






Full Governing Body Procedures 2021-22

Version no	Amendments	Approval date
1		<div style="text-align: right;">Feb 2018</div> 
1	No changes	<div style="text-align: right;">Sept 2018</div> 
2	Added expectations of governors re attendance at meetings, giving apologies for absence and visits to school	<div style="text-align: right;">March 2022</div>  BENJAMIN ROACH

Full Governing Body Procedures

Membership

Membership of the governing body is set out in the Instrument of Government. The governing body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community. Mentors will be allocated to new governors.

The governing body will consider associate membership for individuals able to provide a specialist skill, who would not otherwise qualify to be a governor.

Election of chair and vice-chair

The chair and vice chair will be elected on an annual basis. Candidates may self-nominate at any time in advance of a vote. Candidates will be able to make a personal statement to the meeting before the vote if they wish. The clerk will take the chair for the election of the chair.

Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

Role of the chair

The Chair of Governors will:

1. Work with the head teacher to promote and maintain high standards of educational achievement.
2. Ensure that the governing body sets a clear vision, ethos and strategic direction for the school.
3. With the governing body, hold the head teacher to account for the educational performance of the school and its pupils, and for the performance management of staff.
4. With the support of the wider governing body, ensure oversight of the financial performance of the school and effective use of the school resources

The chair will ensure that all governors understand the role and responsibilities of the governing body.

The key roles of the chair are outlined below:

1. **Leading effective governance:** giving the governing body a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement.
2. **Building the team:** attracting governors with the necessary skills and ensuring that tasks are delegated across the governing body so that all members contribute, and feel that their individual skills, knowledge and experience are well used, and that the overall workload is shared.
3. **Relationship with the head teacher:** being a critical friend by offering support, challenge and encouragement. Holding the head teacher to account and ensuring the head teacher's performance management is rigorous and robust. A good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.
4. **Improving the school:** Ensuring school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
5. **Leading the business:** Ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that governing body business is conducted efficiently and effectively.

Church school

St Paul with St Luke is a Church of England Voluntary Controlled Primary School and as such has a special ethos centred on Christian values. We have close links with St Paul's Church Bow Common and representatives serve on the governing body as Foundation Governors.

Our full governing body meetings open with prayer as we seek God's help and wisdom in leading the school.

Meetings

An annual calendar of dates for main and committee meetings will be set and published.

Meetings will include progress reports on the School Improvement Plan, updates on academic progress and other relevant performance data. The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed. No less than four full governing body meetings will take place a year and committee meetings will take place in line with their terms of reference.

Governors will receive relevant information at least a week in advance of meetings to enable sound discussion and decisions to be made.

Recording the acceptance of apologies does not imply the consent of the governing body for a governor to be absent with regard to the disqualification regulations for non-attendance. Consent for absence may be granted by the governing body on request from governors who know they will be unable to attend meetings for an extended period. Governor attendance will be managed in line with the schools agreed governor code of conduct.

The governing body will aim to complete full governing body and committee meetings within two hours.

The governing body will ensure that there is an opportunity at least annually for all parents who wish to do so to meet with governors.

There is an expectation that Governors attend meetings on a regular basis and send apologies to the Chair and clerk for absences.

Quorum

A quorum will be 50% of the total number of members of the governing body. If a governor leaves during the meeting and the meeting is no longer quorate, the meeting must be adjourned. Any 3 members of the governing body may request for an extraordinary meeting to be convened. This request should be made to the clerk.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Matters reserved for the full governing body:

- To determine the strategic direction of the school
- To monitor and evaluate the performance of the school by receiving reports from the head teacher
- To agree constitutional matters, including procedures where the governing body has discretion
- To consider whether or not to exercise delegation of functions to individuals or committees and to establish the committee terms of reference.
- To receive reports and ratify recommendations from committees or from individual governors
- To consider business provided by the LA or the LDBS
- To investigate financial irregularities (if head suspected)

- To agree selection panel for head teacher and deputy head appointments
- To suspend or end suspension of head teacher
- To draw up the instrument of government and any amendments thereafter
- To appoint or remove the chair and vice chair
- To appoint or dismiss the clerk
- To hold at least 4 governing body meetings a year
- To set up a register of governor's business interests
- To recruit and appoint new governors where appropriate

To approve the annual budget

Committee and Statutory Committee Meetings

The governing body currently operates the following Committees:

- School Improvement Committee
- Resources Committee
- Pay Committee
- Headteacher Appraisal

Other committees may be established from time to time as required. Committees are held independently of the full governing body. The members of each committee are elected at the first full governing body meeting in the autumn term. Each committee will have its own terms of reference; at the start of the academic year each committee will review and monitor these to ensure that they are fit for purpose. This will then be agreed annually by the full governing body. The terms of reference will set out the number of times a year each committee will meet.

At least 7 days prior to these meetings you will receive, via the clerk, several documents:

- The agenda (with the date, time and location of the meeting) – showing a list of the items scheduled to be discussed;
- Previous minutes
- Additional supporting material relevant to the agenda.

Governors new to the role are encouraged to attend all the sub-committee meetings to get a flavour of how they operate and what they discuss. They are then encouraged to be members of subcommittees where they will be best positioned to utilise their strengths and skills.

Statutory Panels

As well as the sub-committees there are several statutory panels that the governing body is required to have in place. Governors volunteer to be on these as and when a statutory committee is required to convene, depending on availability. These statutory committees often do not need to meet but when they are, each governor will be notified promptly, and a suitable date and time will be arranged.

The Statutory Committees include:

- Pupil Discipline/Exclusion
- Complaints
- Appeals

Each panel will consist of at least 3 governors, although staff governors are not allowed to serve on these due to the nature of the discussions.

Link Governors:

There are also areas of responsibility that any governor can represent as a Link Governor. The expectation is that governors make at least one visit to the school each term in their role as subject link governor and class link governor.