

St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



Standing orders of the Governing Body, including Governor Code of Conduct 2019-20

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success

Approved by the Full Governing Body: 18th September 2019
Review Date: Autumn 2020

St Joseph's Catholic Primary School
Diocese of Clifton

Standing Orders of the Governing Body

Aims

- To ensure all legal requirements are met by the Governing Body
- To ensure all governors are fully aware of their individual roles and responsibilities
- To ensure all governors are fully aware of the role and responsibilities held by each Standing Committee
- To ensure all responsibilities are met by the Governing Body in a regular and timely manner.

Membership of the Governing Body

The composition of the governing body is recorded in the Instrument of Government.

The current Instrument of Government, which was revised on 15th December 2017, makes provision for 12 governors as follows:

7 Foundation Governors #
2 Parent Governors
1 Headteacher (ex officio)
1 Staff Governor
1 Local Authority Governor

5 Foundation Governors to be appointed and may be removed by the Bishop of Clifton, and 2 to be appointed by the Provincial Superior of The Charity of the Order of the Marist Sisters Province of England.

The Governing Body can appoint Associate Members to serve on standing committees. Associate Members are entitled to attend meetings of the standing committee to which they have been appointed and meetings of the Full Governing Body. They may be given voting rights on committees but not at Full Governing Body. Associate members may be members of the committees, but the majority of Committee members shall be governors. Associate members may give advice and may vote in accordance with any restrictions placed upon them by the governing body

Membership of Committees

Membership of Committees will be determined by the Governing Body and shall include:

- Up to 6 governors
- Headteacher or agreed representative
- Associate members as appropriate.

The Governing Body will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The Committee may allow other persons to attend.

The Governing Body shall determine, and review annually at the first meeting of the school year, the establishment, and terms of reference, constitution and membership of each Committee.

A Committee shall not meet without the headteacher, or a substitute nominated by the headteacher, being present, unless the Head Teacher has a personal interest in an issue.

Committees shall meet at least once a term, and, where possible, not less than two weeks prior to the Full Governing Body (FGB) meeting, but more often if required. Where possible, dates for meetings will be set before the beginning of each school year as part of the annual cycle of full governing body and Committee meetings.

Minutes will be circulated to all governors. Full members of the Governing Body have a right to attend any Committee meetings.

Code of Conduct

The Governing Body will adopt an agreed Code of Conduct – as set out in Annexe A

Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The Governing Body must have regard to advice from the clerk as to the nature of the Governing Body's functions.

FGB Meetings

The Governing Body must meet at least three times per school year. For the school year 2019-2020 the Governing Body has elected to hold a minimum of 9 FGB meetings.

All meetings will be convened by the clerk.

The Governing Body may allow other persons to attend.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convenes a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

If both the chair and vice chair are absent, another governor (but not any person employed to work at the school) can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting.

Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the Governing Body.

Quorum and Decisions

The quorum for a Full Governing Body meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees will be 3 governors or more if a Committee wishes but in this case the quorum will be recorded in the individual Committee's Terms of Reference. Where more than one Committee member is an employee of the school, only one may be counted amongst those forming a quorum.

All decisions are made by the Governing Body, except where the Governing Body has delegated the function to a committee or an individual.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting, vote.

Decisions of the Governing Body are binding on all members.

Chair and Vice Chair

The Chair of FGB will be appointed at the first meeting of each academic year. A Vice Chair will be appointed at the same time.

Prior to the election of the chair and vice-chair, the Governing Body must determine the date on which the term of office of the chair or vice chair will end.

If the Chair or Vice Chair resigns or has to relinquish his/her office, the Governing Body must elect one of their number to fill that vacancy at their next meeting.

The election of Chair and Vice Chair will be conducted by the following process:

- Governors will be able to submit written nominations prior to the full governing body meeting and verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.
- The clerk takes the chair for this agenda item but does not have a vote.
- A ballot will be conducted even where there is only one nominee.
- The nominee(s) will be given an opportunity to outline the reasons for their wishing to become Chair or Vice-Chair before being asked to leave the room whilst the election process takes place.
- The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.
- The nominee(s) will return to the meeting.
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.

