



## **NIDDERDALE HIGH SCHOOL: GOVERNING BODY STANDING ORDERS**

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

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

Date adopted: 31 March 2014

**Date of review: 18 September 2017**

Next review: September 2018

Signed .....SMR.....Chair of Governors Date ...18.9.17

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

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

1.1 The functions of the governing body include the following core strategic functions

- (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- (b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school;
- (c) ensuring the sound, proper and effective use of the school's financial resources.

1.2 In exercising their functions the governing body will:

- (a) act with integrity, objectivity and honesty and in the best interests of the school; and
- (b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

1.3 The headteacher's responsibilities include:

- (a) the internal organisation, management and control of the school; and
- (b) the educational performance of the school.
- (c) the head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

## **2. Governing Body Constitution and Membership**

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

2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies

2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

Co-opted governors are persons “who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school”. Local Authority governors are persons who are nominated by the local authority and appointed by the governing body “having, in the opinion of the governing body, met any eligibility criteria that they have set”.

### **2.2.1 Procedure for co-options:**

Candidates for co-option will be considered on the basis of their skills set and potential for an effective contribution to governance and success of the school. Following private discussions with candidates and their agreement, a decision on co-option will be made at a quorate meeting of the full governing body. The agenda for the meeting should include “Appointment of a co-opted governor” as a separate item. The names of candidates should appear on the agenda.

### **2.2.2 Procedure for Local Authority governor appointments:**

On notification of a vacancy the chair will liaise with the LA over desirable eligibility criteria for a new appointee, the chair will meet the LA nominee and if content that the person meets the governing body’s criteria will propose that person to the next full governing body meeting with relevant supporting personal details.

The agenda for the meeting will include “Appointment of an LA governor” as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.

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

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

3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be two years and until the first meeting of the governing body in the autumn term following second anniversary of his/her election

3.2 In order to encourage distributed leadership and succession planning no-one will serve as chair or vice-chair for longer than ten successive years other than in exceptional circumstances

3.3 Where a vacancy arises before the end of an incumbent's term the governing body will elect one of their number to fill that vacancy at their next meeting.

3.4 Election procedures. The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

- a) The clerk to governors will invite nominations in advance of an election date.
- b) The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda.
- c) Where there are no advance nominations the clerk will invite nominations at the meeting.
- d) Candidates will be invited to make a short statement before withdrawing.
- e) Voting will be by secret ballot.
- f) In the event of a tie a decision will be made by repeat ballot.

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

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

4.1 The clerk is responsible for:

- a. ensuring the efficient functioning of the governing body
- b. convening meetings of the governing body
- c. issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- d. attending governing body meetings; producing draft minutes for agreement by the chair *within 10 days of the meeting*, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school.
- e. maintaining a register of governors and associate members and reporting vacancies
- f. maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- g. providing advice to the governing body on the exercise of its functions
- h. Additional administrative support for governing body functions by agreement.

#### **5. Meetings and Proceedings (Part 4 Regs 12 - 16)**

5.1 The number of full governing body meetings per annum will be **a minimum of 4**.

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

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

5.4 The agenda will be prepared by the clerk in consultation with the chair and Headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 12 / 15 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and Headteacher. The final decision on the agenda is for the chair.

5.5 Any other business: will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing body will decide whether any such item is to be discussed or dealt with in an alternative way. In general only "for information" items will be accepted; issues which require a report or decision will not be dealt with as AOB.

5.6 The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.

5.7 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.

#### 5.8. Voting

- Every proposition shall be determined by a simple majority, a show of hands or, at the discretion of the chair of the meeting by general consensus (except in the case of the change of status of the school which is currently an LA school).
- Only those governors at the meeting and present in the room at the time of the proposition being put by the chair shall be entitled to vote; in the event of a tied vote the chair shall have a second or casting vote
- Any proposition to change the status of the school shall be determined by a majority of 75% (only governors present in person may vote) by confidential paper ballot administered by the clerk.

