



**Elmgrove Primary School
& Nursery
Governing Body Standing Orders
2026 – 2027**

(Version 2. Revised Aug 26)

Background

2. Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
3. While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our;
 - 3.a. business is conducted efficiently and
 - 3.b. rules are applied consistently and fairly.
4. 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.

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

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

Governing Body Constitution and Membership

6. 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)
7. All governors are asked to complete a skills audit which;
 - 7.a. informs future appointments and
 - 7.b. helps identify our training and development needs.
8. The governing body will;
 - 8.a. review its skills and representation annually and
 - 8.b. agree a strategy for recruiting any vacancies.

9. 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:
 - 9.a. **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”.
 - 9.b. **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”.
10. **Procedure for co-options:**
 - 10.a. Candidates will be;
 - 10.a.i. asked to provide a statement outlining the contribution they would make to the effective governance and success of the school,
 - 10.a.ii. required to meet with the Headteacher and chair (or other governor should there be a conflict of interest).
 - 10.b. A written work / personal reference will be taken up by the School.
 - 10.c. A decision on co-option will be made at a quorate meeting of the full governing body.
 - 10.d. The agenda for the meeting should include;
 - 10.d.i. ‘Appointment of a co-opted governor’ as a separate item,
 - 10.d.ii. the names of candidates with copies of their statements circulated with papers in advance.
 - 10.e. 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.
11. **Procedure for Local Authority governor appointments.**
 - 11.a. On notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee.
 - 11.b. 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.
 - 11.c. The agenda for the meeting will include;
 - 11.c.i. ‘Appointment of an LA governor’ as a separate item,
 - 11.c.ii. the names of candidates with relevant supporting information circulated in advance.
 - 11.d. Appointments will be subject to an enhanced criminal records certificate (DBS). (School Governance (Constitution & Federation (England) Amendments 2016 refer); and must be taken up within 21 days of appointment.

12. **Elected governors.**

12.a. Elections for staff and parent governors will be organised and administered by the School.

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

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

13. 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.

14. 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; this will be four years from the date of election.

15. 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 at the first, quorate, meeting of the FGB following the end of the previous term of office.

Election Procedures

16. 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 meeting.

17. The clerk to governors will invite nominations in advance of an election date.

18. The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items, names of candidates will appear on the agenda.

19. Where there are no advance nominations the clerk will invite nominations at the meeting.

20. Candidates will be invited to make a short statement before withdrawing.

21. Voting will be by a 'show of hands' unless a governor/s requests a secret ballot.

22. The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

23. 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.

Functions of the Clerk (Part 3 Reg 11)

24. The governing body must appoint and have regard to advice from the clerk on the exercise of its functions.

25. The clerk must not be a governor or the Headteacher but, 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.

26. The clerk is responsible for;

26.a. ensuring the efficient functioning of the governing body,

26.b. convening meetings of the governing body,

- 26.c. issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors,
- 26.d. attending governing body meetings; producing draft minutes for agreement by the chair within seven days of the meeting,
- 26.e. ensuring that minutes are agreed and signed by the chair at the next meeting,
- 26.f. maintaining a register of governors and associate members and reporting vacancies,
- 26.g. maintaining a record of governor attendance at meetings & reporting on non-attendance to the governing body,
- 26.h. maintaining a register of governors' business and other interests,
- 26.i. monitoring the progress of work being undertaken by committees and individuals,
- 26.j. ensuring the Standing Orders & Terms of Reference are kept under review,
- 26.k. producing, in consultation with the Chair and Headteacher, an Annual Governance Work Planner,
- 26.l. producing, in consultation with the Chair and Headteacher an annual programme of governor visits,
- 26.m. providing advice to the governing body on the exercise of its functions,
- 26.n. reasonable additional administrative support for governing body functions by agreement.

