



The Wolds and Vale Federation



The Wolds and Vale Federation GOVERNANCE ARRANGEMENTS

2020 - 2021

Updated and approved 20th October 2020



Lutons CP School: 'Together we care, learn and grow'

**Sherburn CE VC Primary School: 'Working together,
putting children first within our Christian family'**



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Scheme of Delegation

This document reflects the mission statement of both schools, namely:

Luttons CP School: 'Together we care, learn and grow'

Sherburn CE VC Primary School: 'Working together, putting children first within our Christian family'

The Scheme has been developed to clarify the responsibilities and powers of the Governors in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Education Authority Policies.

Delegations cannot be exercised other than by the designated person or committee (if relevant), unless otherwise directed and agreed by the Governing Body (GB).

In the absence or incapacity of the Headteacher, the delegations stand delegated to the appointed deputy, unless otherwise directed or agreed by the governing body. The Headteacher may delegate the work of his/her delegated items, but may not delegate the responsibility for the work.

Instead of exercising her/his delegated powers, an individual or a committee may refer the matter to the appropriate committee or governing body.

THE GOVERNING BODY

Composition of the Governing Body:

- 1 LA Governor
- 4 Co-opted Governors
- 2 Parent Governors
- 1 Staff Governor(s)
- The Headteacher, (ex-officio)
- 2 Foundation governors
- 1 Associate Governor (non-voting)
- 1 Clerk (non-voting)

The governing body will elect a chairperson and vice chairperson at the first meeting of each school year, using the procedures laid out in the 'Standing Orders for Procedural Working of the Governing Body'.

Sub Committee Structure

Ad hoc subcommittees will be formed as and when necessary.



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There are six Full Governing Body Meetings, throughout the year, normally one in each Half Term.

GOVERNING BODY DECISION PLANNER

Decision Level Key:

1. Full Governing Body
2. Relevant sub committee, (this governing body does not currently have sub-committees)
3. Chair of Governors or Chair of Committee
4. Head Teacher

Grey shading denotes function which cannot be carried out at this level.

Key Function	No	Tasks	Decision Level		
			1	3	4
Strategy		Agree strategic objectives and action plan			
		Review implementation of action plan			
Budgets		To approve annual budget			
		Identify priorities in line with Strategic Plan			
		To monitor monthly expenditure			
		Monitoring of Monthly Review of spend against budget			
		Monitoring and reporting of potential under/over spend			
		To agree necessary budget virements			
		To establish/review charging and remissions policy			
		Miscellaneous financial decisions			
		To enter into contracts below £5,000			
		To enter into contracts above £5,000			
		Approve cheque signatories			
		Incorporating income into budget planning			
		Control and reporting of income raised			
		Establish/review use of any rollover/deficit and impact on budget planning			



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		Deployment of any additional funds raised			
Staffing		Head or deputy head teacher appointments			
		Appoint other teachers			
		Appoint non-teaching staff			
		Agreement of pay discretions / thresholds			
		Establishment /review of disciplinary/capability procedures			
		Suspension/end suspension of head teacher			
		Dismissal of head teacher			
		Suspension/end suspension of other staff			
		Dismissal of other staff			
		Determining dismissal payments/ early retirement			
		Determining staff complement			
Curriculum		Ensure National Curriculum (NC) taught to all			
		To establish/review curriculum policy			
		To implement curriculum policy			
		Responsible for standards of teaching			
		To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			
		Responsibility for individual child's education			
		To establish/review sex education policy			
		To prohibit political indoctrination and ensuring the balanced treatment of political issues			
Performance Management		To establish/review a performance management policy			
		To implement the performance management policy			
Target Setting		To set and publish targets for pupil achievement			
		To establish/review the discipline policy			



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		To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term			
		To exclude a pupil for 1 or more fixed terms (not exceeding 45 days in total in a year) or permanently			
		To direct the reinstatement of excluded pupils			
Admissions		To appeal against LEA directions to admit pupil(s)			
Religious Education/ collective worship		Responsibility for ensuring provision of RE in line with school's basic curriculum Agree arrangements for collective worship			
Premises & Insurance		Buildings insurance – to seek advice from LEA where appropriate			
		Develop a school buildings strategy/master plan			
		Contribute as required to LA asset management planning arrangements			
		To establish/review a health and safety plan			
		To establish/review a building maintenance plan			
		To ensure that health and safety issues are met			
		To set a charging and remissions			
		Maintaining buildings in line with the maintenance and health and safety plans			
		To ensure health and safety regulations are followed			
School Organisation		To draw up instrument of government and any amendments thereafter			
		To draft a school Action Plan following Ofsted inspection and distribute copies to parents			
Information for parents		To approve the School Profile			
		To approve the School Curriculum			
		To ensure provision of free school meals to those pupils meeting the criteria			
		To provide information to be published by the FGB			
		To provide information on school activities and day to day issues			
		Establishment and review of home-school agreements			



