



GOVERNING BODY STANDING ORDERS

Governing body procedures must comply with new 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 regulations are incorporated in the advice given.

These standing orders set out the procedures, which have been agreed for Oak Lodge School. If any issue is not explicit the regulations will apply.

1 Roles of the Governing Body and Executive 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 Headteacher performs his or her responsibilities for the educational performance of the school; and
 - (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.
- 1.4 The Headteacher 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 (*Appendix A*)

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 For maintained school governing bodies that have reconstituted under the 2012 Constitution Regulations:

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 (LA) 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”.

Note: every governor’s role is to govern the school in the best interest of pupils, not to represent the interests of the constituency from which they were elected or appointed.

2.2.1 Procedure for co-options:

- Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school.
- 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 and copies of their statements circulated with papers in advance.

2.2.2 Procedure for Local Authority governor appointments:

- On notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee.
- The chair / other designated governor 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 until the first meeting of the governing body in the autumn term following the election
- 3.2 In order to encourage distributed leadership and succession planning no-one will serve as chair or vice-chair for longer than six 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 drawing lots / tossing a coin



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:

- Convening meetings of the governing body
- Issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- Attending governing body meetings; producing draft minutes for agreement by the chair within 15 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
- Maintaining a register of governors and associate members and reporting vacancies
- Maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- Providing support and advice on all matters of governance during and between meetings

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 3
- 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 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.



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- 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 Absence / apologies: Where a governor is absent and has sent apologies to the clerk or the chair the minutes will simply note receipt and a governor will cease to hold office after six months continuous absence. If an absent governor wishes to remain on the governing body s/he should inform the clerk of this fact in writing and the governing body will decide whether or not to agree his / her continuation at their next meeting
.
- 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.



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

A governor may participate in meetings by telephone or videoconference provided that:

- 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 videoconference the meeting will still proceed provided it is still quorate.

5.11 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 deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting Headteacher.

5.12 The deputy Headteacher may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development.

5.13 Minutes and papers: Within 15 days of the meeting the draft minutes will be sent by the clerk to the chair and Headteacher for clearance. Once agreed, the draft minutes will be sent to all members of governing body within 30 days of the meeting.

5.14 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.

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

5.16 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.

5.17 Copies of the following documents will be placed on the school website: agendas, signed minutes, reports and papers.

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.

5.19.1 All important correspondence to the governing body will be recorded and may be allocated to an appropriate individual / committee. It will either be dealt with at the next FGB meeting or that meeting will receive a report from whoever has dealt with the issue.



5.19.2 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/Practice for Governors (attached in appendices)
The Code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy on an annual basis.
- 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.

- 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:

Head Teacher	Chair, + three Governors
Business Manager	Chair, Head Teacher + three Governor
MS 3-4 points	Head Teacher + 3 others
SMT	
MS 1-2 points	Head Teacher + 1 other
Admin Staff and Site Officers	Head Teacher + Business Manager
Specialist Support Staff	Head Teacher + 1 other
- 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)*



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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:

- School and Residential
- Finance and Resources (including Deaf First and Premises)

8.2 Associate Members (AM): 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.

9. Collaboration with other schools *(Schedule 2 reg 4)*

The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged. Oak Lodge does not have any reciprocal arrangements



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

The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Allowances policy (shown as Appendix / available to view at the school) and to be made on provision of a receipt for the relevant amount. All claims are subject to audit scrutiny.

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

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.

11.1 In addition members of staff will be asked to withdraw if the appointment of their successor is being discussed

11.2 Declaration of Interests in specific agenda items for a meeting will be a standard item on governing body and committee agendas

11.3 All Governors and Associate Members will sign a Declaration of Pecuniary Interests form annually and details of any potential conflicts of interest listed will be published on the school's website. Governors will inform the clerk of any subsequent changes to their annual declaration.