Meetings and Proceedings (Part 4 Regs 12 – 16)

- 27. The number of full-governing body meetings per annum will be 10 (minimum of 8).
- 28. The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.
- 29. Meetings are convened by the clerk.
- 30. 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.
- 31. The agenda will be prepared by the clerk in consultation with the Chair and Headteacher.
- 32. 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.
- 33. 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.

Any Other Business (AOB)

- 34. AOB will appear as the final item on the agenda and / or raised at the beginning of the meeting.
- 35. 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).
- 36. In general only "for information" items will be accepted; issues which require a report or decision

should not be dealt with as AOB.

37. The quorum for a meeting of the governing body is one half (rounded up) of the membership of the governing body excluding vacancies.

38. 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.

Absence / Apologies

39. A governor will cease to hold office if s/he is absent from all meetings over six months, calculated from the date of the first missed meeting.

40. 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.

41. If an absent governor wishes to remain on the governing body s/he should inform the clerk of this fact in writing, the governing body will decide whether or not to agree his / her continuation at their next meeting.

42. 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.

43. The governing body will receive, and note, a report on any decision which it has delegated to a committee or an individual.

44. The requirement to be present at FGB meetings means that proxy voting or voting in advance of a meeting is not permitted; it is important that governors are present to hear and engage in debate before casting their vote.

45. 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.

46. The following people are entitled to attend a meeting of the governing body;

46.a. governors,

46.b. the Headteacher,

46.c. the clerk and

46.d. such other persons as the governing body may determine.

47. 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.

Minutes and Papers

48. Draft minutes will be sent by the clerk to the chair and Headteacher to be checked within seven days of the meeting.

49. Once agreed the draft minutes will be uploaded to Governor Hub.

50. Approved Minutes will be marked as signed on GovernorHub.

51. 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.

52. 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.
53. The clerk will log all correspondence to the governing body and may allocate it to an appropriate individual / committee.
54. Correspondence will either be dealt with at the next FGB meeting or that meeting will receive a report from whoever has dealt with the issue.
55. 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

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

56. The governing body has adopted a Code of Conduct for Governors (attached Appendix C)
57. 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.
58. 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.

Delegation Arrangements (Regulation 18, 19 and 20)

59. The governing body may delegate many of its functions to a committee, an individual governor or to the Headteacher, Delegation arrangements must be reviewed annually.
60. Delegation arrangements agreed by this governing body are:
 - 60.a. Financial Delegations (filed on GovernorHub).
 - 60.b. Statutory policies and documents detailed on the schedule of statutory policies
61. The delegation of the functions as described in the terms of reference for the individual committees as detailed above.
62. Roles of Nominated Governors are attached Appendix D.
63. No action may be taken by an individual governor unless;
 - 63.a. authority to do so has been delegated formally and recorded or
 - 63.b. it is taken under Chair's Action in an emergency.
64. The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.

Staff Appointments

- 65. The delegation arrangements for all staff appointments is with the headteacher with the following exceptions;
 - 65.a. Deputy Headteacher. Headteacher with governor representation.
 - 65.b. Headteacher. Arrangements to be made by the FGB.
- 66. The governing body will adopt procedures set out in relevant policies for the following;
 - 66.a. Staff grievance, conduct and discipline, capability, suspension or dismissal,
 - 66.b. Salary appeals,
 - 66.c. Headteacher appraisal, Exclusions and
 - 66.d. Complaints.

Committees (Part 5 Regulations 21 – 26)

- 67. 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;
 - 67.a. Appeals,
 - 67.b. Pay and
 - 67.c. Headteacher's Performance Management (Terms of Reference are attached at Appendix B).
- 68. The governing body determines the constitution, membership and terms of reference of any committee and working party and will review these annually.

