

GOVERNING BOARD OF STOKE MANDEVILLE COMBINED SCHOOL

STANDING ORDERS 2022-23

Standing Orders are rules established by the Governing Board to regulate the work of the Governors. They are in addition to any Government Regulations.

1.	<u>GOVERNANCE FILE</u> The Governing Board will compile a School Governance File containing: <ul style="list-style-type: none">• The Governing Board’s Standing Orders.• The current Instrument of Government detailing the composition of the Governing Board.• The Terms of Reference for Committees and Working Groups (if applicable), and the structures and remits for the same.• The policy on Governors’ expenses.• The Governance Handbook (published by the DfE).• The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, and any subsequent amendments.• The School Governance (Constitution) (England) Regulations 2012, and any subsequent amendments.• The Virtual Attendance at Meetings Policy The file may be electronic or in hard copy but should be accessible to all Governors. The Clerk to the Governing Board should also have access to a copy for their records.
2.	<u>MEETINGS</u> The Governing Board notes the requirement to meet at least three times in each school year. The agreed meeting pattern is termly.
3.	<u>AGENDA</u> The agenda will be organised by the Clerk in consultation with the Chair and Headteacher . Any Governor may request that an item is placed on the agenda by contacting the Clerk not less than 10 days before the meeting who will discuss the request with the Chair. Any Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Board will decide whether any such item will be discussed at that meeting or dealt with at a subsequent meeting.
4.	<u>ATTENDANCE</u> Where a Governor has sent an apology to the Clerk, the minutes will record the Governing Board’s consent or otherwise to the absence.
5.	<u>ALTERNATIVE ARRANGEMENTS FOR GOVERNORS’ PARTICIPATION</u>

	<p>Alternative arrangements for Governing Board meetings or for governors to participate in or vote at meetings will be agreed and set out in the Virtual Attendance at Meetings Policy (appended to the Standing Orders). These arrangements will be reviewed annually (or more frequently in exceptional circumstances).</p>
<p>6.</p>	<p><u>ELECTION PROCESS FOR CHAIR AND VICE-CHAIR</u></p> <p>The Governing Board resolves that the following process will apply to the election of the Chair and Vice-Chair:</p> <p>Governors will be able to:</p> <ul style="list-style-type: none"> - submit written nominations prior to the full Governing Board meeting at which the elections will take place and / or - make verbal nominations at the meeting. <p>A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.</p> <p>If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. This will be agreed in advance of the meeting.</p> <p>Nominee(s) will be asked to leave the meeting whilst the election process takes place.</p> <p>Please note that if a secret ballot is agreed, the Clerk will tally the votes. If the election takes place during a virtual meeting votes will be e-mailed to the Clerk for counting.</p> <p>The nominee(s) will return to the meeting.</p> <p>Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken.</p> <p>The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.</p> <p>If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.</p> <p>If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls the majority of the votes.</p>
<p>7.</p>	<p>TERMS OF OFFICE</p>

	<p>The Governing Board must determine the length of term of office for the Chair and Vice-Chair, prior to the election taking place. In accordance with the regulations when the office of Chair or Vice-Chair becomes vacant, the Governing Board must elect a new Chair or Vice-Chair at the next meeting <i>of the Full Governing Board</i>.</p> <p>The Governing Board resolves that:</p> <p>The Chair of Governors will have a term of office of one year.</p> <p>The Governing Board resolves that:</p> <p>The Vice-Chair of Governors will have a term of office of one year.</p>
8.	<p><u>APPOINTMENT OF THE CLERK</u></p> <p>The Governing Board resolves that the Clerk to the Governing Board is Jo Lockwood.</p>
9.	<p><u>ACCESS TO MEETINGS</u></p> <p>The Governing Board has determined that, other than those entitled to attend, the following persons may be invited to a meeting:</p> <ul style="list-style-type: none"> • The Deputy Headteacher, if not a Governor, will be invited to attend Governing Board meetings. • A member of staff may be invited to attend meetings of the Governing Board, as an Observer. • Where expertise is needed but not available within the Governing Board, an appropriate non-governor may be invited (in a non-voting capacity). <p>Any non-governors wishing to attend and/or speak at the Governing Board meeting should submit a request to the Chair of Governors one week in advance of the meeting.</p>
10.	<p><u>MINUTES</u></p> <p>The draft minutes will be sent by the Clerk to the Chair and Headteacher for review prior to distribution to Governors. Minutes remain confidential and unconfirmed until confirmation at the next meeting of the Governing Board.</p>
11.	<p><u>ACCESS TO DOCUMENTS</u></p> <p>Documents pertaining to the Governing Board will be published in the school's secure area on GovernorHub by the Clerk and members of the Governing Board as appropriate. All members of the Governing Board will have access to the school's secure area via a login and password.</p> <p>The Administrator for the school's secure area on GovernorHub will be the Clerk to the Governing Board.</p>