Appendices:

- Instrument of Government
- Committee Terms of Reference
- Code of Conduct



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Appendix A Instrument of Governance



Oak Lodge School Governing Board



LONDON BOROUGH OF WANDSWORTH

INSTRUMENT OF GOVERNMENT

1. The name of the school is **Oak Lodge School**
2. The school is a **community** school.
3. The name of the governing body is **The governing body of Oak Lodge School**
4. The governing body shall consist of:
 - a. **2** parent governors
 - b. **1** LA governors
 - c. **1** staff governor
 - d. **1** headteacher
 - e. **9** co-opted governors
5. Total number of governors is **14**
6. This instrument of government comes into effect on **September 1st 2013**
7. This instrument was made by order of Wandsworth Local Authority on
.....

Signed

Director of Administration – the Proper Officer
for this purpose

106312

8. A copy of the instrument must be supplied to every member of the governor body (and the headteacher if not a governor), any trustees and to the appropriate religious body.



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Appendix B Terms of Reference Governing Board Committees



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Oak Lodge Governor's Committees Terms of Reference Autumn 2019

Main Principles

1. That the Governing Body will be the final arbiter on all policy matters concerning the management of the school, having considered the requirements of Education legislation and LA policy and accept full accountability. The Governing Body and Committees will meet at least once a term.
2. That the day to day management of the school be delegated to the Headteacher of School (or the deputy Head in his/her absence) and that she/he is totally accountable for her/his delegated responsibilities.
3. That these structures be presented annually to the appropriate Governors committee at the Autumn term meeting for consideration, modification and agreement.

Management of Governors Committees

Constitution and responsibilities:

1. There shall be committees of the Governing Body for -
 - School and Residential;
 - Finance & Resources (including Deaf First and Premises);
2. The committees shall be responsible for:
 - a) Considering those matters listed in the Terms of Reference for each committee.
 - b) Submitting appropriate recommendations to the full Governing Body for decision by that Body.
3. Committee Membership:
 - a) At least 3 members of the Governing Body;
 - b) In addition, the Head and Chair will be ex-officio members;



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- c) The committee will have the power to co-opt members who are not Governors, to a maximum number of 3, in an advisory and non-voting capacity, to benefit the work of the committee.

4. Procedure and Chair:

- a) The committee will elect a Chair and vice-chair from the Governor members. No member of staff may be elected as either Chair or Vice-Chair. The Chair of a meeting of the committee will have a casting vote in addition to his/her normal vote should this be necessary;
- b) Suitable arrangements should be made for properly minuting meetings and for circulating these and any recommendations to the full Governing Body. This role will be undertaken by the Clerk or Business Manager;
- c) The required quorum for committees is as follows:
- Two committee members when the full membership is three
 - Three committee members for other committees.

5. Life of the committee:

Membership of committees shall be for one year. The committee shall be re-constituted every year at the first Governors' meeting of the year at which the Chairman will be elected. If required, replacement of Governor Members mid term, to be agreed by the Chair of the Committee and Chair of Governors.

OFSTED

Reference: OFSTED Inspection Framework 2019

<https://www.gov.uk/guidance/inspecting-schools-guide-for-maintained-and-academy-schools>

Extract from The Key regarding Ofsted Inspection of Governance –
Governance is inspected as part of 'leadership and management'

Ofsted inspectors assess governance as part of the overall judgement on 'leadership and management'.

There isn't a separate judgement or grading for governance, but inspectors will include a section on governance in the inspection report.

What inspectors are looking for

Ofsted looks at how well those "responsible for governance":

- Understand their role and carry it out effectively
- Ensure the school has a clear vision, ethos, and strategic direction
- Ensure resources are well managed
- Hold executive leaders (the headteacher or CEO, for example) to account for educational performance and the performance management of staff



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- Oversee the financial performance of the school, and ensure money is well spent (including the pupil premium)
- Hold leaders to account for the quality of education or training
- Ensure the provider fulfils its statutory duties (like the ones placed on school by the [Equality Act 2010](#), the ['Prevent' strategy](#) or [Keeping Children Safe in Education](#))
- Promote the welfare of learners
- Ensure that the education the school provides has a positive impact on all its pupils

The list above is just the part of the 'leadership and management' judgement that's about governance. The full judgement covers a wide range of things your school leaders are responsible for.