Associate Members

- 69. An Associate Member is a person who is appointed by the governing body as a member of any committee but who is not a governor.
- 70. The governing body will decide if an Associate Member has voting rights on the committee.
- 71. An Associate Member 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.
- 72. The governing body has agreed that candidates will be;
 - 72.a. asked to provide a statement outlining the contribution they can make to a particular committee and
 - 72.b. required to meet with the Headteacher and chair.
- 73. A decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body.
- 74. The agenda for the meeting will include 'Appointment of an Associate Member to the committee'.
- 75. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance.
- 76. 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.

Governors' Allowances (Part 6 Regs 27 – 30)

77. 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).

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

78. A governor must declare an interest, direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue.
79. Candidates for appointment or election must also withdraw and not vote.
80. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff.
81. If there is a dispute about whether a person should withdraw the Chair will decide on the matter
82. Members of staff will be asked to withdraw if the appointment of their successor is being discussed
83. Declaration of Interests will be a standard item on governing body and committee agendas.
84. A Register of Business Interests has been established and is available to view on the School website.

Agreed at the FGB meeting held on: _____

Signature of Chair of Governing Body: _____

Name of Chair of Governing Body (Print name): _____

Date signed: _____

Appendix A: Instrument of government

1. The name of the School is Elmgrove Primary School and Nursery.
2. The School is a Community School.
3. The name of the governing body is 'The Governing Body of Elmgrove Primary School and Nursery'
4. The Governing Body shall consist of:
5. Three parent governors.
6. One LA governor.
7. One staff governor.
8. One Headteacher.
9. Six co-opted governors
10. The total number of governors is 12.
11. This Instrument of Government comes into effect on 1 May 2018.
12. This Instrument was made by order of Harrow Local Authority on 1 May 2018..
13. A copy of this instrument must be supplied to;
14. Every member of the Governing Body (and the Headteacher if not a governor).
15. Any trustee.
16. To the appropriate religious body.

Appendix B: The Governing Body

1. In exercising their functions the governing body will;
 - 1.a. act with;
 - 1.a.i. integrity,
 - 1.a.ii. objectivity & honesty and
 - 1.a.iii. in the best interests of the school;
 - 1.b. be open about the;
 - 1.b.i. decisions they make and
 - 1.b.ii. actions they take and
 - 1.c. be prepared to explain their decisions & actions to interested parties to;
 - 1.c.i. ensure the effective and efficient management of the school's financial resources,
 - 1.c.ii. 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, pupil needs and legal requirements and
 - 1.c.iii. ensure that safeguarding is considered when decisions are made by the committees / working party

Terms of Reference

General

2. To fulfil responsibilities in relation to the management of safeguarding (Current edition of Keeping Children Safe in Education).
3. To agree constitutional matters, including procedures where the Governing Body has discretion.
4. To appoint or remove the Chair, Vice Chair or Clerk.
5. To establish the committees of the Governing Body, their membership, their terms of reference and functions.
6. To decide which functions of the Governing Body will be delegated to committees, groups and individuals.
7. To review, annually, the delegation of functions and committee structure.
8. To appoint and / or remove the Chair and Clerk of any committee / working party
9. To;
 - 9.a. recruit new members as vacancies arise and
 - 9.b. appoint new governors where appropriate.
10. To organise induction, support and training for governors.
11. To ensure at least three governors are appointed and trained to complete the Headteacher's Appraisal.

12. To review and amend as appropriate the stated statutory policies for approval by the Governing Body.
13. To review and adopt staff disciplinary, conduct and grievance procedures.
14. To;
 - 14.a. approval of the Annual Budget,
 - 14.b. authorise the three-year financial plan and
 - 14.c. set financial priorities through the School Development Plan.
15. To contribute to, review and monitor the School Development Plan.
16. To contribute to and review the school's Self Evaluation Framework.
17. To review the level of exclusions.
18. To monitor attendance of pupils / staff / governors.
19. To ensure that at least one member of the selection panel at interviews is trained in safer recruitment.
20. To ensure functions, duties & processes related to the appointment of a selection panel for Headteacher or Deputy Headteacher vacancies are known and followed.
21. To receive reports from members of staff about matters relating to any of the issues listed in the Terms of Reference.
22. To contribute to, monitor and evaluate relevant parts of the;
 - 22.a. Self Evaluation Framework (SEF),
 - 22.b. School Development Plan (SDP) and
 - 22.c. policies allocated to them, reporting or making recommendations.
23. To;
 - 23.a. consider recommendations from relevant external reviews e.g. audit, Ofsted or LA review,
 - 23.b. agree the actions needed to address any issues identified and
 - 23.c. monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations.
24. To consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body
25. To carry out and complete allocated tasks in the Work Planner

