

St Marks (Church of England Aided) Primary School

Standing Orders

The Governance Handbook, and the Statutory Instrument ‘The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013’ which regulates and directs how all schools are governed, now refers to all Governing ‘Bodies’ and ‘Boards’ as ‘Boards’ with ‘FGB’ referring to ‘Full Governing Boards’. Other Government and County documents have reference to Boards and Bodies, whilst referring to the same governing body. Accordingly all references to ‘Governing Boards’ refers equally to ‘Governing Bodies’, and the word ‘Board’ and ‘Body’ are interchangeable.

The Standing Instructions are based on the requirements as laid down in the Governance Handbook, the contents of which are governed by the Statutory Instruments created under various Education Acts. In the event of ambiguity, the law as laid down in the Education Acts and the accompanying Statutory Instruments takes precedence over these Standing Orders.

1. Membership

- The governing body will ensure it has sufficient governors to undertake its duties effectively. The statutory requirement is for a minimum of 50% of governors in post to form a quorum, provided that it maintains the minimum quorum for a full governing board meeting of not less than 4 (which must include a majority of Foundation governors).
- All governors will be appointed for a 4 year term of office.
- The governing body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.
- The governing body will be proactive in recruiting governors whose appointment is their responsibility (Staff/Parent/Co-Opted/LA).
- The governing body will work with Immanuel Parochial Church Council (PCC) in recruiting new Foundation governors, (for whom the responsibility for nomination rests with the PCC, with appointment being the responsibility of the Winchester Diocese).
- The governing body will seek to recruit those people with the relevant skills and experience needed to strengthen the board whilst looking to maintain strong stakeholder representation from the local community.

2. Election of chair and vice-chair

Any changes to the governing board’s arrangements for elections in these standing orders will be made in advance of any election.

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- The chair and vice chair will be elected for one year and their term of office will end on the day before the first full governing board meeting of the academic year. (This meeting is normally held in September).
- Candidates should self-nominate and do so in time to have their name included on the agenda for the meeting at which the election of officers will take place (i.e no later than 7 days before the date of the meeting).. Self-nomination at the meeting will only be accepted if no one has put themselves forward on the agenda.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- The clerk will conduct the election (if required) of the chair. The Chair will conduct other elections.
- In the event of a tied vote for the Chair, the Foundation governors present at the meeting will decide on the winner by separate vote of the Foundation Governors only, with the Ex-Officio Foundation Governor having a casting vote in the event of a further tied vote.
- In the event of a tied vote for other elections, the Chair has the casting vote.
- Where an election is contested voting will be by secret ballot of those present at the meeting where the vote is taking place. (A vote is not required if there is only one candidate for a post, the candidate being automatically elected to the post.)
- In the absence of any nomination for Vice Chair prior to or at the first full governing board meeting of the academic year, the Chair may appoint one or more governors to undertake the role of the Vice Chair.

3. Appointment of the clerk to the governing body

- The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice.
- The governing body will arrange for the clerk to discuss their role with the chair of governors on an annual basis.
- The governing body will support the clerk in their continuing professional development, by enabling them to participate in the clerks' accreditation programme, the clerks' development programme, support meetings and inviting them to attend whole governing body training.

4. Meetings

- An annual calendar of dates for main and committee meetings will be set and published early in each academic year

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- The governing body will plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
- The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed. A statutory minimum of 3 meetings per year is required, however, it is expected that a meeting of the Full Governing Body will be held each half term making 6 meetings per annum.
- Meetings will focus the work of the governing board on its three core functions and provide evidence that it is monitoring progress and evaluating outcomes across the school, to ensure that the school improvement plan is successfully implemented, as well as meeting its statutory responsibilities.
- Governors will circulate and receive relevant information sufficiently in advance of meetings to enable informed discussion to take place and sound decisions to be made. (Agenda and supporting papers will be sent out in accordance with statutory requirements which is normally at least seven days prior to the scheduled date of the relevant Full Governing Body or committee meeting. Where, exceptionally, circumstances dictate that seven days notice is not possible, agendas and supporting papers will be sent out as early as possible prior to the meeting). Notice of meetings, agendas and supporting papers will be sent by electronic methodology to the last email addresses advised to the clerk.
- Governors will read all relevant information forwarded to them so that they can effectively contribute during the meeting by providing support and appropriate challenge though the questions they ask.
- The submission of apologies should not be taken as the governing body giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will considered on its own merits.
 - Consent for absence may be granted by the governing body in advance on request from governors who know they will be unable to attend meetings for an extended period.
 - Where a governor's pattern of attendance is causing concern they will be alerted to this by the clerk or chair.
- The governing board will aim to complete each full governing board meeting within two hours and committee meetings within 1½ hours. Should the time limit be reached, remaining business may be held over to the following meeting.
- If there is a particular issue which may need considerable discussion and debate, consideration will be given to holding a separate meeting exclusively for this item – at a mutually agreed date and time allowing for adequate notice to be given and papers to be distributed.