You can read a full description of the judgement on pages 11 to 12 of the [inspection framework](#) and page 66 to 67 of the [inspection handbook](#).

School and Residential Committee

1. Report termly to the Governing Body or other committee summary of findings and action arising from the Committee raising urgent concerns with Chair of Governors as appropriate.
2. Ensure delivery of relevant objectives set out in the School Improvement Plan specifically focussing on pupil progress, reporting and actions arising.
3. Agree proposals for Pupil Premium expenditure and monitor outcomes.
4. Review the curriculum policy for the school.
5. Ensure the quality of care provided for Residential pupils is in accordance with statutory provisions.
6. Monitor the development of the curriculum, future requirements, and its assessment in accordance with those statutory obligations laid down by Government. To include: Religious and Sex Education, Special Educational Needs, Section 11 and implementation of Equal Opportunities. Make recommendations to the Resources Committee or the Governing body as appropriate.
7. Consider and evaluate any external advisors reports including OFSTED ensuring delivery of appropriate action plans.
8. Review the implementation of Education and Health Care plans.
9. Monitor the development and implementation of Extended Services.
10. Monitor and review residential provision including the environment, occupancy, pupil progress, staff training in line with Safeguarding, Healthy living and the Extended day professional standards.
11. Monitor and review all staff training ensuring that teachers are complying with the General Teaching Council requirements and meeting the needs of pupils identified within the SIP.



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12. Determine any appeal made by a parent/carer for the temporary withdrawal, or disapplication, from part of the National Curriculum.
13. Monitor and review school policies in respect of Safeguarding and Child Protection, rules of discipline, exclusions, referrals and rewards.
14. Determine any complaints from parents/carers referred to the Governing Body in accordance with the LA's Curriculum Complaints Procedure under Section 23 of the Education Reform Act 1988
15. Review and approve the following Statutory Policies - Allegations of abuse against staff procedures, Behaviour Principles Written Statement, Capability of staff (School Staffing Regulations 2012), Complaints Procedure, Home School Agreement, Sex Education, Teacher Appraisal, and any other Policy referred to the Committee.

Finance & Resources Committee (including Premises and Deaf First)

1. This committee will be responsible and accountable for all financial matters in relation to the management of Oak Lodge School and Deaf First. All matters in relation to Budget setting and monitoring, financial management, budget forecasting, personnel recruitment shall apply to both the School and Deaf First.
2. Consider the financial implications of the school improvement plan and any other associated management plans, including OFSTED action plans.
3. Approve the annual budget plan, in conjunction with the Head, prior to submission to the Council
4. Monitor the budget termly and report to the Full Governors meeting.
5. Undertake long-term financial planning for the school and Deaf First.
6. Approve applications to the Council for loans in line with the Council's Loans Scheme, subject to any such applications being reported to the Full Governing body.
7. Monitor and review the use of school premises by outside users for non-school activities and set the school's charging policy.
8. Ensure that proper financial records are kept and that all financial transactions are dealt with in accordance with the LA's regulations and accounting procedures and the schools guidelines.
9. Arrange the auditing of funds other than the school's delegated budget.
10. Agree the level of day to day financial management of the head and other staff, including approval of a list of certifying officers for submission to the Council as and when required.
11. Receive reports from Head or other Budget holders, as appropriate, giving details of delegated expenditure.
12. Receive regular reports on the School Fund and School Journey Accounts.
13. Ensure that the school is always adequately insured, for both premises and contents in liaison with LA.
14. Ensure that the concept and principles of Safeguarding are incorporated into the financial philosophy of the school.