Curriculum & Achievement

26. To ensure that safeguarding is considered when decisions are made by the committee / working party.
27. To ensure that the National Curriculum is taught to all pupils.
28. To determine an appeal made by a parent for a pupil's temporary withdrawal from part of the National Curriculum.

29. To monitor the quality of teaching and learning.
30. To agree the school's pupil performance targets.
31. To;
 - 31.a. monitor school based, local and national performance data and reports (eg School Improvement Partner report).
 - 31.b. evaluate attainment and
 - 31.c. analyse the performance of different groups and subjects
32. To monitor the;
 - 32.a. provision for progress and attainment of vulnerable groups and
 - 32.b. effectiveness of any intervention strategies.
33. To ensure the school fulfils its responsibilities for pupils with special educational needs and with disabilities.
34. To determine;
 - 34.a. 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,
 - 34.b. the responsible person (Deputy HT and named governor) for Safeguarding and
 - 34.c. monitor and evaluate the range and the impact of extended activities on pupil learning
35. To monitor the overall effectiveness of the Early Years Foundation Stage, including;
 - 35.a. welfare outcomes,
 - 35.b. quality of provision and
 - 35.c. the effectiveness of leadership.
36. To agree any changes to school session times
37. To consider community links and community use of the school.
38. To take appropriate action on any other relevant matter.

Finance

39. To oversee school finances, ensuring that the School;
 - 39.a. operates within the financial regulations of the LA,
 - 39.b. complies with any statutory requirements,
 - 39.c. responds to any issues arising from the audit of the school's accounts and
 - 39.d. consistently gets value for money.
40. To oversee the School Financial Value Standard (SFVS).
41. To keep under review the Financial Scheme of Delegation including;
 - 41.a. the level of delegation to the Headteacher for the day-to-day financial management of the school and

- 41.b. the consideration of any recommendations for change.
- 42. To;
 - 42.a. monitor the budget (and any other devolved funds) and
 - 42.b. ensure a termly report to the Governing Body with an evaluation of the use of resources and any appropriate recommendations.
- 43. To approve service level agreements.
- 44. To determine and review the charging policy for school activities.

Premises

- 45. To oversee maintenance and development of the school site & premises and ensure that necessary Health & Safety checks and assessments are carried out and prioritised for action.
- 46. Staffing
- 47. To ensure the school complies with the latest requirements in relation to safer recruitment and safeguarding procedures.
- 48. To review the whole school pay policy to take account of local and national developments, ensuring that;
 - 48.a. all principles of good and fair employment practice are adhered to,
 - 48.b. staff and trade unions are consulted and
 - 48.c. legal requirements fulfilled; make appropriate recommendations to the governing body
 - 48.d. To ensure the adoption and implementation of staffing policies and procedures,
 - 48.e. To agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the School Development Plan
 - 48.f. Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group
 - 48.g. To monitor the impact of equalities and diversity policies on staff recruitment and retention.

Membership and Appointments

- 49. Records of membership and appointments will be recorded and updated on Governor Hub.
- 50. Quorum. Quorum will be one half of the number of Governors (In Post) rounded up.
- 51. FGB Policies & Documents. The policies identified in the Annual Work Planner will be reviewed in line with extant regulations:

Sections of SDP

- 52. The Governing Body will oversee the delivery of the SDP:
 - 52.a. Leadership and Management.
 - 52.b. Quality of Education.
 - 52.c. Behaviour and Attitudes
 - 52.d. Personal Development.

