

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 2025
Date on which term of office of Vice Chair will end: Autumn 2025

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	☒
The Governing body agrees draft minutes will be available for inspection	☒
The Governing body agrees a statement on the Agenda will declare Confidential Items	☒
The Governing body agrees a statement on the Agenda will declare interests e.g. Pecuniary	☒
Code of Conduct adopted (05/10/22)	☒
Freedom of Information requests delegated to the Headteacher	☒
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	☒
The Governing body agrees that governors can take part in meetings remotely as and when required	☒
Date of meeting Standing Orders agreed/reviewed	2 October 2024

Signed: J McHanwell
Chair of Governors