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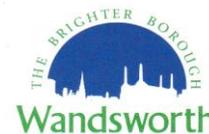
15. Liaise with Trustees as and when required with regard financial matters.
16. Annually review the Financial Delegation Policy.
17. The Committee is accountable for all Premises related issues and expenditure.
18. Produce and monitor a Strategic Development Plan for the School site in line with the School Improvement Plan to provide the best possible educational environment for pupils and employees taking into account relevant health/safety regulations, security, energy conservation, accessibility, environmental factors.
19. Monitor and review short, medium and long term programmes of planned maintenance for the school.
20. Approve Invitations to tender for capital expenditure.
21. Monitor the use of funds allocated for repairs, cleaning materials or equipment.
22. Monitor all major works and advise the full Governors accordingly.
23. Receive reports from the Premises Manager and to take appropriate action in consultation with the Premises Manager and/or Principal.
24. Ensure that any statutory directions in respect of health and safety are met, including the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999. Ensure that regular health and safety inspections are carried out, actions are agreed and carried out in a timely manner.
25. Advise the Governors on the security of the site.
26. Receive reports on the result of the annual check of the inventory of School assets and to approve write offs of items.
27. Ensure that the school complies with LA and Government policy related to energy conservation and environmental issues.
28. Report the Committee's resolutions and recommendations to the next termly meeting of the Governing Body.
29. Review and Approve the following policies - Accessibility policy and plan, Health and Safety policy, Premises Management documentation, Central record of recruitment and vetting checks, Charging and Remissions, Data protection policy, Equality Act 2010 policy Information and Objectives, Freedom of Information and any other Policies referred to the Committee.

Expenditure: Levels of Delegation:

- The Head is delegated power to authorise orders and meet the expenditure for all works previously agreed by the Committee/Governing Body;
- Orders or expenditure not previously identified in the budget plan up to a limit of £10,000 for a single item may be placed or committed by the Head, and must be reported to the next meeting of the Resources Committee or Full Governors Board meeting, whichever is the sooner;
- Orders or other expenditure in excess of £10,000 (the financial limit imposed upon the Head), but up to £50,000 will be approved by the Committee but orders or expenditure exceeding this limit will be referred to the Governing Body for approval;



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- The Head is delegated the power to agree virements between budget headings up to £10,000, these must be reported at the next meeting of the Resources Committee;
- Virements in excess of £10,000 (the financial limit imposed upon the Head), but up to £50,000 will be approved by the Committee, but amounts over this limit will be referred to the Full Governors body for approval.

Web link to the Wandsworth Financial Management handbook

http://ww3.wandsworth.gov.uk/education/infoforschools/NIC/fin/financialmanage_1/default.htm

Following to be constituted as and when required -

Human Resources (Chair & two other Governors, Headteacher)

1. Approve the staffing complement and staffing structure, both teaching and support staff, for the school.
2. Recruit and appoint to teaching and support staff vacancies and to participate in the appointment of staff.
3. Take into account the budgetary implications of any decisions taken by the Committee, including emergency resourcing for such matters as supply Cover.
4. Monitor and review any staff development policies contained within the School Improvement Plan.
5. Monitor DBS Checks in line with Wandsworth LBC procedures.
6. Ensure that school policies on equal opportunities are taken into account in all matters pertaining to staff selection and interview, employment, grievance and discipline.
7. Ensure that the principles of Safeguarding (safer recruitment) are incorporated into the personnel practices of the school.
8. Report the Committee's resolutions and recommendations to the next termly meeting of the Full Governing Body.

Pay Committee (Chair & two other Governors)

1. Approve the School Pay Policy.
2. Review the salary of the Head in conjunction with the Link Inspector for the 1st September each year taking into account performance measured against agreed objectives.
3. Determine the salaries of all staff taking account of the current performance related pay policy and the recommendations of the Head.
4. Ensure the necessary arrangements are made for the Performance Review of teaching and support staff and that up-to-date job descriptions are available for each member of staff at the start of his/her appraisal cycle.