Appendix C: Appeals Committee

Terms of Reference

1. To consider any appeal against matters relating to **pay**.
2. To consider any appeal against a decision to **dismiss** a member of school staff.
3. 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**
4. To consider any appeal by school staff against selection for **redundancy**
5. To consider appeals against **exclusions**.
6. To make any decision under the Governing Body's **Complaints** Procedure.
7. To make any decision under the Governing Body's Leave of Absence Appeal Procedure
8. Membership Disqualification
9. Head.

Meetings

10. Meetings will be convened, if required, by the Clerk to the Governing Body.
11. Appeals and complaints will be considered in;
 - 11.a. consultation with the LA and / or school's HR provider (as appropriate) and
 - 11.b. line with the relevant Regulations and school policies and procedures.
12. Only the issue(s) giving rise to the appeal will be considered by the Committee.
13. 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

14. Membership will comprise of four governors.
15. Membership and appointments will be recorded on GovernorHub.

Quorum

16. Quorum will be three governors.

SEF Sections

17. There are no SEF sections allocated to this committee.

School Policies

18. There are no policies allocated to the Appeals Committee

Appendix D: Pay Committee

Purpose

1. To achieve the aims of the whole school pay policy in a fair and equal manner.

Terms of Reference

2. To 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.
3. To ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies.
4. To consider the recommendations of the Headteacher's Performance Management Committee.
5. To advise the Governing Body in broad terms of their decisions regarding pay.
6. To;
 - 6.a. minute clearly the reasons for all decisions / recommendations and
 - 6.b. report these to a full meeting of the Governing Body.
7. 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.
8. To keep abreast of relevant developments.
9. To work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations in relation to pay.
10. To refer to the School Teacher's Pay & Conditions Document.
11. To carry out the allocated tasks in the Work Planner.

Membership Disqualification

12. Anyone who is employed to work at the school or related to an employee.

Membership

13. Membership will comprise of three governors plus the Head.
14. Membership and appointments will be recorded on GovernorHub.

Quorum

15. Quorum will be three governors.

SEF Sections

16. There are no SEF sections allocated to this committee.

School Policies

17. There are no policies allocated to the Appeals Committee

Appendix E: Head's Performance Management Committee

Purpose

1. To manage the Head's Performance.

Terms of Reference

2. To 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.
3. To review the performance of the Headteacher, taking into account the set performance management objectives.
4. To advise the Pay Committee of the outcome of the performance review in order to agree the Headteacher's pay award.
5. To ensure the Appraisal process is completed by 31 Dec.
6. To carry out the allocated tasks in the Work Planner.

Membership

7. Disqualification. Anyone who is employed to work at the school or related to a member of staff.
8. Membership will comprise of three governors.
9. Membership and appointments will be recorded on GovernorHub.

Quorum

10. Quorum will be three governors.

SEF Sections

11. There are no SEF sections allocated to this committee.
12. School Policies
13. There are no policies allocated to the Appeals Committee

Appendix F: Other Committees

Meetings

1. 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

2. Membership will comprise of any three governors (excluding staff) who were not involved in the original decision making.
3. Non-governing body members may be appointed, and/or a committee may be established as a joint committee with another school.
4. 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.

Appendix G: Code of conduct for the Governing Body of Elmgrove Primary School and Nursery

Principles

1. The governing body of Elmgrove adopts the following principles:
 - 1.a. 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.
 - 1.b. We recognise that our Headteacher is responsible for the implementation of policy, management of the school and the implementation and operation of the curriculum.
 - 1.c. 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.
 - 1.d. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
 - 1.e. 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.
 - 1.f. We will encourage open government and shall be seen to be doing so.
 - 1.g. We will consider carefully how our decisions may affect the wider community.
 - 1.h. We will publish details of our governance arrangements, including the required information about governors and associate members on the school website.