Delegation of Functions

The Governing Body can delegate any of its statutory functions to a committee, a governor or to the headteacher, **subject to prescribed restrictions.**

The Governing Body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the Chair or Vice Chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

Functions Delegated to Committees / Panels

There will be two standing Committees / Panels of the Governing Body:

- The Pay and Conditions Committee
- Headteacher's Performance Management Panel.

Other Panels

From time to time, other Panels will be called by the Clerk from amongst the membership of the Governing Body according to need, for such matters as:

- Complaint
- Exclusions
- Staff Conduct
- Appeals.

All such panels will be comprised of 3 governors, one of whom will act as a Chair. The Clerk will ensure that members of a panel have had no previous connection with or knowledge of the circumstances that have led to the Panel being required.

THE PAY PANEL

The Governing Body will appoint three governors to administer and manage the Pay Policy and any other policies affecting the conditions of service of employees on a day-to-day basis.

Composition

The School Pay and Conditions Committee is made up of three governors one of whom will act as Chair of the Committee. Quorum will be three. None of the governors serving on the Committee will be employed within the school, as employees will often have a pecuniary interest in matters discussed.

Terms of Reference

1. To apply the School's Pay Policy on behalf of the Governing Body fairly and equitably.
2. To ensure that this policy links effectively with the school's Appraisal Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
3. To ensure that the School's business management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.

4. To be responsible for the annual pay and performance related decisions for staff and for receiving and processing recommendations from the Headteacher/Appraisers as well as requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
5. To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations but will not be entitled to pursue the same concerns through two separate review routes.
6. To receive and consider recommendations from the Headteacher's Performance Management Panel and to be responsible for the decisions about her pay.
7. To exercise the governor's discretionary powers as specified in this document.
8. To periodically undertake a review of the Individual School Range and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group.
9. To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.
10. On behalf of the Governing Body, to apply all other School policies affecting the conditions of service of employees, including receiving and considering requests to vary contracts and/or terms and conditions, e.g. in relation to Flexible Working and Extended Leave.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Body periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.

Headteacher's Performance Management Panel

The Governing Body will appoint three governors, one of whom will act as chair, to manage the Headteacher's annual performance management cycle. Members of the Panel should not also be members of the Pay Panel and should not be employed by the School. The quorum for this panel shall be three.

Term of Reference

1. To appoint an independent advisor to advise the Panel on suitable annual performance management targets for the Headteacher and on the extent to which those targets are met.
2. To review the Headteacher's achievement in relation to annual performance management targets and other factors/evidence which may be taken into account, and to determine recommendations on pay, in compliance with the School's Performance Management Policy (which itself must be compliant with statutory regulation/guidance

as it appears in the pertaining School Teachers' Pay and Conditions Document). Recommendations from the Panel will be presented to the Pay Panel which is responsible for all decisions about pay.

3. In order to carry out its responsibilities, the Panel will meet in accordance with the Headteacher's Performance Management Cycle as determined by the School's Performance Management Policy. The Panel will meet with their advisor in the early part of the Autumn term to review the Headteacher's performance during the previous year and to agree upon targets for the current year. The Panel will also meet without their advisor during the Spring term to undertake a review of the Headteacher's progress towards meeting her/his targets.

Functions Delegated to Nominated/Link Governors

Normally, during the first Full Governing Body meeting in September, governors will agree upon which functions will be delegated to individual governors for the ensuing year and to whom. Nominated/Link roles will be identified according to the needs of the School and will include any statutory roles as required. Liaising with members of SLT and Subject Leaders as appropriate, Nominated/Link governors will take responsibility for monitoring and decision making as appropriate and will report on their work to the FGB and/or relevant Committee.