	Administration and access rights to the school's secure area on GovernorHub may be granted by permission of the Full Governing Board. Issues of confidentiality and data integrity should be considered. Decisions regarding access rights to GovernorHub should be minuted.
12.	<p><u>GOVERNOR EXPENSES</u></p> <p>The policy of the Governing Board on the payment of expenses to Governors is detailed below.</p>
13	<p><u>COLLABORATION ARRANGEMENTS</u></p> <p>Collaboration arrangements with Haddenham Community Infant School and Haddenham Community Junior School may apply in the formation of committees to hear or review: Staff Dismissal and Staff Dismissal Appeals, Pay Review Appeals, Employee Grievance and for Complaints Panels. This collaboration arrangement was last reviewed at the Governing Board meeting held on 25 September 2023. The arrangement will be reviewed annually in the Autumn Term.</p>
14	<p><u>DELEGATIONS</u></p>
14.1	<p><u>COMMITTEES</u></p> <p>Committee delegations are detailed in the Governing Board's Terms of Reference and committee remits and are reviewed annually in the Autumn Term.</p> <p>Committee membership is reviewed annually in the Autumn Term.</p>
14.2	<p><u>DELEGATION OF FUNCTIONS TO THE CHAIR</u></p> <p>1. <u>PERSONNEL</u></p> <ul style="list-style-type: none"> • In an emergency, where time does not permit the relevant Committee or Full Governing Board to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Board's Leave of Absence Policy; the Chair has permission to agree up to five additional days' leave of absence with or without pay. • Co-ordinating arrangements for governor participation in interviews, and for hearings of the Pupil Discipline Committee, Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee, Employee Grievance Committee or Complaints Panel. • Liaison with the Headteacher in relation to personnel issues as outlined in the HR Policies adopted by the Governing Board. <p>2. <u>INSET</u> - Approval of INSET days where time does not permit this to be considered by the full Governing Board.</p> <p>3. <u>CORRESPONDENCE/DOCUMENTATION</u></p> <p>Preparing a response on behalf of the Governing Board to any other correspondence/ documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the Full Governing Board to consider it at its termly meeting. In delegating this function to the Chair,</p>

	<p>he/she will be expected to liaise with members of the relevant committee/Chair of Committee before preparing a response.</p> <ul style="list-style-type: none"> • The Chair has a right to take a decision in an emergency by virtue of his/her office. • Any decisions taken by the Chair under his/her delegated authority will be reported back to the next meeting of the Governing Board.
<p>14.3</p>	<p><u>DELEGATION OF FUNCTIONS TO THE HEADTEACHER</u></p> <p>The Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the school (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the school).</p> <p>The Governing Board agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.</p> <p>In exceptional circumstances an individual governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.</p> <p>The exceptional circumstances are as follows:</p> <ul style="list-style-type: none"> • A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the Governing Board considers a new appointment for the Headteacher post the normal expectation for the Headteacher to undertake these responsibilities should apply. • Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances. • Where the Governing Board of a school with a religious character has agreed staffing policies, which provide for governor involvement in the interests of preserving the school's religious character. • Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Governing Board may also lead in the appointment of support staff with senior management responsibilities. • A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction. • Where the LA has made representations to the Chair of the Governing Board on grounds of serious concerns about the performance of the Headteacher. • Where the Headteacher has failed to abide by financial limits agreed by the Governing Board for any school purpose. <p>In the exceptional circumstances, outlined above, the following arrangements will apply:</p>

Staff Appointment and Dismissal

The *Personnel Sub-Committee of the Resources Committee* will be responsible for staff appointments and the Staff Dismissal Committee will be responsible for initial staff dismissal issues.

Appointment of Headteacher and Deputy Headteacher

The Governing Board will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher.

Appointment of Assistant Heads

The Governing Board will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual Governor or a group of Governors (suggest the Personnel Committee). In the latter case, this may include the Headteacher, but where not involved in determining the appointment the Headteacher has a right to attend to offer advice.

Freedom of Information Act

The Governing Board delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school’s policy.

DECLARATION

The Governing Board, at its meeting on 25 September 2023 (Minute No. 5.1), resolved to adopt the Standing Orders. A copy has been forwarded to the Clerk to the Governing Board for the formal Governing Board records and a copy has been retained at the school for reference.

These Standing Orders will be reviewed annually in the Autumn Term.

Signed..... Chair of Governors

DATE.....

SCHEME FOR PAYING GOVERNOR ALLOWANCES

Governors and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements: Child care or baby sitting expenses, where these are not provided by a relative or partner;
Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

Allowance Rates

Rates at which allowances are payable are as follows:

Care Arrangements: £8.25 per hour in line with the current Living Wage (but a minimum of £6.70 for carers aged 21-24 and £7.20 for carers aged 25+, in line with the current Minimum Wage)

Support for Special Needs: extra costs incurred as a result of special needs

Support if English is not first language: extra costs incurred as a result of English not being the first language

Telephone Calls, Postage, etc: Actual costs incurred

Travel Rates: In accordance with HMRC Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles.
For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims:

All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Virtual Attendance at Meetings Model Policy

1. Introduction

- 1.1 Regulation 14 (8) of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 sets out that Governing Boards of Maintained Schools have the power to *'approve alternative arrangements for governors to participate or vote at meetings of the Governing Board including but not limited to by telephone or video conference'*.
- 1.2 These arrangements will apply to meetings of the Full Governing Board and to Committee meetings.