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- Any additions to the published FGB agenda (any other business section) will only be dealt with if agreed by the body at the beginning of the meeting, and only on an exceptional basis.

5. Governing body organisation

a) Committee structure

- The governing body will operate a two committee structure
 - Personnel and Pay (including Head Teacher review sub-committee).
 - Finance and Environment

NB: Curriculum and standards matters will be discussed **at** and agreed by the Full Governing Body

- Subject to statutory regulations, the governing body will set up staff dismissal and appeal, pupil discipline, and admissions committees which will meet as and when required.
- Other committees and working parties will be set up as and when required.
- The governing body is required, on an annual basis to:
 - review the constitution and membership of its committees
 - review the terms of reference of its committees – this task will be undertaken by the committees at their first meeting of the academic year and brought to the governing board for ratification
 - set the quorum for its committees (to be included in the terms of reference, and always to require attendance of the Head Teacher or their representative, plus at least one Foundation governor). A minimum quorum is three to include a Foundation governor.
- Committees will elect their own chair annually, who will not be a member of staff or an associate member.
- Governors with children in the school, and staff governors, should not be members of the Personnel and Pay Committee. except in exceptional circumstances to be agreed by the Head teacher and the Chair of Governors..
- The overall effectiveness of the committee structure, and the way it works to support the core functions of the governing board, will be reviewed annually.

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- Committee meetings should be arranged, whenever possible, to be held before FGB meetings with sufficient time for draft minutes and supporting papers to be created and circulated at least seven days prior to the date of the FGB meeting.

b) Delegation

- In addition to responsibilities retained at governing body level by regulations, the governing body will not delegate:
 - approval of the school improvement plan
 - approval of the first annual budget in each financial year (approval of second or interim revisions is delegated to the Finance Committee as allowed by Statutory regulations)
 - approval of key policies

c) General

- The governing body will ensure that there are opportunities for parents to engage with governors so that their views can be considered by the board.

6. School Improvement

The governing body:

- will focus on gaining a shared understanding of the key strengths and weaknesses of the school
- will be actively engaged with school self-evaluation
- will continuously self-evaluate its own performance (*with a formal self-evaluation review undertaken periodically*)
- will be involved in setting the agenda for school improvement and contribute to setting the strategic direction for the school
- will use a variety of internal and external information / data to hold the school to account and, where required, take appropriate action to drive up standards
- will require written information termly from the head teacher covering:
 - pupil achievement and progress
 - an analysis of the school's performance data, including vulnerable groups, with details on how pupil premium has been used and the impact it has had
 - progress regarding the implementation of the school improvement plan
 - budget monitoring and forward financial planning
 - the effectiveness of performance management in the school
 - how it impacts on the quality of teaching and standards
 - the link between pupil outcomes and pay progression
 - strategic staffing issues
 - behaviour and exclusions

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- attendance data
- will receive and make use of external reports from the Local Authority and other agencies, where appropriate
- will receive and make use of external inspection reports from Diocesan advisers and Section 23 inspections
- understand the requirements of the Ofsted Leadership and Management criteria, especially those relating to governance (refer to the Ofsted section in the A –Z index in Hampshire County Council Website)
- will ensure that the school has in place all relevant statutory policies and meets all other statutory requirements - for further information on these matters see the 'Policies and other statutory requirements HCC guidance' on the Hampshire County Council Governor Services website (under 'P' in the A- Z index)

7. Governor relationships

The governing body and Head Teacher / Senior Management Team will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The governing body:

- will use staff and governor time appropriately, sensitively and effectively
- will have regard to the need for the head teacher and staff to maintain a reasonable work / life balance in the way it conducts its business
- will have regard to equality of opportunity for both current and future governors in planning the frequency and times of meetings
- believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view - where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current Regulations
- will be welcoming to new governors and ensure they receive appropriate induction and training
- will be represented at all significant school events (e.g. Christmas, Easter, and Summer Term EY, KS1 and KS2 performances, sports day, curriculum evenings, parent/teacher evenings etc) where parents or external visitors are invited.