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FGB procedures		To agree/review and implement the School's Standing Orders and Code of Practice for Governing Bodies			
		To appoint and dismiss the clerk to the governors			
		To discharge duties in respect of pupils with special needs by appointing a "responsible person"			
		To agree the delegation of functions to individuals or committees as appropriate			
		To regulate the FGB procedures (where not set out in law)			
		To consider forming a federation or joining an existing federations or joint working schemes			
		To consider requests from other schools to join a federation or joint working schemes			
		To leave a federation or joint working scheme			
		To decide on committee structure if any			
		To establish/review terms of reference for Committees			
		To appoint chair and clerk of Committees			
		To determine meeting dates of Committees			
Extended Schools		To decide to offer additional activities and what form these should take			
		To put in place the additional services provided			
		To ensure delivery of services			
		To cease providing extended school provision			



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Standing Orders for Procedural Workings of the Governing Body of The Wolds & Vale Federation

*Note: These Standing Orders should be approved or adapted annually by the Governing Body, at the first Full Governing Body Meeting of the school year. Those points shown in **bold italics** are statutory requirements and cannot be adapted.*

Meetings of the governing body

The governing body shall meet 6 times each school year.

Chair and vice-chair – term of Office

The chair and vice-chair shall have a term of office of 2 years. The term shall begin at the first governing body meeting of the autumn term at which the chair and vice-chair are normally elected and shall end at the first meeting following the 2nd anniversary of their election. In the event of the chair and/or vice-chair ceasing to occupy their post(s) part way through their respective term(s) of office then their successor(s) shall serve out the remainder of their predecessor's term.

Election of chair and vice-chair

The clerk shall take the chair for the item dealing with the election of the chair and, in the event of a failure to elect a chair, for the item dealing with the election of the vice-chair. In the event of the governing body failing to elect a chair or a vice-chair the governing body shall elect a chair for the meeting. In the event of the governing body failing to elect a chair for the meeting then the meeting shall stand adjourned and the clerk, acting in consultation with the immediate past chair and the headteacher, shall convene a further meeting within 28 days of the adjournment.

Election of chair and vice-chair – procedure

The following procedure shall apply to the election of the chair and vice-chair:

- the clerk shall invite nominations from the meeting. A governor may nominate him/herself;
- if only one candidate is nominated that candidate must withdraw from the meeting whilst the remaining governors vote by secret ballot on whether to accept or reject the nominated candidate. In the event of an equality of votes the clerk **does not** have a casting vote and a "no decision" shall be recorded in the minutes;
- the clerk shall then invite further nominations from the meeting. If a further candidate is nominated but the result is the same, or the candidate is rejected, the clerk shall move on to the election of the vice-chair.
- the election of the chair shall then be placed as an item on the agenda for the
- next meeting of the governing body;
- if two candidates are nominated then both nominated candidates shall withdraw from the meeting whilst a secret ballot takes place. The chair shall be elected by a simple majority of the votes cast. In the event of each candidate polling the same number of votes then the successful candidate shall be decided by the toss of a coin;



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- if 3 or more candidates are nominated and none of the candidates achieves a simple majority of the votes cast (e.g. 5.3.3.) then there shall be a second secret ballot to try to achieve a candidate with a simple majority (e.g. 6.3.2.) or, failing that, the candidate with the fewest votes (e.g. 5.4.2.) shall be eliminated;
- the unsuccessful candidate may then return to the meeting and a further secret ballot takes place between the two remaining candidates;
- following his/her election the chair shall take over the meeting immediately and conduct the election of the vice-chair using the same procedure.
- if the governing body fails to elect a chair or a vice-chair it shall elect a chair for the meeting;
- if the meeting fails to elect a chair for the meeting then the meeting shall stand adjourned and shall be re-convened within 28 days.

Annual calendar of meetings and business

At the first meeting of the autumn term the governing body shall approve a calendar of governing body and committee meetings and of planned business for the ensuing year and the clerk shall, within 14 days, of the meeting provide a copy of the calendar to all members of the governing body.

Notice of meetings and agenda

Every member of the governing body shall receive the following ***at least seven clear days in advance of a meeting:***

- ***written notice of the meeting;***
- ***a copy of the agenda for the meeting;***
- ***a copy of any reports or papers to be considered at the meeting.***

This standing order shall not apply where the chair of the governing body so determines on the ground that there are matters demanding urgent consideration. In that case the written notice of the meeting shall state that fact and the agenda, reports and other papers to be considered at the meeting are received within such shorter period, as the chair shall direct.