2. Virtual Attendance at Face-to-Face Meetings

- 2.1 Where a governor wishes to attend a meeting of the Governing Board by telephone, video conference or other platform, the Chair and Clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made.
- 2.2 A governor wishing to attend a meeting remotely will be asked the reason for them not attending in person and their attendance by telephone, video link or other platform will be subject to approval by the Chair. Approval will not be withheld without good reason. Where approval is not given for any reason, the governor will be informed immediately, and the decision will be minuted at the meeting.
- 2.3 A maximum of 2 governors may attend virtually at each meeting.
- 2.4 Governors attending a meeting virtually will contribute to the quorum for the meeting.
- 2.5 If a phone / video / technological link is lost during a meeting the governor attending remotely will not contribute to the quorum, but this will not prevent the meeting from going ahead (unless the meeting has become inquorate).
- 2.6 Any governor attending a meeting remotely will be reminded of the need for confidentiality and will be asked to confirm for the minutes that they are in a suitable, and confidential, location for the duration of the meeting.

- 2.7 Any meeting, with one or more virtual attendees, will be Chaired by a governor who is physically present at the meeting location detailed on the agenda.
- 2.8 Governors attending a meeting via telephone, video conference or other approved platform will be entitled to vote on any issue provided that they have been present for the whole agenda item that the vote relates to.
- 2.9 Where a secret ballot is required this will be facilitated if possible (for example by taking the telephone off speakerphone and the governor sharing their vote with the Clerk). If this is not possible the governor will be required to vote publicly or abstain.
- 2.6 If, after all reasonable efforts, participation by a governor by telephone, video conference or other platform is not possible, the meeting should continue with its business provided it is otherwise quorate.

3 Virtual Meetings

- 3.1 In exceptional circumstances the Full Governing Board of Stoke Mandeville Combined School, or it's Committees, may meet virtually – by telephone, video conference or other agreed platform – as long as the usual quorum of governors are present.
- 3.2 If the phone / technological link to any governor is lost during a meeting, this governor will no longer contribute to the quorum. The meeting should continue, provided the meeting remains quorate.
- 3.3 The usually statutory notices and meeting protocols should apply to a virtual meeting and all papers to be considered should be circulated at least 7 days prior to the meeting. The exception to this is where the Chair has exercised his / her right to waive the usual notice in an emergency situation.
- 3.4 Virtual meetings will be recorded / minuted in the usual way by the Clerk (or other minute-taker), who should also join the meeting via telephone, video conference or another agreed platform. The minutes should record that the meeting is taking place virtually and the reasons for this.
- 3.5 Governors will be reminded of the code of conduct and the need for confidentiality at the beginning of any virtual meeting and will be asked to confirm they are in a suitable, and confidential, location for the meeting.
- 3.6 In order to ensure questions and view are recorded accurately, governors should confirm their name before commenting or questioning during the course of the meeting.

4 E-Mail Meetings: Voting on Single Items By E-Mail or via GovernorHub

- 4.1 The Chair will only use vote by e-mail or GovernorHub for single items that they feel cannot be easily addressed by either a scheduled or extraordinary meeting and / or that are considered to have a time constraint.
- 4.2 The e-mail or GovernorHub notification will set out the timescale for a response but this will be a minimum of 48 hours except where the Chair has exercised the right to waive usual notice in an emergency situation.
- 4.3 The Chair will attempt to contact all members of the Governing Board or committee considering the decision but if a response is not received by one or more governors by the deadline, they will be considered absent from the vote. This will not reduce the number required for quorum.
- 4.4 Governors will be asked if they accept the request to vote by e-mail or GovernorHub. If 50% or more are against the request to vote by e-mail or GovernorHub the vote will not proceed, and a face-to-face meeting will be required.
- 4.5 Governors can respond in favour or against the item in question or can request further clarification or supporting comments. Requests for clarification should be sent by e-mail to the Chair (whether votes have been requested via e-mail or GovernorHub). After clarification the governor will be asked to vote for or against the issue / item via the original mechanism stipulated.
- 4.6 Votes for or against an item / issue on GovernorHub should be recorded within the comments box underneath the vote notification. For clarity emojis should not be used to respond.
- 4.7 The vote will be considered complete if the majority of the members of the Governing Board or committee have voted for or against the issue / item and the deadline has passed.
- 4.8 The decision will be minuted at the next meeting of the Full Governing Board.

5 Review

The policy should be reviewed annually but any governor with a concern about its operation can request it is reviewed at any time.