

**CODE OF PRACTICE
AND
STANDING ORDERS
FOR
THE GOVERNING BODY
OLD FLETTON PRIMARY SCHOOL**



October 2018

CODE OF PRACTICE AND STANDING ORDERS FOR THE GOVERNING BODY OLD FLETTON PRIMARY SCHOOL

1. Old Fletton's Core Values

- . Celebrate success
- . Aim high
- . Respect one another and property
- . Embrace a challenge

The strength of these values lie in the fact that they apply to everyone in our school community: children, parents, staff and governors.

Our passion is caring about the children we serve, they truly are

'at the heart of our thinking'

2. GENERAL PRINCIPLES

The Head Teacher is responsible for the day-to-day management of the School, the implementation of policy and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review the policies, plans and procedures within which the School operates.

1. The main aim of the School is to raise the educational achievement of all its pupils so that each individual has the opportunity to fulfil their potential.
2. The Governing Body will contribute most effectively to this aim by focusing on its three roles:
 - o To provide a strategic view of where the School is heading
 - o To act as a critical friend
 - o To hold the School to account for the educational standards it achieves and the quality of education it provides.
3. All Governors have equal status. Although Governors are appointed and elected by different groups, their central concern is the welfare of the School as a whole.
4. Governors have a general duty to act fairly and without prejudice at all times.
5. In so far as they have, or share, responsibility for the employment of staff. Governors should fulfil all reasonable expectations of a good employer.
6. Governors should consider carefully how their own decision might affect other schools within the Local Education Authority.
7. Governors should encourage open government and should be seen to do so.
8. Governors do not act alone but as members of a corporate team. Individual Governors have power only when designated specifically to them by the whole Governing Body.

3. COMMITMENT

9. Being a Governor involves significant amounts of time and energy. Careful regard

should be paid to this when agreeing to serve or to continue to serve on the Governing Body or on any of its Committees, Panels and Working Parties.

10. All Governors should involve themselves actively in the work of the Governing Body and accept a fair share of responsibilities, including service on Committees, Panels and Working Parties.
11. Regular attendance at meetings of the full Governing Body & Committees is essential.
12. Governors should know the School well and take opportunities to visit it and become involved in School activities.

4. RELATIONSHIPS

13. Governors should strive to operate as a team in which constructive working relationships are actively promoted.
14. Governors should develop effective working relationships with the Head Teacher, staff, parents, the LA and their local community.

5. CONFIDENTIALITY

15. Governors must observe complete confidentiality in accordance with any established policies and protocols or when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, pupils or parents. It is emphasised that any data or information provided to Governors in general meetings or at Committees (with the exception of any committee or panel of Governors convened for the express purpose of considering any behaviour or discipline issues) shall not identify individual pupils.
16. Although decisions reached at Governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based must be regarded as confidential.
17. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the Governing Body.

6. CONDUCT

18. Governors should express their views openly within meetings but accept collective responsibility for all decisions.
19. Governors should only speak or act on behalf of the Governing Body when they have been specifically authorised to do so.
20. All visits to the School should be undertaken within a framework which has been established by the Governing Body and agreed with the Head Teacher.
21. In responding to criticism or complaints relating to the School Governors should refer to the School's appropriate 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
22. Governors have a responsibility to maintain and develop the ethos and reputation of the School. Their actions within the School community should reflect this.
23. Any pecuniary interest that a Governor may have in connection with the Governing Body's business must be recorded in the Register of Pecuniary Interests.
24. Where an interest is declared, the Governor must leave the meeting while the item is under discussion.

7. TRAINING AND DEVELOPMENT

Governor development is important. It benefits the School and individual Governors and can help to develop effective teamwork. Governors are encouraged to undertake training, including the National Training Programme for New Governors, to further their

individual interests within the Governing Body and the work of the Governing Body as a whole. The Governing Body will appoint a Link Governor with responsibility to overview the training needs of its members.