Staff (Grievance and Disciplinary) Committee (Chair & two other Governors excluding the Head)



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1. Will consider staff disciplinary and grievance cases referred to it by the Head or which it sees appropriate under the Disciplinary Procedures.
2. May suspend any person employed to work at the school and will be informed of any suspension undertaken by the Head.
3. Can terminate the employment of any person employed at the school as requested by the Head or determined by the Committee.

Staff Appeals (3 Governors – different from those who may have sat on the Pay and Staff Committee)

1. Will hear any appeal against the decision of the Pay Committee relating to performance related pay.
2. Will hear any appeal against the decision of the Staff Committee relating the final stage of a disciplinary action or dismissal.
3. If any concern remains unresolved after consideration by the Governing Body a complainant may write to the Director of Children’s Services. Such complaints will be dealt with by the Education Human Resources Service.
4. Appeals Committees will take account of the advice provided by the Local Authority, DfE and the Administrative Justice & Tribunals Council.

Pupil Disciplinary Committee (3 Governors excluding the Head)

The Committee will be formed by the Head when a fixed term exclusion is to be made permanent.

Parents will be given the opportunity to make representations in writing or orally to the Committee who will review the decision on reinstatement

Staff Recruitment

1. That Governors are given the opportunity to participate in the selection of staff on a rota/availability basis

Panel

Head Teacher	Chair, + three Governors
Business Manager	Chair, Head Teacher + three Governors
MS 3-4 points	Head Teacher + 3 others SMT
MS 1-2 points	Head Teacher + 1 other
Admin Staff and Site Officers	Head Teacher + Business Manager
Specialist Support Staff	Head Teacher + 1 other
Other support staff - Head, can delegate to a representative as required	



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2. For all posts advertised other than support staff an expectation will be that all short listed applicants will be required to give a comprehensive and detailed presentation on chosen topic with an accompanying 'Action Plan' for implementation related to the School Development Plan.
3. Arrangements for 'Acting Post's of Responsibility.'
In the circumstance of 'Acting Post's of Responsibility' internal applicants will not be required to submit a formal application. However, a job description will be presented with person specification and selection criteria and applicants will be asked to write a supporting letter of application prior to interview.

At interview applicants will be asked to give a brief presentation on chosen topic or detail an 'Action Plan' for implementation related to the Post/area of responsibility.

Panel - Acting Posts

Senior Management	Chair, Head Teacher + 2 others
Main Scale	Head Teacher + 1 other
Other staff	Head Teacher

**At all appointments the school Governor representation should be majority of lay Governors.
Appointments will not however, be invalidated in the event of insufficient Governors being present**



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Appendix C Governors Code of Conduct



1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all governors to follow. By creating this policy, we aim to ensure that governors carry out their role with honesty and integrity, and help us to ensure our school is an environment where everyone is safe, happy and treated with respect.

The code is based on [the Governance Handbook](#) and the Department for Education's [guidance on the school governance regulations 2013](#). It should be read alongside our constitutional documents (e.g. our instrument of government, standing orders and any scheme of delegation).

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the appendix. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, governors will use their judgement and act in the best interests of the school and its pupils.

2. The 7 Nolan principles of public life

As governors, we will follow these [principles](#) set out by the government at all times. They apply to anyone who holds a public office:

- **Selflessness** – we will act in the public interest
- **Integrity** – we will not act or take decisions to gain financial or other material benefits for ourselves, our family, or our friends. We will declare any conflict of interests
- **Objectivity** – we will act and take decisions impartially, fairly, and on merit. We will use the best evidence and avoid discrimination or bias
- **Accountability** – we understand that we are accountable to the public for our decisions and actions. To make sure of this, we will be scrutinised where necessary
- **Openness** – we will act and take decisions openly and transparently. We will not withhold information from the public unless there are clear and lawful reasons for doing so
- **Honesty** – we will be truthful
- **Leadership** – we will actively promote and support the above principles and will challenge poor behaviour wherever it happens