Nominated/Link Governors will be expected:

1. To advise the governing body on its statutory obligations regarding the National Curriculum and Early Years Foundation Stage.
2. To consider all curriculum policy documents and to report to the FGB on whether they have been adopted including in particular; Teaching and Learning, Sex Education, Drug Education, Behaviour Policy.
3. With the assistance of staff, to provide information on how the curriculum is taught, evaluated and resourced.
4. To review the policy and provision for Religious Education and the whole-school daily act of Collective Worship and report to FGB for ratification.
5. To ensure that the requirements for children with Special Educational Needs and Disabilities (SEND) are met.
6. To ensure that the requirements for children with Gifted and Talented Needs are met.
7. To ensure that the school meets the requirements of the Disability Discrimination Act 2005, and to ensure it meets its Equality and Diversity obligations.
8. To contribute to the curriculum component of the School Plan or post-Ofsted Action Plan, and to monitor its implementation.
9. To receive reports from the headteacher and other staff on the delivery of the National Curriculum including testing and assessment arrangements, and to review the published information about school performance.
10. To review education Committee aspects of governor visit reports to ensure obligations are met.
11. To agree the relevant annual Key Stage targets for pupil achievement, and report these to the FGB.
12. To consider complaints relating specifically to the curriculum and to advise the governing body.
13. To monitor the SDP.
14. To monitor the impact and effectiveness of the extended schools' agenda.
15. To monitor the impact and effectiveness of school trips and journeys.

16. To monitor attendance and punctuality data.
17. To monitor the school finances and ensure compliance with local authority and national requirements.

Approved by FGB: 18th September 2019 (pending)
Policy to be reviewed: September 2020

Annexe A

St Joseph's Catholic Primary School, Nympsfield

Code of Conduct

Role of the Governing Board

As a Governing Board, our overarching responsibility lies in ensuring that we comply with our legal and canonical duty to ensure that the Catholic character of the School is preserved and developed and that this duty permeates through everything we do.

We understand that Foundation Governors are required, as the cornerstone of their role, to ensure this objective is achieved. However, all governors have a duty to preserve and develop the Catholic character of the school in order to fulfil the objects set out in its governing documents.

Our four core strategic functions:

In accordance with our legal obligations, we endeavour to operate at a strategic level, leaving the school's senior leadership responsible and accountable for the operational day-to-day running of the school. It is by achieving these aims that we can be sure that our school has effective governance. Our core strategic functions, as a Governing Board, therefore are in:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Acting as a critical friend by providing support and advice to the school;
3. Holding the school to account for the educational standards it achieves and the quality of the education it provides, including the performance management of staff;
4. Overseeing the financial performance of the school and making sure its money is well spent.

We understand that the Catholic Church expects Catholic schools to promote and uphold high standards, including academic standards as an integral part of its educational vision for the holistic formation of children and young people.

We adhere to the Church's social teaching which is a rich treasury of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Several of the key themes that are at the heart of Catholic social tradition and which should permeate through our School are 1) life and dignity of the human person 2) call to family, community and participation 3) rights and

responsibilities 4) option for the poor and vulnerable 5) the dignity of work and the rights of workers 6) solidarity and 7) care for God's creation.

General

The headteacher is responsible for the day to day management of the school, the implementation of policy and the operation of the curriculum. Governors have a responsibility for determining, monitoring and keeping under review, plans and procedures within which the school operates.

- The main aim of the school is to raise the educational achievement of all its pupils, in accordance with its instrument of government and in particular its ethos statement.
- We will respond to the needs of the Catholic community as a whole as represented by the Diocesan bishop, complying in all respects with diocesan requirements.
- We will consider not only the requirements of the school, but also the interests of other Catholic schools, colleges, academies and of Catholic Education throughout the Diocese, the community and other schools.
- All governors have equal status. Although governors are appointed and elected by different groups, their central concern is the welfare of the school as a whole.
- Governors have a general duty to act fairly and without prejudice at all times.
- In so far as they have, or share responsibility for the employment of staff, governors should fulfil all reasonable expectations of a good employer.
- Governors should encourage open government and should be seen to do so.
- Governors do not normally act alone but as members of a corporate team. Individual governors have power only when it is delegated specifically to them by the whole governing board, or as enabled by the relevant legislation or regulations, for example regarding calling extra-ordinary meetings.