8. MENTORING

An experienced Governor who acts as a mentor to new Governors can provide support and a listening ear for all aspects of the work of the Governing Body. Governors should be prepared to act as mentors, as required, and the Governing Body will appoint a Link Governor with responsibility for mentoring arrangements.

The Governing Body will, when inducting new Governors, ensure that appropriate School based induction is undertaken and that new Governors receive appropriate documentation as outlined in any current Government guidance and/or as disseminated by the Clerk in accord with an established programme.

9. MEETINGS

Individual Governors do not generally have any authority in the School. It is the collective decisions of all the Governors together that carry authority. The activities that Governors undertake outside meetings can be seen as preparation for the times when the Governing Body 'goes live' - in a meeting.

It follows that if a Governing Body is to carry out its functions effectively and efficiently, its meetings are crucial. The Chair, the Head Teacher, the Clerk and all the Governors agree to observe the following 'Meetings Charter' so the Governing Body and its Committees will secure the best chance of coming to informed, collective decisions.

10. MEETINGS CHARTER

As a Governor I expect:

- people to attend regularly and be punctual
- an agenda and relevant documents to reach me at least seven days before every meeting
- an agenda that makes clear the purpose of each item
- a chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point
- my contribution to be heard and others to contribute to the discussion
- the decision-making process to be quite clear
- governors to work together and not to be stubbornly partisan
- governors to take collective responsibility for decisions
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting

Others can expect me to:

- attend regularly and be punctual
- read the agenda, minutes and other papers before the meeting and note items I want to say something about
- bring my papers to the meeting
- make relevant and positive contributions
- listen to and consider what others say
- accept my share of collective responsibility, even for those decisions that I do not

personally agree with

11. VISITING THE SCHOOL

Governors do not have an automatic right to enter the School but they do need to have the opportunity to arrange visits in order to see Governors' policies in action and to understand how the School works.

In order to avoid misunderstandings arising the Governing Body endorses the following policy on Governor Visits:

- All Governors should endeavour to visit the School in line with the policy on Governor Visits – see separate policy
- The date and timing of a visit should be arranged in advance with the member of staff involved and the head teacher..
- Governors should understand that their visits do not replace professional inspections or the monitoring role of the Head Teacher. Governors should not make judgements about the effectiveness of the teaching that they see.
- If Governors are concerned about any aspects of what they have seen this should be passed to the Head Teacher.

After the visit, the Governor should report back in writing using the agreed visit report format, to the next available meeting of the Full Governing Body.

STANDING ORDERS

1. GENERAL PRINCIPLES

These Standing Orders are intended to provide a codified framework by which the responsibilities, functions and meetings of the Governing Body can be performed in an effective and efficient manner; having regard at all times to any appropriate enactments, regulations, officially released guidance publications and good practice.

In particular, at the time of adoption, The School Governance (Procedures) (England) Regulations 2003 [as amended by School Governance (Constitution and Procedures) (England) (Amendment) Regulations 2003/1916 - 1/9/2003 - and, School Governance (Constitution, Procedures and New Schools) (England) (Amendment) Regulations 2004/450 - 1/4/2004] regulate the manner in which governing bodies operate.

These Standing Orders shall be subject to annual review and shall be reconfirmed or reviewed at the Governors Annual General Meeting.

2. PRINCIPLES OF PUBLIC LIFE

The Governing Body recognises and endorses the Seven Principles of Public Life as defined by the Committee on Standards in Public Life (the Nolan Committee): -

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligations to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business (including making public appointments, awarding contracts, or recommending individuals for rewards and benefits) holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

3. ELECTION AND APPOINTMENT OF GOVERNORS

3.1. Policy and Procedures

In addition to the statutory requirements relating to such matters the Governing Body has adopted and shall regularly review a detailed Policy and Procedures for the Election of Parent and Staff Governors, a copy of which shall be held by the Clerk. When such elections and appointments are necessary the Clerk will ensure that copies of that documentation are made available to all interested parties by display at the School's Reception and in the main Staffroom.