3. Governors' responsibilities

The 3 functions of our governing board are to:

- Ensure clarity of vision, ethos and strategic direction of the school.
- Hold executive leaders to account for the educational and financial performance of the school, and the performance management of staff.
- Oversee the financial performance of the school and make sure money is well spent

In order to do this effectively, as individuals we will:

- Understand and respect the distinction between the [role and responsibilities of the board](#) and those of the school leaders.
- Set and maintain an ethos of high expectations for everyone in the school community, including in the conduct and the professionalism of the board itself.



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- Preserve and develop the character of the school.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Operate and make decisions in the best interests of pupils, informed by the views and needs of our key stakeholders (pupils, parents, staff, the local community and the LB of Wandsworth).
- Follow the school's policies and procedures, and the procedures of the board as set out in relevant legislation, statutory guidance, and the school's constitutional documents.
- Take responsibility for our [self-evaluation](#), regularly reviewing our board's performance, constitution and skillset.
- Take part in any [training or development](#) required to fill any gaps in the skills we need for effective governance.
- Understand that where responsibility has been delegated, the board as a whole remains accountable and that important decisions relating to core functions will be made by the full board.
- Comply with relevant guidance and legislation that sets out how we must manage our school's money, and procure goods and services.
- Act with integrity and transparency when making financial decisions, and understand that our financial management and decision-making will be scrutinised and audited.
- We will not accept gifts or bribes.
- We will work to actively identify and manage risks to the school.

4. Working with others

We will:

- Support and strengthen school leadership by providing constructive challenge to leaders, and holding them to account.
- Respect the role of school leaders and avoid [routine involvement in operational matters](#).
- Respect each other's views.
- Work together as a board to develop effective relationships with stakeholders.
- [Engage meaningfully with the communities we serve](#) and understand that we are answerable to these stakeholders.
- Follow the [Equality Act 2010](#), and apply the principles of fairness and equality in everything we do.

5. Commitment to governance

We:

- Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice as early as possible or at least 24 hours before the meeting.
- **FAILURE TO ATTEND MEETINGS FOR SIX MONTHS WITHOUT VALID REASON OR APOLOGIES AT THE RELEVANT GOVERNORS COMMITTEE OR FULL BOARD MEETING, WILL RESULT IN SUSPENSION. IF GOVERNOR FAILS TO OFFER AN ACCEPTABLE EXPLANATION TO THE CHAIR OF GOVERNORS FOR THEIR PERSISTENT ABSENCE, THEY SHALL BE DISMISSED FROM THE BOARD.**
- Understand and accept the time and workload commitments of the role.



- Understand that work should be shared among members and that all governors are expected to take an active role.
- Will [prepare ahead of meetings](#) to ensure we make informed contributions.
- Will participate in regular [pre-arranged school visits](#) in accordance with school policy.
- Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise.

6. Openness and transparency

Conflicts of interest

To make sure our board takes impartial decisions without bias, we will:

- Publish an up-to-date register of business and pecuniary interests of all governors/trustees including associate members.
- Declare any potential conflicts of interest at the beginning of each meeting, and withdraw from the meeting for the relevant item of business and not vote on the matter.

Publishing information

To ensure our board is transparent and open to the community we serve, we will make certain information publicly available.

We accept that the following [information will be published on the school's website](#) to ensure transparency:

- The structure and remit of the board and any committees, and the full name of the chair of each one
 - For each governor who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - Their term of office
 - The date when they stepped down (where applicable)
 - The body which appointed them
 - Their relevant business and pecuniary interests
 - Their attendance record at board and committee meetings over the last academic year
- We accept that the information relating to governors will be published on [Get information about schools](#)
- We accept that the approved board and committee minutes and any agenda and papers considered at a meeting will be made [available to any interested person](#)

7. Confidentiality

In the course of our role, we are sometimes privy to sensitive information. We will [observe confidentiality](#) when discussing this information, and will not publicly disclose:

- Information about sensitive matters;



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- Information about named individuals (such as staff, pupils and their parents);
- Details of individual governors' contributions in meetings or how they may have voted.

