) from Becta (British Educational Communications and Technology Agency)).

The Role of the Maths Governor

This role will normally involve:

The purpose of the school's numeracy policy/action plan is to raise standards of numeracy in the school. The numeracy link governor helps to ensure that numeracy issues remain high on the school's agenda and will support and assist the governing body to have a better understanding and knowledge of the numeracy policy/action plan within the school. The role includes:

- being familiar with the National Curriculum and keeping informed of any local initiatives;
- being aware of how to implement numeracy across the curriculum;
- understanding how numeracy is assessed, recorded and reported in the school (including the national numeracy tests)
- being aware of the budget available for maths within the school and monitoring its effective use / use of resources etc;
- knowing what "catch up" programmes for maths are available for schools to use;
- meeting as and when required, by appointment, with the designated member of staff for numeracy (in accordance with the Governor Visits to Schools policy);
- supporting the school's Maths Strategic Lead so they can achieve the school's numeracy targets;
- review, monitor and evaluate the impact of the activities within the school's maths action plan (if appropriate);
- reporting to the governing body on the effectiveness of the school's maths action plan;
- attending in-service training course (INSET day) if relevant to maths;
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.

The Role of the Literacy Governor

This role will normally involve:

The purpose of the school's literacy policy/action plan is to raise standards of literacy, reading and writing in the school. The literacy link governor helps to ensure that literacy issues remain high on the school's agenda and will support and assist the governing body to have a better understanding and knowledge of the literacy policy/action plan within the school. The role includes:

- being familiar with the National Curriculum and keeping informed of any local initiatives;
- being aware of how to implement literacy across the curriculum;
- understanding how literacy is assessed, recorded and reported in the school (including the national reading tests);
- being aware of the budget available for literacy within the school and monitoring its effective use/use of resources etc;
- knowing what "catch up" programmes for literacy are available for schools to use;

- meeting as and when required, by appointment, with the designated member of staff for literacy (in accordance with the Governor Visits to Schools policy);
- supporting the school's literacy co-ordinator so they can achieve the school's literacy targets;
review, monitor and evaluate the impact of the activities within the school's literacy action plan (if appropriate);
- reporting to the governing body on the effectiveness of the school's literacy action plan;
attending in-service training course (INSET day) if relevant to literacy;
- keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.

These terms of reference agreed by the Governing Body

18 Sep 23