4. COMPOSITION OF THE GOVERNING BODY

The total number of Governors, their categories and the term of office for which they are appointed shall be as stated in the Governing Body's Instrument of Government as enacted from time to time. The Governing Body comprises 11 Governors made up as follows: -

- Headteacher
- 3 parent governors
- 1 LA governor
- 1 staff governor
- 5 co-opted governors (1 of whom to be a current member of staff at Old Fletton Primary School, or at another primary school)
- (At least 2 governors, excluding the HT and Old Fletton staff, to have extensive experience in education)

Any Governor may resign at any time.

5. CHAIR OF GOVERNORS

5.1. Role of the Chair

The Chair is responsible for:

- 5.1.1. ensuring the business of the Governing Body is conducted properly, in accordance with the legal requirements;
- 5.1.2. ensuring meetings are run effectively, focusing on priorities and making the best use of time available, and ensuring that all members have an equal opportunity to participate in discussion and decision taking;
- 5.1.3. establishing and fostering an effective relationship with the Head Teacher based on trust and mutual respect for each other's role;
- 5.1.4. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head Teacher and provides strategic direction

5.2. Election of Chair (and Vice Chair)

5.2.1. Term of Office

The Term of Office of the Chair and Vice Chair of Governors shall be 1 year, determined from the date of appointment which will usually take place at the first meeting of the Governing Body at the start of each academic year. No Governor who is employed at the School shall be eligible for appointment as Chair or Vice Chair of Governors.

5.2.2. Candidates

Governors wishing to stand for election as Chair and Vice Chair shall so inform the Clerk not less than 14 days before the date of the Annual General Meeting at which the election is to take place and their names will be stated in the Agenda for that meeting to be issued 7 days before the meeting date.

5.2.3. Voting

If only one candidate stands for each office then the election shall be effected by a resolution passed by at least 50% of those Governors who are present and entitled to vote. The candidate shall withdraw from the meeting whilst voting takes place and shall have no vote in the proceedings, which shall be chaired by the Clerk, who also shall have no vote. If either appointment is contested by more than one candidate then the appointment shall be decided by secret ballot (of those Governors present and entitled to vote) conducted by the Clerk. A candidate shall not vote for their own appointment but may vote in respect of any other candidate.

5.2.4. Vacancy during Term

If the office of Chair or Vice Chair becomes vacant during the normal term the Governing Body shall elect a new Chair or Vice Chair at their next Meeting.

5.2.5. Absence from Meetings

If the Chair is absent from any meeting or if the office of Chair is vacant, the Vice Chair will act as Chair for all purposes.

If neither the Chair or Vice Chair of Governors is present when the meeting proceeds to business then the other Governors present shall elect an Acting Chair of the Meeting from amongst their number, provided always that no Governor employed at the School shall Chair a meeting.

5.3. Delegation of Functions to Chair (Vice Chair)

The Chair or Vice Chair have the power to carry out the functions of the Governing Body (subject to specified exempted actions) as detailed by statute if a delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil or their parents or a person who works at the School.

5.4. Removal from Office

The Governing Body may remove the Chair or Vice Chair from office in accordance with the procedures as detailed by statute.

6. APPOINTMENT, REMOVAL AND ROLE OF CLERK

6.1. Appointment

The Governing Body must appoint a Clerk to the Governing Body. Governors, associated members (if applicable) and the Head Teacher cannot be so appointed.

6.2. Removal

The Governing Body may remove the Clerk by resolution passed at a meeting of the Governing Body.

6.3. Absence from Meetings

In the absence of the Clerk at any meeting of the Governing Body the Governors present may appoint one of their number (but not the Head Teacher) to act as Clerk for that meeting.