Agenda Items

With the agreement of the chair of the governing body or of the relevant committee any member of the governing body shall be entitled to include, on the agenda for any governing body or committee meeting, an item(s) on any particular issue provided that written notice thereof is given, as appropriate, to

the chair of the governing body, or of the relevant committee and to the clerk at least 14 days prior to the meeting taking place.

Quorum

The quorum for a meeting of the governing body shall be not less than 50% of the number of governors in post at the time of the meeting or such other number as may be determined from time to time by regulations issued by the Department for Education.



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The quorum for a meeting of any committee of the governing body shall be at least three (3) governors who are members of that committee.

Associate members shall not be included in the calculation for quorum purposes.

In order to allow business to move forward at each meeting, where there is a risk that a meeting may not be quorate an agreement may be made with the Chair at least 7 days in advance for governor(s) to use Skype or similar software to allow them to be party to the discussion and decision making on a particular item(s). They will conduct themselves in the normal manner expected of Governors.

Voting

- every proposition shall be seconded prior to the vote being taken;
- every proposition shall be determined by a show of hands or, at the discretion of the chair of the meeting, by general consensus;
- 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;
- after a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting be recorded in the minutes of the meeting to show whether each governor present gave his/her vote for or against the proposition or abstained from voting;
- after a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting shall be by secret ballot;
- in the event of requisitions for both a secret ballot and a recorded vote then the requisition for the secret ballot shall take precedence and no action shall be taken on the requisition for a recorded vote.

Confidential Matters

Prior to the consideration of or discussion on any matter on any agenda for a meeting of the governing body or of any committee, consideration shall be given as to whether the matter includes confidential information and the governing body or committee shall determine whether the public or any other person, not being a member of the governing body, should be excluded from the meeting during the consideration of the matter. In the event of any matter being deemed to be confidential then the minutes of the discussion and decision ***shall be excluded*** from the minutes of the meeting to be made available for public inspection. This standing order is additional to the requirement for governors to withdraw from a meeting and take no part in the consideration or voting on any item in which they have a declarable interest as required by standing order 18.

Minutes of Meetings

The draft minutes of all governing body and committee meetings shall be approved by the chair of the meeting ***within 14 days of the meeting having taken place***. Thereafter the approved draft governing body minutes shall be circulated to all members of the governing body within 21



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days of the meeting having taken place. The minutes of committee meetings shall be circulated with the agenda for the next succeeding governing body meeting. **All non-confidential minutes shall be made available for public inspection only after they have been submitted for approval to the next succeeding meeting of the governing body or committee, as appropriate.**

Record of Attendance

Every governor attending a meeting of the governing body or of any of its committees of which s/he is a member shall sign her/his name in the attendance book or sheet provided for that purpose.

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.

Disqualification for non-attendance

Any governor, with the exception of the headteacher, who fails to attend any meeting of the 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. Foundation (but not ex-officio foundation) governors, community governors, partnership governors or sponsor 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. Parent or staff governors are eligible for nomination and election (or appointment in the case of parent governors) immediately following their disqualification.

[See DfE publication "The Constitution of Governing Bodies of Maintained Schools" – Statutory Guidance – August 2017 – pages 23-25 – C5. Removal of Governors and C6. Procedure for the Removal of Governors by the Governing Body.]

Records of the governing body

The clerk to the governing body shall be responsible for maintaining and keeping up to date the records of the governing body which for the purpose of this standing order shall comprise the following:

- the minutes of the meetings of the governing body and its committees;
- the record of attendance;
- the register of business interests;



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- the record of hospitality/gifts;
- A record of DBS checks, (kept in each school)
- copies of self-declaration forms to confirm that governors are not disqualified for any of the criteria listed;
- any such other records as may be determined from time to time by formal resolution of the governing body.

The records of the governing body shall be kept in a secure place provided at the school and shall be available for inspection by the public, members of the governing body, parents of pupils at the school and the Local Authority. Confidential items and confidential minutes shall not be made available for public inspection. Once approved by the Full Governing Body, minutes will be made available on the school website.

Register of business interests

Every governor shall complete the register of business interests within one month of their election/appointment as a governor. Entries in the register shall be updated as and when necessary and in any event annually. In the event of any governor having no registerable business interests then a NIL return shall be recorded for that governor(s).

Conduct

All Members of the governing body shall abide by the **Nolan Principles on Public Life** as follows:

- **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 obligation 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 to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- **Openness** - holders of public office should be as open as possible about all the decisions and actions that 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.

Declarations of interest

If any member of the governing body has any interest, whether pecuniary or otherwise, in any item on the agenda for any meeting at which they are present, they shall declare



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such interest prior to the consideration of that item and shall immediately leave the room and take no part in the consideration of or voting on that item.