Commitment

2. We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
3. 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.
4. We will get to know the school well and respond to opportunities to involve ourselves in appropriate school activities.
5. We will act on our individual and collective needs for training and development.

Confidentiality

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

Conduct & Relationships

9. 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.
10. We will seek to develop effective working relationships with our Headteacher, staff, parents, local authority and other relevant agencies and the community.
11. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
12. We will only speak or act on behalf of the governing body when we have been specifically authorised to do so.
13. 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.
14. We will adhere to the school's safeguarding policies and procedures.
15. Our visits to school will be undertaken within the framework established by the governing body, in agreement with the Headteacher and staff.

Appendix G: Roles of Nominated Governors

Introduction

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

Terms of Reference

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

Nominated governors and school contacts

7. Nominated governor roles will be recorded on GH.

SEND Governor

8. The SEND Governor is appointed by the whole Governing Body.
9. 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.
10. It is likely that a key contact for the SEND governor within the school will be the Special Educational Needs Co-ordinator (SENCO).

Responsibilities

11. The responsibilities of the SEND Governor;
 - 11.a. to be informed about relevant SEND related legislation and that relating to the role of governing body;
 - 11.b. to liaise with the Inclusion Lead and Assistant Inclusion Lead about the school's procedures for identifying and supporting pupils with SEN;
 - 11.c. with the assistance of the Inclusion Lead and Assistant Inclusion Lead and headteacher to monitor and evaluate the school's SEN provision;
 - 11.d. to establish and maintain the governing body's regular consideration of SEND provision and its effectiveness;
 - 11.e. to be aware of the arrangements the school has made to ensure regular communication with parents of SEND pupils;
 - 11.e.i. to be an advocate for SEND when whole school issues are being considered;
 - 11.e.ii. attend governor training sessions to improve his / her effectiveness as a SEND Governor;

- 11.e.iii. to represent the governing body on SEND matters.

Awareness

12. The SEND Governor is in a particularly sensitive position as many people may not realise the distinctive different roles of headteacher and the governor.
13. 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; it is not appropriate for SEND Governors to become involved with the case work relating to individuals, nor individual pupil progress.

Safeguarding Governor

14. This role will normally involve:
- 14.a. 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;
 - 14.b. meeting 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);
 - 14.c. ensuring that safeguarding is factored into account by Committee Chairs when decisions are being made;
 - 14.d. ensuring that an annual item is placed on the governing body agenda to report on;
 - 14.d.i. changes to child protection policy / procedures,
 - 14.d.ii. the number of incidents / cases (without details or names) and
 - 14.d.iii. the place of child protection issues in the school curriculum,
 - 14.e. contributing to ensure any deficiencies in the school's safeguarding practices are addressed;
 - 14.f. 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);
 - 14.g. liaising (with due regard for issues of confidentiality) with the Headteacher / senior designated teacher re allegations of child abuse;
 - 14.h. liaising 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;
 - 14.i. ensuring all school staff are aware of the existence of the relevant procedures in respect of allegations against staff and
 - 14.j. attending training for designated governors.

Health and Safety Governor

15. This role will involve;
- 15.a. finding out about current policy and practice for H & S;
 - 15.b. validating that the school complies with legislation and follows best practice in the

- management of health and safety;
- 15.c. making sure that adequate health and safety resources are available to meet health and safety requirements;
- 15.d. validating that staff and students are not exposed to unacceptable risks, and that significant risks are adequately controlled;
- 15.e. making sure that monitoring procedures are in place for health and safety, either through direct observation or via discussions during the governors' meetings.
- 15.f. validating, in liaison with the Head / Senior Teacher, that the School has the following in place:
 - 15.f.i. Health & Safety Policy.
 - 15.f.ii. Evacuation Procedures.
 - 15.f.iii. Risk Assessments.
- 15.g. ensuring the relevant policies are reviewed regularly.
- 15.h. reviewing the accident and incident records annually;
- 15.i. validating that all staff are given basic health and safety information about their workplace;
- 15.j. validating that supply teachers and other temporary employees are informed of;
 - 15.j.i. emergency procedures,
 - 15.j.ii. risk assessments that are in place for their subject, and
 - 15.j.iii. about systems for reporting accidents, near-misses and defects.