6.4. Clerk's Responsibilities

It is the responsibility of the Clerk to: -

- 6.4.1. convene meetings of the Governing Body
- 6.4.2. Attend meetings of the Governing Body and ensure minutes are taken
- 6.4.3. maintain a register of-members of the Governing Body and report vacancies to the Governing Body
- 6.4.4. maintain a register of attendance and report this to the Governing Body

- 6.4.5. give and receive notices in accordance with any relevant regulations
- 6.4.6. perform such other functions as may be determined by the Governing Body from time to time

7. MEETINGS AND PROCEEDINGS OF THE GOVERNING BODY

7.1. Right to Attend

Governors, the Head Teacher and the Clerk have the right to attend meetings of the Governing Body and of any of its duly constituted Committees (unless the Terms of Reference of any such Committee specifically excludes attendance).

The Governing Body may, at its discretion, allow any other person to attend its meetings upon such terms and for such purposes as the Governing Body shall determine. Any such attendee may be permitted to speak but shall have no voting rights whatsoever.

7.2. Access to Meetings

Unless otherwise specifically resolved by the Governing Body all of its meetings and of those of its Committees, Panels and Working Parties shall be closed to the public and only those individuals named (or specifically authorised) in Paragraph 7.1 shall be entitled to attend.

7.3. Meetings of Governors

7.3.1. Meetings Programme

The Governing Body will hold five meetings per school year and such other meetings as may be required. A Meetings Programme for the Governing Body and for its Committees shall be agreed by the Governing Body at its Annual General Meeting, being the first meeting of the Governing Body held in each academic year

7.3.2. Convening of Meetings

All Meetings of the Governing Body (whether included within or additional to, that annual programme) shall be convened by the Clerk who shall take such directions as are appropriate from the Governing Body or Chair of Governors. Any three members of the Governing Body can request a meeting of the Governing Body by written notice given to the Clerk.

7.3.3. Notice of Meetings

Written notice of all such meetings of the Governing Body shall be given to all Governors, the Head Teacher and such other individuals or organisations as the Governing Body shall decide from time to time and issued not less than seven (7) clear days before the proposed meeting date.

The Notice shall specify the date, time and venue of the meeting and shall be accompanied by a copy of the Agenda and of any papers to be considered at the meeting.

7.3.4. Agenda Format and Content

Each Agenda shall be agreed before issue with the Chair (or in his/her absence the Vice Chair) of the Governing Body.

Any Governor may request that specific business be included on the Agenda and should endeavour to discuss with the Chair any matters they may seek to raise at the meeting not less than 48 hours prior to the meeting occurring in order to assist the efficient and effective management of the business to be transacted.

All Agendas shall be drawn up with a prescribed time limit allocated to each item of business as an aid to the efficient conduct of the meeting but such times are given for

guidance only and the Chair will allow such time as is appropriate for the proper discharge of business.

7.3.5. Short Notice of Meetings

If the Chair of Governors considers that there are matters that require urgent attention he/she can determine a shorter period of notice be given but at least seven (7) days' notice must be given if the following business is to be considered:

- removal of the Chair of Governors
- suspension of any Governor
- proposal to permanently close the School

7.3.6. Quorum for Governing Body Meetings

The quorum for any Governing Body meeting and vote shall be one half (rounded up to a whole number) of the Governors membership in post.

7.3.7. Voting

Every question to be decided at a meeting of the Governing Body shall be determined by a majority of votes of those Governors present and voting.

In the case of an equality of votes cast, the Chair (or if standing in, the Vice Chair or Acting Chair) shall have a second or casting vote to be used, or not, at their absolute discretion.

Any decision to permanently close the School will not have effect unless it is confirmed by a second meeting of the Governing Body held not less than 28 days after the first meeting at which the decision was taken. The resolution to consider closure shall be specifically stated on the agenda for that second meeting and not less than 7 days' notice shall be given of the meeting.

7.3.8. Minutes and Papers

The Clerk shall ensure that Minutes are drawn up for all meetings of the Governing Body, such Minutes to be sequentially numbered for each class of meeting and approved at the next following meeting. The Chair (or Vice Chair or Acting Chair, if appropriate) of that next meeting shall sign and date the Minutes (and initial each page) when approved and the Clerk will ensure all such Minutes (together with all relevant papers and reports to which they may refer, and the Agenda) are securely maintained as a permanent record.