All governors will each:

- share the workload and take on additional responsibilities as and when required to ensure the Governing Board fulfils its core functions

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- undertake a focused school visit at least once a year (providing a report to the Governing Board. A suggested format is attached in Appendix 4).
- undertake training relevant to their role
- contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion
- always act in the best interests of the school
- conduct themselves in a manner that reflects the ethos and the religious character of the school
- be mindful of internet security if e-mailing sensitive information and consider if it is appropriate to use a work e-mail address for governor business
- only act within the delegated powers granted to them by the governing board
- work with, and act under direction and guidance of, staff when attending or assisting with school events or undertaking visits whilst undertaking duties in connection with their role as a governor
- be respectful of the view of others and help to foster open and honest debate
- refer anyone with issues or concerns about the school to the school's Complaints Policy

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Approved by Full Governing Board: June 2016

Next Review: June 2017

Appendix 1

List of Governors

Appendix 2

List of staff

Appendix 3

List of School policies

Appendix 4

School visit report template

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Appendix 1

List of School Governors (as at 01 September 2016)

Staff Governors

- Mrs Sally Jenkins (Head Teacher)
- Mrs Claire Cooper
- Mrs Nikki Ford

Parent Governors

- Mr Steve Milligan
- Mrs Rebecca Matthews

Foundation Governors

- Mr Ray Wilshaw
- Mr Graham Robins
- Mr Keith Dawson
- Mrs Lesa Wood
- Mrs Ena Bull
- Rev Michael Smith (Ex-Officio)

Local Authority

- Mr Brian Simmonds

Clerk to Governing Body

- Mrs Annette Donnelly

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Appendix 2

List of Staff (as at 01 September 2016)

STAFF LIST

TEACHERS

Senior Management Team

Mrs Sally Jenkins	Headteacher
Mrs Claire Cooper	Deputy Headteacher
Mrs Nikki Ford	Assistant Headteacher
Mrs Vicky Smith	Office Manager

Class Teachers

Mrs Fiona Tickle (Year Leader)	R Parrots
Mrs Sophie Boshier / Mrs Rachel Baird	R Penguins
Mrs Amy Laws	R Puffins
Mrs Jenny Hiscock (Year Leader)	1H
Mrs Hannah Carter	1C
Mrs Joellie Gregory	1G
Mrs Kellie Boyle & Mrs Debbie Spiers (Year Leader)	2S
Miss Ghislaine Burgess	2B
Mrs Jo Rosso	2R
Mrs Georgina Parker / Mrs Philppa Brackenridge (Year Leaders)	3P
Miss Sarah Scott	3S
Miss Emma Hardy	3H
Mrs Mandy Walker (Year Leader)	4W
Mrs Helen Grant	4G
Miss Hannah Thomas	4T

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Mrs Rebecca Poole (Year Leader)	5P
Miss Hannah Cox	5C
Mrs Sharon Happy	5H
Miss Donna Goddard (Year Leader)	6G
Miss Lizzie Durling	6D
Miss Amelia Pettitt	6P
Mr Peter Ashworth	Teacher in charge of Resourced Provision
Mrs Nikki Ford	SENCO / Designated Teacher
Mrs Madeleine Prevett	SENCO
Mrs Emma Barr	PPA cover
Mrs Catherine Coxon	PPA cover
Mrs Nikki Mitchell	PPA cover
Miss Ann Stonehouse	PPA cover

TEACHING ASSISTANTS

Mrs Laura Daniels	Year R
Miss Kelly Dillon	Year R
Mrs Wendy Goodyer	Year R
Mrs Clare Merryweather	Year R
Mrs Jayne Parramore	Year R
Mrs Lesa Wood	Year R
Mrs Amanda Williams	Year R
Mrs Jenny Gatfield	Year 1
Mrs Miriam Hearn	Year 1
Mrs Val Hygate	Year 1
Mrs Lalita Joshi	Year 1
Mrs Tracy Baldwin	Year 2

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Mrs Rachael Bragg	Year 2
Mrs Yvonne Haynes	Year 2
Mrs Hannah Nicholls	Year 2
Mrs Kate O'Neill	Year 2
Mrs Carol Bambridge	Year 3
Mrs Tracy Dobell	Year 3
Mrs Natalie Greer	Year 3
Mrs Sue Hatton	Year 3
Mrs Natasha Bayat	Year 4
Mrs Sharon Furness	Year 4
Mrs Karen Oram	Year 4
Mrs Joanne Beattie	Year 5
Mrs Helen Beesley	Year 5
Mrs Jo O'Neill	Year 5
Mrs Tracey Parker	Year 5
Mrs Amanda Wright	Year 5
Mrs Maria Jones	Year 6
Mrs Angela Kent	Year 6
Mrs Kathryn Smith	Year 6
Mrs Nancy Weller-Evans	Year 6
Miss Cathryn Brown	Resourced Provision
Mrs Sara Haynes	Resourced Provision
Mrs Emma Lethaby	Resourced Provision
Mr Kieran Maylen	Resourced Provision
Mrs Anya Wroe	Resourced Provision
Mrs Dee Holmes	ELSA (Emotional Literacy Support Assistant)
Mrs Chris Robinson	ICT Support Assistant
Mrs Amanda Wright	Librarian