IT & Cyber Security Governor

- 16. This role will involve.
 - 16.a. ensuring the school has a clear IT vision and policies which;
 - 16.b. anticipate the technology and skills needs of the future and
 - 16.c. best address the needs of pupils, staff, pupils and parents;
- 17. providing input to and support monitoring of the Data Protection Policy;
- 18. commenting on, and contributing to, the development of the IT development plan with the SLT including engaging in discussion about the targets for IT, seeking to ensure that they are challenging as well as achievable;
- 19. evaluating the performance of the school's technical support provider and how they work in partnership with the school to develop IT;
- 20. with the IT Manager, ensuring the school website conforms to protect pupil and staff anonymity, security and intellectual property rights of contributors;
- 21. ensuring the school reports developments in IT to parents.
- 22. On-line Safety;
 - 22.a. ensuring the school provides online protection for anyone using school IT equipment;

- 22.b. providing input to, and support, monitoring of the Online Safety Policy including appropriate filtering software;
- 22.c. ensuring there is an education programme for staff and children;
- 22.d. considering information provided to parents; information shared on website;
- 22.e. promoting activity around;
 - 22.e.i. Safer Internet Day (February);
 - 22.e.ii. Anti-Bullying week (November) or
 - 22.e.iii. other school supported events
- 23. Resourcing;
 - 23.a. ensuring 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;
 - 23.b. ensuring that discussions and decisions about IT resources are;
 - 23.b.i. based on school improvement criteria,
 - 23.b.ii. contribute to improving the school's existing resources and
 - 23.b.iii. have regard for Best Value principles;
 - 23.c. with the IT Technician and School Business Manager, providing a regular updated assessment of the school's IT resources to the governing body, including content;
 - 23.c.i. connectivity,
 - 23.c.ii. telephones,
 - 23.c.iii. maintenance,
 - 23.c.iv. computers and
 - 23.c.v. associated hardware / equipment;

Curriculum Governors

- 24. The purpose of the school's curriculum governors is to raise standards by;
 - 24.a. challenging and supporting senior staff and subject specialists / leads,
 - 24.b. monitoring the suitability and delivery of the curriculum and
- 25. The curriculum link governors help to
 - 25.a. ensure that subjects are given adequate time and resources to reflect their position on the curriculum ie base subjects and foundation subjects and
 - 25.b. support and assist the governing body to have a better understanding and knowledge of the curriculum policies / action plans within the school.
- 26. The roles include;
 - 26.a. being familiar with the National Curriculum and keeping informed of any local initiatives;
 - 26.b. being aware of how to implement particular subjects across the curriculum;
 - 26.c. understanding how subjects are assessed, recorded and reported in the school eg SATs and internal assessment.

- 26.d. being aware of the budget available for subjects within the school and monitoring effective use / use of resources etc;
- 26.e. knowing what subject “catch up” programmes or interventions are available for the school to use;
- 26.f. meeting as and when required, by appointment, with the designated member(s) of staff (in accordance with the Governor Visits to Schools policy);
- 26.g. reviewing, monitoring and evaluating the impact of the activities within the school’s action plan (if appropriate);
- 26.h. reporting to the governing body on the effectiveness of the school’s subject action plans;
- 26.i. attending in-service training course (INSET day) if relevant and
- 26.j. keeping knowledge up to date by attending relevant governor training courses run by the Local Authority.