Copies of the approved Minutes shall (subject to any issues of confidentiality) be distributed to all Governors, the Senior Leadership Team and such other individuals and organisations as the Governing Body shall determine from time to time and a copy of each will be placed in the main Staffroom.

7.3.9. Confidentiality

It is for the Governing Body or its Committees to decide whether any particular item of business, proposal, paper, report or meeting minutes are to be deemed confidential in which case the meeting shall direct the Clerk to maintain any such papers or the minutes concerned as a separate confidential record, not available for public inspection or scrutiny (unless directed to under statute or in any relevant legal proceedings).

Documentation considered to be confidential shall be circulated by the Clerk to Governors (and to such other persons as directed) on pink coloured paper and recipients shall use their best endeavours to avoid unauthorised disclosure of the business concerned whether in writing or orally.

7.3.10. Apologies

All Governors, and all elected members of Committees, are expected to offer apologies, with reasons, if unable to attend any particular meeting, such apologies if possible to be given to the Chair or Clerk prior to the meeting commencing, or as soon as convenient thereafter.

Each meeting shall decide whether to accept such apologies and record that fact in the Minutes.

Any Governor who fails, without the consent of their fellow Governors, to attend a meeting of the full Governing Body for a period of six (6) months from the date of the first missed meeting shall be disqualified as a Governor without notice.

8. RESTRICTIONS ON PARTICIPATION

8.1. Principles

Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.

Where there is a conflict between the interests of any person and the interests of the Governing Body, that person must withdraw from the meeting and shall not vote. In situations where the principles of natural justice require a fair hearing and there is any reasonable doubt as to an individual's ability to act impartially, she/he will withdraw from the meeting and shall not vote.

Such principles shall not prevent the Governing Body or any of its Committees from allowing someone who can offer relevant evidence to an issue being considered by it from giving that evidence.

8.2. Dispute Resolution

If there is any dispute as to whether an individual must withdraw from a meeting in accordance with these Standing Orders or the appropriate Regulations then the Governors present at the meeting shall decide the issue.

8.3. Suspension of Governors

In the following circumstances the Governing Body may decide to suspend a Governor for a period of up to six (6) months: -

8.3.1. the Governor is paid to work at the School and is the subject of disciplinary proceedings in relation to that employment; or

8.3.2. the Governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a Governor under the Schedule 6 of the Constitution Regulations (or any statutory modification thereof); or

8.3.3. the Governor has acted in a manner that is inconsistent with the School's ethos and has brought or is likely to bring the School or the Governing Body or the office of Governor into disrepute; or

8.3.4. the Governor is in breach of his/her duty of confidentiality to the School, the Governing Body, the School's Staff or its Pupils

The Governing Body recognises the serious nature of any vote to suspend a Governor on any of the above grounds and will endeavour to resolve any issues or disputes in a constructive manner.

Any such action involving the suspension of a Governor shall conform to the procedures detailed/ in the statutory regulations.

9. DELEGATION OF FUNCTIONS

9.1. Principles

The Governing Body may delegate any of its statutory functions to a Committee, an

individual Governor or to the Head Teacher, subject to the prescribed restrictions.

9.2. Review

The Governing Body shall annually review the delegation of any such functions at its first meeting in each academic year.

9.3. Accountability

The Governing Body remains accountable for any actions taken or decisions made under such delegated powers.

9.4. Reporting Actions

Any individual or committee to whom a function of the Governing Body has been delegated or who has otherwise exercised a function of the Governing Body shall report any such action taken or decision made in respect of that delegation or function.