5.9 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive *and note* a report on any decision which it has delegated to a committee or an individual.

5.10 **Apologies for non-attendance at meetings of the governing body.** All apologies together with the reason(s) for non-attendance at a meeting of the governing body shall be submitted to the clerk or to the chair not later than the commencement of the meeting. ***The governing body shall then determine whether such absence(s) should be treated as a 'consented' or 'non-consented' absence(s) and recorded as such in the minutes of the meeting.*** The failure to submit an apology shall be deemed to be a 'non-consented' absence and recorded as such in the minutes of the meeting.

**5.11. Disqualification for non-attendance.** Any governor, with the exception of the headteacher, who fails to attend any meeting of the full governing body for a consecutive period of 6 months without the approval of the governing body, and such approval being recorded in the minutes, shall be automatically disqualified from serving as a governor. The period of 6 months shall begin from the date of the first meeting missed by the governor. Governors so disqualified shall not be eligible for nomination, election or re-appointment as a governor of any category for a period of 12 months immediately following his/her disqualification.

5.12 Participation in meetings by telephone, video conference or other remote means:

A governor may participate in meetings by telephone or video conference provided that the technology is available and:

- a. S/he has given notice of their intention to do so by detailing the telephone number or other contact details on which s/he can be reached or from which s/he will take part at least 48 hours before the meeting;
- b. the governors present at the meeting have access to the appropriate equipment.

If after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed provided it is still quorate.

5.13 The only people entitled to attend a meeting of the governing body are governors, the Headteacher, the clerk and where appropriate, associate members. If the Headteacher is absent the Heads of School will attend in his / her place but will have no vote, unless s/he has been formally designated as acting Headteacher.

5.14 The Heads of School may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development.

5.15 Minutes and papers: Within 7 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of governing body within 14 days of the meeting.

5.16 The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.

5.17 The original signed minutes will be stored in a secure place in the school.

5.18 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.

5.19 All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

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

5.21 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

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

6.1 The governing body has adopted a Code of Conduct for Governors (attached Appendix) The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.

6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

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

The governing body may delegate many of its functions to a committee, an individual governor or to the Headteacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing body are available to view at the school/ website (Terms of Reference of Committees).

7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.

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

7.3 Staff appointments: the delegation arrangements for staff appointments are set out in the Staff Appointments Policy

7.4 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

## **8. Committees** (Part 5 Regulations 21 - 26)

8.1 The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees: Headteacher Performance Management, Staff Discipline (Hearings), Appeals / Complaints, Selection (Redundancy), Appeals (Redundancy), Pupil Discipline.

Committee Terms of Reference are available on the school website.

8.2 Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

8.2.1 The governing body has agreed the following arrangements for Associate Members:

Candidates will be asked to provide a statement outlining the contribution they can make to a particular committee. A decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body. The agenda for the meeting will include "Appointment of an associate member to the ..... committee. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance.

Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

## **9. Governors' Allowances (Part 6 regs 27 – 30)**

The governing body has agreed to reimburse a governor for expenditure necessarily incurred to perform his / her duty, in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. This Governing Body will pay expenses as follows:

- a. Travel expenses. Petrol/diesel costs may be claimed for meetings outside normal scheduled governing body meetings. Current rate per mile is as per NYCC teachers' allowance and 5p per passenger per mile.
- b. Printing. Per academic year – 1 x domestic ink cartridge and 1 x ream A4 paper.

All claims to be submitted within 30 days of expenditure to the Clerk for Headteacher's countersignature.

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

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

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

10.3 A register of Business Interests has been established and is available to view in school through application to the Clerk to the governors.