Confidential information will never be:

- Disclosed to anyone without the relevant authority;
- Used to humiliate, embarrass or blackmail others;
- Used for a purpose other than what it was collected and intended for.

Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

We will continue to observe confidentiality after we have left office.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

Governors' understand that if they breach confidentiality, they may be suspended.

8. Data protection

We will follow the school's information security processes and measures and data protection policy when [using, storing, sharing and disposing of personal data](#).

Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Personal data breaches

We will inform the school's Business Manager or Headteacher immediately if we believe that there has been a [personal data breach](#).

9. Social media

We will:

- Uphold the reputation of the school at all times;
- Maintain a professional presence online and carefully consider how we interact with the school community;
- Review privacy settings regularly to make sure we are happy with the information about us that is publicly available;
- Report any incidents of harassment we experience, or see towards governors, to the chair of governors and the headteacher.

We will **not**:

- Accept friend requests from pupils and not join any private parent groups associated with the school;
- Disclose any information which is confidential or would breach data protection principles;
- Make comments online about any members of the governing board or school community;



- Post [any inappropriate/offensive language, images or comments on social media](#) that may bring us or the school into disrepute.

10. Monitoring arrangements

This code of conduct will be reviewed and agreed annually, upon significant changes to the law, or as needed. It will be ratified by the full governing board.

11. Links with other policies

This policy links with our policies on:

- Safeguarding
- Gifts and hospitality
- E-safety
- Data protection



Disciplinary Action for breaches of the code of conduct:

If a governor is suspected of a breach of the code of conduct, we will follow this procedure:

- The chair will investigate.
- The chair will hold a meeting with the governor to discuss the issue. The governor can bring a friend to the meeting. Another governor will attend to corroborate any decisions.
- If the situation doesn't improve, or there is another suspected breach, action could be taken to improve the issue. This may involve:
 - Further meetings with the chair to reset expectations, based on this code of conduct.
 - Support, mentoring or training for the governor.
 - Making sure the governor withdraws from votes connected to any disputes they have been involved in.
- If there is no improvement in the governors' behaviour, the board will vote on a motion to suspend them for up to 6 months. This is a last resort and will not be used without the above steps being taken, except in exceptional circumstances

Governors may be suspended if they:

- Are a staff governor undergoing disciplinary proceedings at the school;
- Are undergoing court or tribunal proceedings that would result in the governor being disqualified from holding office;
- Have acted in a way that is inconsistent with the ethos of the school and has brought, or is likely to bring the school into disrepute;
- Breach confidentiality.

'Bringing the board into disrepute' may include, but is not limited to:

- Speaking out publicly against the school;
- Being disrespectful to members of the school community;
- Behaving inappropriately in a public forum, such as a parents' meeting or on social media.

A governor may be removed from office where:

- There have been repeated grounds for suspension.
- There has been serious misconduct. We will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious.
- They display repeated and serious incompetence.
- They have engaged in conduct aimed at undermining fundamental British values.
- Their actions are significantly detrimental to the effective operation of the board, or their actions interfere with the operational efficiency of the school.
- The Governor has failed to attend any meetings over a period of 6 months without reasonable explanation of their absence.



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Appendix D Governors Allowances Policy



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1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix E) and submitting it to Chair of Governors or, in their absence, Vice Chair.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors (or the vice-chair, where appropriate) **before** they are incurred.

The Chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.



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4. Monitoring arrangements

This policy will be reviewed Annually by the Governing Board. Any amendments will be presented at a meeting of the full governing board.



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Appendix E

Governor claim form



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Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to School Business Manager for attention of Chair of Governors along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.