9.5. Delegation to Committees

The following functions may be delegated to a Committee of the Governing Body but cannot be delegated to an individual:

- 9.5.1. the alteration, discontinuance or change of category of the School;
- 9.5.2. the approval of the first annual budget plan in each fiscal period;
- 9.5.3. any functions relating to the School's discipline policies;
- 9.5.4. any functions relating to the exclusion of pupils, except in an emergency when the Chair of Governors shall have power to exercise those functions;
- 9.5.5. any functions relating to the admission of pupils

9.6. Delegation Prohibited

The following functions of the Governing Body cannot be delegated:

- 9.6.1. the Constitution of the Governing Body;
- 9.6.2. the appointment or removal of the Chair, Vice Chair of Governors, the appointment of the Clerk, the suspension of any Governor, the delegation of functions and the establishment of Committees.

9.7. Reserving Powers

Where the Governing Body has delegated functions to an individual or to a Committee this shall not prevent the Governing Body performing any of those functions itself.

10. COMMITTEES OF THE GOVERNING BODY

10.1. Establishment of Committees

The Governing Body shall by resolution determine the constitution, membership and proceedings of any of its Committees and review the establishment, Terms of Reference ("T.O.R."), constitution and membership of its Committees at its first meeting in each academic year.

10.2. Staffing Functions

The delegation by the Governing Body of its functions relating to the appointment and dismissal of staff, staff grievance, capability, conduct, discipline and suspension matters shall be in accord with any appropriate statutory regulations and guidance and any relevant Governor Policies and procedures on such issues.

10.3. Chair and Vice Chair of Committee

Each Committee established by the Governing Body shall have a Chair and Vice Chair appointed annually by the Governing Body at its first meeting in each academic year. The Governing Body may remove such persons from office at any time.

If neither the Chair nor Vice Chair of the Committee are present when the meeting proceeds to business then the other Governors present shall elect an Acting Chair of the meeting from amongst their number.

10.4. Clerk of Committees

10.4.1. The Governing Body will appoint a suitable person as Clerk to each of its Committees but the Head Teacher cannot be so appointed. Any person so appointed a clerk may be removed from office at any time by the Governing Body.

10.4.2. The Governing Body may appoint a Governor (not being the Chair or Vice Chair of Governors) to clerk one or more of its Committees. If the appointed Clerk does not attend a meeting of that Committee then the Governors present at that meeting shall appoint a Governor member (but not the Head Teacher, Chair or Vice Chair of Governors) to act as Acting Clerk at that meeting only.

10.5. Functions of Clerk to Committee

It is the responsibility of the Clerk to the Committee to:

10.5.1. convene meetings of the Committee;

10.5.2. attend meetings of the Committee and to ensure minutes are taken, signed and maintained safely, together with the Agenda and any relevant papers, documents and reports;

10.5.3. perform such other functions with respect to the Committee as may be reasonably determined by the Governing Body from time to time

10.6. Access to Committees

All members of a Committee, the Head Teacher, non-member Governors and the Clerk of the Committee shall have the right to attend meetings of that Committee.

10.7. Meetings of Committees

Meetings of each Committee shall be convened by the Clerk of the Committee in accordance with the programme of meetings for each academic year as established by the Governing Body or in accordance with any direction given by the Chair of the Committee.

10.8. Notice of Committee Meetings

Written Notice of all meetings of a Committee shall be given to all Governors, the Head Teacher and such other individuals or organisations as the Governing Body shall decide from time to time, and issued not less than seven (7) days before the proposed meeting date. The Notice shall specify the date, time and venue for the meeting and shall be accompanied by a copy of the Agenda and of any papers to be considered at the meeting.

10.9. Committee Agenda Format and Content

Each Agenda shall be agreed before issue with the Chair of the Committee (or in his/her absence the Vice Chair of Committee)

10.10. Short Notice of Committee Meetings

If the chair of a Committee considers that there are matters that require urgent attention he/she can determine a shorter period of notice.

10.11. Quorum of Committee Meetings

The quorum for any Committee meeting shall be 3 member Governors.