### **Appendices**

Code of Practice agreed by governors – Appendix 1

Safeguarding Children Code of Conduct – Appendix 2

Governor Visits Protocol – Appendix 3

Governor Visit Report form – Appendix 3a

Instrument of Government – Appendix 4

Governing Body: List of members, delegated responsibilities etc available on the school website <http://nidderdale.n-yorks.sch.uk/governance-nidderdale-high-school>

Committee Terms of Reference – annually reviewed – available on school website <http://nidderdale.n-yorks.sch.uk/governance-nidderdale-high-school>



**CODE OF PRACTICE - NIDDERDALE HIGH SCHOOL**

**General**

- we have corporate responsibility for determining, monitoring and keeping under review the strategic policies, plans and procedures within which the school operates;
- we recognise that the headteacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum;
- we accept that all governors have equal status, and although appointed by different groups (e.g. parents, staff, LA) our overriding concern will be the welfare of the school as a whole;
- we have no legal authority to act individually, except when the governing body has given us delegated authority to do so;
- we have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer;
- we will encourage open government and should be seen to be doing so;
- we will consider carefully how our decisions may affect other schools and the community served by our school.

**Commitment**

- we acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
- we will each involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups;
- we will get to know the school well and respond to opportunities to involve ourselves in school activities;
- we will consider seriously our individual and collective needs for training and development.

**Relationships**

- we will strive to work as a team;
- we will seek to develop effective working relationships with the head, staff, parents, the LA, the community and other stakeholders

**Confidentiality**

- we will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or pupils;
- as a matter of trust we will not discuss the views of fellow governors with members of the public outside our meetings;
- we will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

## **Conduct**

- we will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents;
- we will not speak or act on behalf of the governing body unless we have been specially authorised by it to do so;
- in making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body;
- our visits to the school will be undertaken within the framework established by the governing body and agreed with the headteacher;
- in discharging our duties we will always be mindful of our responsibility to maintain and develop the aims, values, ethos and reputation of our school;
- we will abide by The Nolan Principles of Public Life.

## **Safeguarding Children Code of Conduct for Adults Working in Schools (Staff, Governors, Volunteers and Visitors)**

This document provides a guide for adults working in schools about acceptable and desired conduct to protect both adults and students. It refers to and complements other policies and guidance at Nidderdale High School including:

- Behaviour Policy
- Anti Bullying Policy

This document is based upon the DFE document 'Working Together to Safeguard Children' in which useful examples of acceptable and unacceptable conduct can be found, together with discussion of the issue raised.

### **Basic Principles**

- The student's welfare is paramount (Children Act 1989)
- All staff have a 'duty of care' to the students
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions
- Adults working in school must work and be seen to work in an open and transparent way
- Adults should discuss and/or seek advice promptly from a senior member of staff about any incident which could give rise for concern
- A record should be kept of any such incident and of decisions made/further actions agreed in accordance with the school record keeping policy
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- Our safer recruitment and selection procedures will be followed for all appointments
- Not developing 'personal' sexual relationships with students. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which states a new criminal offence of 'abuse of a position of trust'.

### **Practices**

**Do:**

- DO treat everyone in a professional manner
- DO provide a positive example you wish others to follow
- DO plan activities to involve more than one adult – at the very least, make sure you can be seen or heard by other people
- DO respect a young person's right to privacy (except where a young person discloses information of a child safeguarding nature to you where you have a duty to refer this information further)
- DO create an environment in which young people and adults feel comfortable in pointing out attitudes and behaviours they don't like
- DO remember that someone else may misinterpret your actions, no matter how well-intentioned
- DO report and challenge abusive youth and/or adult activities, such as ridicule or bullying

**Do not:**

- DO NOT play inappropriate physical contact games with young people
- DO NOT engage in inappropriate verbal banter
- DO NOT jump to conclusions without checking facts
- DO NOT make suggestive remarks or gestures or tell jokes of a sexual nature
- DO NOT rely on your good name to protect you – it may not be enough
- DO NOT believe that an allegation could not be made against you, it could
- DO NOT give your personal details, eg home or personal mobile phone number, personal email address, home address to any child or young person that you work with.