Commitment

Governors:

- acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
- will involve themselves actively in the work of the governing board and accept their fair share of responsibilities, including serving on committees or working groups;
- will ensure that they carry out the requisite number of link visits and provide a written report of their visit/findings in accordance with the relevant policy/policies affecting their role, the timing of visits to be in concert with the annual calendar of Governors' meetings.
- will make full efforts to attend all meetings and where they cannot attend, they will explain in advance why they are unable to; and in order to participate fully in the business of Governance, will arrive punctually at meetings and avoid leaving early, except in an emergency.
- Will ensure that they are well prepared for meetings by reading papers provided in advance and advising the clerk of any potential amendments/corrections of e.g. to Minutes beforehand so that a final fair copy is ready for the meeting;
- will get to know the School well and positively respond to opportunities to become involved in school activities;

- will visit the school, where all visits are arranged in advance with the staff and within the framework established by the governing board;
- will evaluate their effectiveness as a governing board by way of completing a skills audit and a self-evaluation form on an annual basis.
- Accept that, in the interests of transparency, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on our School's website and anything else required by law.

Relationships

In all our relationships we shall exercise stewardship and draw on the teachings and examples of Jesus Christ in that we will:

- comply with Diocesan Protocols for a committed working relationship between the Diocese and the School;
- ensure that we continually communicate with and, where appropriate, seek support and guidance from our diocesan education service;
- strive to work as a team in which constructive working relationships are actively promoted;
- express views openly, courteously and respectfully in all our communications with other governors;
- support the chair in ensuring appropriate conduct both at meetings and at all times;
- be prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function of those involved.
- seek to develop effective working relationships with the diocese, parish, senior leadership, staff and parents, pupils, local authority, other relevant agencies and the local community.

Confidentiality

Governors undertake to:

- observe confidentiality in all circumstances in particular in relation to matters concerning specific members of staff or pupils, both inside and outside the school, unless there are lawful requirements for disclosure;
- exercise the greatest prudence at all times when discussions regarding the business of the school arise outside the governing board meeting;
- exercise care and skill when communicating through social media;
- not reveal the details of any governing board vote.

Conflicts of Interest

Governors are required always to act in the best interests of the charitable objects set out in the governing documents of the school.

We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests and, if such conflicted matter arises in a meeting, we will offer to leave the meeting for the appropriate length of time.

We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

Training and development

Governor training is important. It benefits the school and individual governors and can help to develop effective teamwork. Governors are encouraged to undertake training to further their individual interests within the governing board and the work of the governing board as a whole.

Annual undertaking

All governors are required to confirm their acceptance of this Code of Conduct by signing the form at Appendix 1 annually, at the beginning of each academic year or as soon as possible after their appointment.

Signed copies of this Code from each governor should be retained by the Clerk.

Appendix 1 Governor Undertaking

As a member of the Governing Body of St Joseph's Catholic Primary School

I undertake that I:

- Will preserve and develop the Catholic character of the School
- Will not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in the Diocese and the School
- Have read, understood and will adhere to this Code of Conduct.
- Will also adhere to Appendix 2: The Nolan principles
 - Have read and understood any diocesan and legal criteria for appointment and continued eligibility as a governor
 - can confirm to the best of my knowledge I am eligible as a governor
 - Declare that I am not disqualified by law from appointment or eligibility as a governor.
 - Agree to DBS checks and any other relevant checks being conducted that may be required by law or good practice
 - Understand that any refusal to do so may result in the termination of any appointment

Signed by the Governor: _____

Dated: _____

Printed Name: _____

Type of Governor: _____

Originally published by the Nolan Committee; The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

- **Selflessness** – Holders of public office should act 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 seek to 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