Urgent action by the chair/vice-chair of the governing body

Where it is not reasonably practical to hold a meeting of the governing body (or of the relevant committee that has the delegated authority to deal with any matter) or where the relevant 7 days notice of the meeting cannot be given and there will be a delay that would be seriously harmful to the school or to any pupil or member of staff if the matter is not dealt with then the chair (or in his absence the vice-chair) shall have authority to take such action as is deemed appropriate in the circumstances to deal with the matter. Such action must be reported to the next available meeting of the governing body or committee.

Financial and other guidance

The governing body and any committee(s) established by it shall, at all times, abide by the North Yorkshire County Council Financial Standing Orders and any directions that may be issued by the Children and Young People's Service (LA) under The Code of Practice on Local Education Authority – School Relations, Ref.: DfEE 0027/2001 and any subsequent amendment thereto. The governing body shall also have regard to and take account of any advice or guidance that may be issued by the LA from time to time.

Variation and revocation of standing orders

Any motion to add to, vary or revoke these standing orders unless appearing in full on the agenda for the meeting shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the governing body. Any decision to add to, vary or revoke standing orders shall take effect when specified in the resolution or immediately in default of a time and date being specified.

Interpretation of standing orders

The ruling of the chair as to the construction or application of any of these standing orders, or as to any proceedings of the governing body, shall be final and shall not be challenged at any meeting of the governing body or committee.

Associate members

Any reference in these standing orders to a governor shall, where the context so admits, include associate members.

Code of Practice

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;
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- we accept that all governors have equal status, and although appointed by different groups (e.g. parents, staff, Local Education Authority (LEA)) 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 LEA, the diocese when appropriate and other relevant agencies and the community.

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;



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- 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 (see Standing orders for procedural workings of the governing body of The Wolds and Vale Federation.)

Lead Governor Roles

The remit of a lead governor

Each link governor will want to personalise their role and their relationship with staff members. As a minimum a link governor should:

- Become informed about documents, policies, strategies and legislation that relate to the lead area;
- Have an understanding of the OfSTED criteria for evaluating, and local and national issues that impact upon, the lead area;
- Liaise with the Head Teacher and Staff member coordinating the lead area in order to become informed about such things as staffing arrangements and training; the condition and availability of resources; curriculum and timetable arrangements; special needs provision; reference to the school development plan; assessment and recording procedures for the area; which visits and visitors are planned.
- Establish and maintain effective lines of communication between the relevant staff and the governing body; report back to governing body meetings.
- Discuss the issues with relevant staff members.
- Assist in keeping parents informed via the school prospectus, newsletter, annual parents report and meetings. Ensure that parents have confidence in the lead area.
- Ensure that the issues pertaining to the lead area remain high on the school's agenda and with the Governing Body.
- Identify local activities linked to the lead area and become involved
- **Governors should remember that they are not acting as a teacher, nor an inspector, but as a source of support and a critical friend to the school.** When visiting a lesson, remember the apprehension some teachers feel when being watched.
- Ensure pupils get the support they need to access the curriculum and to participate fully in the life of the school.
- Understand and promote the links your school has with other local schools, support services and parents.
- In addition the SEN Governor will understand how the school identifies children with SEN and what happens once a pupil has been identified;



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The protocol that applies to governors using alternative arrangements to participate and vote in meetings

Where the governing board has approved and has in place alternative arrangements for governors to participate and vote in meetings (e.g. by telephone or video conference) and a governor wishes to use these alternative arrangements they should:

- restrict themselves to using the arrangements agreed by the governing board;
- inform the clerk to the governing board that this is their intention as soon as possible but no later than 72 hours before the meeting is due to take place (subject to the meeting being convened giving the normal notice period);
- communicate and co-operate with the clerk to the governing board, school or trust as necessary to ensure that the alternative arrangements can be put in place and work well for all concerned, and
- abide by the normal rules, procedures and code of conduct adopted by the governing board and give regard to the duty to maintain confidentiality.

The protocol that applies to the governing board when using alternative arrangements to hold their meetings

Where the governing board decides that a meeting should take place using alternative arrangements (e.g. by telephone or video conference) that have been previously agreed then following will apply:

- the usual (statutory) notice and arrangements for issuing papers except where the chair has exercised their right to waive the usual notice;
- all participants to receive clear instructions regarding how to access the meeting including where they can access support if they experience difficulty;
- all participants will note and follow any instructions given on how to manage their participation at the meeting. For example, confirming attendance, speaking through the chair of the meeting, voting on matters etc;
- the governing board will abide by their normal rules, procedures and code of conduct adopted by the governing board and give regard to the duty to maintain confidentiality;
- governors will contribute towards a safe and secure environment for the meeting by giving due regard to the school's policies relating to data protection and the appropriate use of ICT, and the minutes of the meeting will be taken by the clerk to the governing board and the meeting should not be recorded by any governor or the clerk without the approval of the governing board and for a specified purpose.