**Confidentiality**

Governors are expected to respect the confidential nature of their role including any matters discussed in meetings.

## GOVERNOR VISITS TO THE SCHOOL PROTOCOL

### 1. Purpose/Benefits

- To raise governors' awareness of life and work in the school
- To develop positive relationships between governors and teachers
- To help governors monitor and evaluate the work of the school
- To help the school community to know the governors via their raised profile.

**The visit is not about “inspection”** which governors recognise is a professional activity the results of which are reported to them. The visits will provide governors with more understanding of the working life of the school and therefore can provide more detailed support and challenge where required.

### 2. Protocols

- \* Any visit to school by a governor should be planned between the Headteacher and / members of the Senior Leadership Team and the governor, at least 2 days in advance.
- \* Any visit will have a specific focus and will be agreed in advance with the Headteacher or the Senior Leadership Team
- \* Planning and other contextual detail will be provided by the Headteacher or the Senior Leadership Team in advance.
- \* The governor will report on the visit using the attached Report Form. This to be submitted to the Headteacher within 2 working days via Clerk.
- \* The Headteacher will check the report for accuracy of content and any requirement for immediate actions to be taken.
- \* Any appropriate response will be made by the Headteacher to the Governor.
- \* The visit to be included as a separate agenda point on the next meeting of the full governing body.

**3. Commitment:** 1 x half-day focused immersion visit by each member of the Governing Body per academic year.

**4. Calendar of visits.** A calendar of governors' visits to the school will be drawn up at the beginning of each year. The programme will ensure an even distribution of visits across subjects, year groups, classes, terms and teachers. However, the nature of a working school and the wide array of activities mean that governors will also be invited to attend other events in school on a more frequent basis. Governors are engaged (upon invitation) to visit the school for various reasons eg attend assemblies, prize giving etc.

### 5. Example events for other governor visits:

- \* Parent / Staff Forums
- \* Student voice activities
- \* Prize giving
- \* Assemblies / Remembrance Service / Carol Service
- \* Community events

## Report form for governor's school visit

<b>NAME:</b>	<b>DATE OF VISIT:</b>
<b>Purpose of visit</b> <i>(Previously agreed by the governing body with the headteacher)</i>	
<b>Observations and comments by the governor</b> <i>(e.g. what you saw; what you learned; what you would like clarified; how long the visit lasted)</i>	
<b>Any key issues arising for the governing body</b> <i>(e.g. the way resources are allocated; the way the school communicates; progress in implementing a key policy)</i>	
<b>Action following governing body meeting</b> <i>(Record any action agreed by the governing body with regard to this visit)</i>	
<b>Signed:</b> .....	<b>Governor</b> <b>Date</b> .....

**NORTH YORKSHIRE COUNTY COUNCIL**  
**The Nidderdale High School and Community College**  
School Governance (Constitution) (England) Regulations 2012

**INSTRUMENT OF GOVERNMENT**

1. The name of the school is **Nidderdale High School and Community College**.
2. The school is a community school.
3. The name of the governing body is **“The Governing Body of Nidderdale High School and Community College”**.
4. The governing body shall consist of: -
  - a. Two parent governors;
  - b. One Local Authority governor;
  - c. Two staff governors [including the headteacher];
  - d. Seven co-opted governors;
5. Total number of governors is twelve.
6. The term of office for parent governors, for co-opted governors and for the staff governors is four years. The term of office for the Local Authority governor is four years or until termination by the Local Authority.
7. This instrument of government comes into effect on 14 October 2013.
8. This instrument was made by order of North Yorkshire Local Authority on 29<sup>th</sup> October 2013.
9. A copy of the instrument must be supplied to every member of the governing body (and the Headteacher if not a governor).

THE COMMON SEAL OF NORTH

YORKSHIRE COUNTY COUNCIL

was hereunto affixed this 29<sup>th</sup> day of

October 2013 in the presence of: -

SIGNED BY AUTHORISED SIGNATORY