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BREAKFAST CLUB ASSISTANT

Mrs Diedrae Barbour

Mrs Elaine Cox

Mrs Naomi Older

Mrs Beth Roden

Mrs Ros Shirlaw

Mrs Gail Smith

LUNCHTIME SUPERVISORY ASSISTANTS

Mrs Diedrae Barbour

Senior Supervisory Assistant

Ms Joanne Beattie

Mrs Rachel Bragg

Mrs Jo Brand

Mrs Tracy Dobell

Mrs Julie Dobson

Mrs Philippa Dodd

Miss Julie Farebrother

Mrs Alison Coombs-Goodfellow

Mrs Maria Jones

Mrs Naomi Older

Mrs Jay Patel

Mrs Jenny Pendrill

Mrs Mirella Rogers

Mrs Gail Smith

Mrs Carole Stanley

ADMINISTRATIVE STAFF

Mrs Vicky Smith

Office Manager

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Mrs Denise Collins	Administrative Assistant
Mrs Natalie Greer	Administrative Assistant
Mrs Sandra Sim	Administrative Assistant
Mrs Maria White	Administrative Assistant
Mrs Annette Donnelly	Clerk to Governors

Appendix 3

List of School Policies (As at September 2015) **To be updated**

St Mark's CE Aided Primary School Policies

	To be reviewed
Acceptable Use of ICT Resources	Autumn 2015
Admissions	Spring 2016
Allegations of Abuse against Staff	Spring 2017
Anti-Bullying	Spring 2017
Assessment, Recording & Reporting	Autumn 2015
Attendance	Summer 2016
Behaviour	Autumn 2016
Best Value Statement	Summer 2017
Charging	Spring 2016
Child Protection	Summer 2016
Collective Worship	Spring 2016
Complaints	Summer 2016
Data Protection Act	Autumn 2015

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Debt Recovery	Spring 2016
Disability Equality	Spring 2016
Drug Education	Autumn 2016
Equality	Spring 2016
Finance	Summer 2016
Fire Evacuation Plan	Summer 2016
First Aid Policy	Spring 2017
Freedom of Information	Summer 2016
Gender Equality	Spring 2016
Gifted and Talented Children	Autumn 2015
Governor Allowance	Summer 2016
Health and Safety Policy	Summer 2016
Healthy Eating	Spring 2016
Internet Access	Summer 2016
Learning & Teaching	Spring 2016
Lettings of School Premises	Autumn 2015
Marking & Feedback	Spring 2017
Medicines	Summer 2016
Pay	Autumn 2015
Performance Management Policy and Capability Procedures	Autumn 2015
Presentation	Autumn 2017
Race Equality	Spring 2016
Restrictive Physical Intervention	Autumn 2015
Security	Autumn 2015
Sex & Relationships	Autumn 2015
Social Media	Autumn 2015
Special Educational Needs	Spring 2016
Spiritual, Moral, Social, and Cultural	Summer 2017
Supporting Children with Medical Conditions	Summer 2016
Whistle-Blowing	Autumn 2016

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Appendix 4

Suggested Template for school visits by Governors undertaken with a specific target or purpose.

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GOVERNOR SCHOOL VISIT RECORD

Good Governance Reminders:

- *The date and purpose of any visit must be discussed and agreed with the Head Teacher before any approach to other staff*
- *Disruption to the school must be minimised*
- *Key personnel must be given time to prepare for any meeting or review*
- *Governors cannot, and must not assess or, comment on teaching standards of individual or groups of teaching and/or classroom staff.*
- *Any conclusions, criticisms, or concerns should be discussed with the Head teacher prior to any comment or discussion with other staff, or the production of any written report.*

NAME OF GOVERNOR:		PROPOSED DATE OF VISIT:	
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PREPARATION

PURPOSE OF VISIT:

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STRUCTURE/TIMETABLE OF VISIT:

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PURPOSE AND STRUCTURE AGREED WITH HEAD TEACHER	DATE:
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VISIT/REVIEW

KEY SCHOOL PERSONNEL INVOLVED:

Position	Name	✓

GOVERNOR OBSERVATIONS AND EVALUATIONS (INCLUDING ISSUES/QUESTIONS TO BE FOLLOWED UP):

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NB – Comments should be limited to bullet points, and to briefly describe what was seen, and any conclusions or issues requiring further review or investigation. The visit record should be no more than 2 pages.

POST VISIT

ANY KEY ISSUES ARISING FOR DISCUSSION BY THE GOVERNING BODY:

Any actions required will be agreed by the Governing and recorded in GB minutes.

Signed:

St Marks (Church of England Aided) Primary School

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Governor

Head Teacher

Date