10.12. Voting at Committee Meetings

All decisions at Committee meetings shall be decided by a majority of votes of those member Governors present and voting. The Committee shall only conduct a valid vote if the majority of the Committee members are Governors. In the event of an equality of votes cast the Chair (or if standing in, the Vice Chair or Acting Chair) of the Committee shall have a second (or casting) vote to be used or not, at their absolute discretion.

10.13. Minutes of Committee Meetings

The Clerk of the Committee shall ensure that Minutes are drawn up of all meetings of the Committee, such Minutes to be sequentially numbered and approved at the next following meeting. The Chair (or Vice Chair or Acting Chair, if appropriate) of that next meeting shall sign and date the Minutes (and initial each page) when approved and the Clerk will ensure all such Minutes (together with all relevant papers and reports to which they refer, and the Agenda) are securely maintained as a permanent record.

Copies of the approved Minutes shall (subject to any issues of confidentiality) be distributed to all Governors, the Senior Leadership Team and such other individuals and organisations as the Governing Body shall determine from time to time and a copy of each will be placed in the main Staffroom.

11. WORKING PARTIES AND GROUPS

11.1. Appointment

The Governing Body and any of its Committees may from time to time establish such ad hoc Working Parties or Groups consisting of such membership as the appointing body considers appropriate for the designated report, task, action or event to be carried out.

11.2. Scope and Objectives

The appointing body shall further determine the scope and objectives of such designated report, task etc and the resources and time scales involved and allocated the methodology, format and frequency of reporting back and, if applicable, the criteria by which performance will be assessed.

11.3. Authority and Termination

Any such Working Party or Group shall have no authority to take any decisions, commit or bind the Governing Body or any Committee in any manner whatsoever and shall be required to seek approval, as relevant, for any recommendations, proposals or decisions it wishes to promulgate.

The Working Party or Group may be disbanded at any time by the appointing body and shall, in any event, cease to operate upon the completion of its designated report, task etc.

11.4. Method of Working

It shall be for members of the Working Party or Group to determine their method of working, frequency of meetings etc, except that:

11.4.1. the group Leader or Chair shall be nominated by the appointing body

11.4.2. minutes, notes or other acceptable written records of all its meetings shall be maintained and be sent to the Clerk of the Governing Body for distribution to all Governors

12. SCHOOL AND GOVERNOR POLICIES

12.1 Principles

All policies, whether statutory or otherwise, operating in the School or relating to the performance or procedures of the Governing Body itself shall be formally approved,

revised or discontinued only with the consent of the Governing Body acting, as appropriate, upon the recommendations of the Head Teacher, relevant Committee, statutory enactment, guidance or recognised external professional advice.

12.2 Programme of Review

The Governing Body or as appropriate, its Committees, will maintain a programme for the regular review of all such Policies to ensure their continuing validity, effectiveness and application.

13. PRESENTATION OF PAPERS AND REPORTS

It is a requirement of the Governing Body that any matter of substance, policy creation (or substantial review) significant new project, major capital expenditure proposal or other serious matter affecting the management, operation or performance of the School, and proposed to be included on the Agenda of any particular meeting of the Governing Body or of any of its Committees, shall not be considered without a written proposition, paper or report issued with the said Agenda.

Unless the issue concerned is agreed classified as urgent business by the Chair of Governors, (or Chair of any Committee) so that this requirement can be dispensed with, prior to the meeting, such instruction is intended to ensure that all Governors are alerted to the matter and have sufficient information and the opportunity to give full and proper consideration to that business, including deciding whether or not to attend the meeting concerned.

In this manner, the Governing Body believes it will be assisted in discharging its responsibilities in an efficient and effective manner.

14. GOVERNORS SUBSISTENCE AND ALLOWANCES

The Governing Body has adopted a Policy covering the statutory entitlement of individual Governors to claim approved subsistence and allowance costs, a copy of which can be found in the governor file.

Notwithstanding such Policy, the Governing Body expects that any such claims will be the exception and will be subject always to the process of prior approval as detailed in the Policy.

SIGNED	PRINT NAME

