

## GOVERNING BODY STANDING ORDERS

### FORDLEY PRIMARY SCHOOL (DFE No 2085)

#### Terms of Office

Term of Office for Chair: 1 year      Term of Office for Vice Chair: 1 year

***Prior to the election of the Chair and Vice Chair the Governing body must determine the date on which the term of office will end.***

Date on which term of office of Chair will end: Autumn 2024

Date on which term of office of Vice Chair will end: Autumn 2024

#### Election Procedures

Written nominations to be sent out in advance of the meeting, with names of nominees listed on the agenda of that meeting ☐

Governors can nominate themselves or another Governor ☒

If names appear on the agenda, nominations will not be accepted at the meeting ☐

Nominations for Chair and Vice Chair will be invited at the meeting ☒

#### Election Process

The Election process will be by Open vote ☒

The Election process will be by Secret ballot ☐

Nominees will leave the room for the vote to take place ☐

In the event of a single nomination, the Governing body will still vote on the nomination ☒

#### Clerking Services

Name of Clerk to the Governing body Mrs Jacqui Sugden

Clerked by Governor Services No

DBS checks carried out by Governor Services No school

Governing body subscribes to Governor Services Training SLA Yes

## Terms of Reference and Committee Membership

Date Committee Terms of Reference Agreed/Reviewed

1st Autumn term  
mtg annually

Either: Governors to elect Committee Chair

☐

Or Committee to elect Com Chair

☒

### Names of Committees:

- Admissions
- Performance Management
- Resources
- Standards

## Staffing Appointments

### Refer to School Staffing (England) Regulations 2009 and The School Staffing (England) (Amendment) Regulations 2013

Staff appointments or dismissals may be delegated to either 'the Headteacher', or 'one or more Governors', or 'one of more Governors acting together with the Headteacher'.

Please refer to Committee Membership list for named Governors if applicable, and Committees Terms of Reference for Committee responsibilities relating to Staffing.

### Appointing Staff delegated to the following:

Appoint Support Staff:

One of more Governors and the  
Headteacher

Appoint Support Staff – additional info

In relation to Teaching Support staff

Appoint Teachers

One of more Governors and the  
Headteacher

Appoint Teachers – additional info

Panel of 5 consisting of Senior Leaders and  
Governors

Appointment of Headteacher/Deputy  
Headteacher

Selection Panel consisting of at least 3  
Governors

### Dismissing Staff delegated to the following:

Dismiss Support Staff:

1 or more Governors and the Headteacher

Dismiss Support Staff – additional info

HT may attend and offer advice at all  
relevant proceedings

Dismiss Teachers/Deputy HT/LS Team:	1 or more Governors (HT may attend and offer advice at all relevant proceedings)
Dismiss Headteacher	Panel of at least 3 Governors
Dismiss Headteacher – additional info	With HR support

### **Suspension of Staff:**

**Both the Governing body and the Headteacher have the power to suspend on full pay anyone who works at the school, if it seems necessary. Each must inform the other, and the LA, if it takes such action. Only the Governing body may end a suspension.**

## **Meetings**

Number of Governing body meetings per annum:	6
Number of meetings per term:	2

## **Miscellaneous**

Clerk to the Governing body to keep signed minutes in a Minute book or file	<input checked="" type="checkbox"/>
The Governing body agrees draft minutes will be available for inspection	<input checked="" type="checkbox"/>
The Governing body agrees a statement on the Agenda will declare Confidential Items	<input checked="" type="checkbox"/>
The Governing body agrees a statement on the Agenda will declare interests e.g. Pecuniary	<input checked="" type="checkbox"/>
Code of Conduct adopted (05/10/22)	<input checked="" type="checkbox"/>
Freedom of Information requests delegated to the Headteacher	<input checked="" type="checkbox"/>
Nominated member of staff responsible for School Policies	Headteacher
The Governing body agrees that Governors tel no's and email addresses can be shared between Governors to aid communication	<input checked="" type="checkbox"/>
The Governing body agrees that governors can take part in meetings remotely as and when required	<input checked="" type="checkbox"/>
Date of meeting Standing Orders agreed/reviewed	4 October 2023

**Signed: J McHanwell**  
**Chair of Governors**