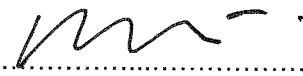


**REAY PRIMARY SCHOOL:
GOVERNING BODY STANDING ORDERS
2020-21**

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 standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

Date adopted: 16/9/20 Date of review: September 21

Signed  Date 23/10/20
Chair/Co-chair of the GB

- 1 **Roles of the Governing Body and 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 head teacher 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 head teacher's responsibilities include—
 - (a) the internal organisation, management and control of the school; and
 - (b) the educational performance of the school.
 - (c) the head teacher 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.
 - 2.2 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 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2003. These regulations allow the appointment of community governors who are defined as “a person who lives or works in the community served by the school, or who, in the opinion of the governing body, is committed to the good government and success of the school”.

2.2.1 Procedure for community governor appointments:

- Candidates will be asked to provide a statement outlining the contribution they can make to the good government and success of the school
- a decision will be made at a quorate meeting of the full governing body
- The agenda for the meeting should include “Appointment of a community governor” as a separate item. The names of candidates should appear on the agenda and copies of their statements be circulated with papers 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:

- ensuring the efficient functioning of the governing body
- 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 **10 working 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 advice to the governing body on the exercise of its functions
- Additional administrative support for governing body functions by agreement.

5. Meetings and Proceedings (Part 4 Regs 12 - 16)

- 5.1 The number of full governing body meetings per annum will be **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.
- 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 Absences/apologies: a governor or associate member ceases to hold office if s/he is absent without permission from all meetings over six months, calculated from the date of the first missed meeting.

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 subject to circumstances and in accordance with any applicable legislation in force.

- 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.
- X 5.10 Participation in meetings by telephone, video conference or other remote means is ~~not~~ permitted
- 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 10 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 **21 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: Statutory Policies, list of the members of the governing body including the type of governor and term of service.
- 5.18 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.
- 5.18.1 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 GB meeting or that meeting will receive a report from whoever has dealt with the issue.
- 5.18.2 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 the National Governors Association Code of Practice for School Governors (see attached Appendix)

The Code will be reviewed each year at the Autumn term meeting. Every governor will be asked to sign a copy, which will be stored at school, 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. Delegation arrangements agreed by this governing body are shown and are available to view at the school.

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 all staff appointments are arranged through the Resources Committee's sub-committee on Pay or the headteacher.

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)

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. Terms of Reference are attached as an Appendix.

Achievement & Standards Committee

Pupil Welfare Committee

Resources & Sub Pay Committee

Admissions Committee

Headteacher's Performance Review Panel

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. 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 [insert name] committee. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance
- Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

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. This school has the option to agree reciprocal arrangements with the governing body of another School, whose governors may be called on if there are insufficient governors available from this school.

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 (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 will be a standard item on governing body and committee agendas
- 11.3 A register of Business Interests has been established and is available to view on request at school.

Appendices

- A. Committee’s Terms of Reference (x 4)
- B. Policy on governors’ allowances/expenses
- C. Code of Practice agreed by governors
- D. Governing Body: List of members and terms of office
- E. Instrument of Government
- F. Individuals’ responsibilities and attachments e.g. SEN governor, Health and Safety governor etc

Appendix A

Reay Primary School Governing Body Terms of Reference

Achievement and Standards Committee

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self-evaluation, monitoring and evaluation, to support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP/IDP

Membership

Not less than 5 governors including the Headteacher

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

3 governors including the Head (1 must be a non-staff governor).

Meetings

The committee will meet 3 times a year.

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation (whenever possible, reports will be shared in common across the school).

Terms of reference

- To monitor school based, local and national performance data relating to the school and evaluate achievement and progress throughout the school
- To ensure all pupils receive the full statutory curriculum
- To monitor and evaluate Section 1 of the SEF (Achievement and Standards) and make recommendations to the governing body to address any emerging issues
- To monitor the views of pupils on the curriculum offered by the schools and on pupil progress and achievement and to evaluate the ways in which the school actively responds to pupil views.

- To monitor the views of parents and carers on the curriculum offered by the schools and on pupil progress and achievement, to provide feedback and to evaluate the ways in which the school actively responds to the views of parents and carers.
- To monitor provision having regard to the SEN Code of Practice, review published policy annually and to ensure that the statements of children with special needs are met.
- To monitor provision for looked after children and evaluate their progress and achievement
- To monitor provision for all groups of vulnerable children, for example young carers, to ensure that their needs have been identified and addressed, and to evaluate their progress and achievement
- To regularly review and develop the assessment policy and to ensure that the policy is operating effectively
- To ensure that a teaching and learning policy is in place and resourced and to regularly review the operation of the policy.
- To keep under review the race equality plan, in particular in relation to the curriculum, teaching and learning, assessment, achievement and progress and to report any emerging issues to the governing body
- To recommend targets for school improvement to the governing body
- To agree and implement a rolling review programme of curriculum policies, and recommend policy changes to the governing body as and when necessary.
- To monitor EAL provision and to ensure that the needs of children are met
- To review the policy and provision for RE, collective worship and spiritual development, and make recommendations as necessary.
- To review the policy and provision for sex education and make recommendations where necessary
- To consider recommendations from external reviews of the school, for example, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to evaluate regularly the implementation of any plan agreed.

Chair: _____ Date: _____

Name: _____

**Reay Primary School
Governing Body
Terms of Reference**

Pupil Welfare Committee

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self-evaluation, monitoring and evaluation, to support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP/IDP

Membership

5 governors plus the Headteacher

Quorum

3 governors including the Headteacher (at least 1 must be a non-staff governor)

Meetings

The committee will meet at least 3 times a year prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus to fulfil its strategic role. It will report emerging issues to and make recommendations to the governing body.

Terms of reference

- To review areas of the school Self Evaluation Form relating to '**Behaviour and Safety Development and Well Being**' (Section 4) and Leadership and Management.
- To monitor and evaluate the race equality & equal opportunities policies relating to pupils, parents and the community.
- To keep under review a behaviour policy and to monitor and evaluate its implementation.
- To monitor the effectiveness of the school's regular communication with parents and to ensure statutory reporting requirements to parents are met. Including the school web page.
- To monitor the views of pupils and parents on the school, and to evaluate the ways in which the school responds to pupils' and parents' views.
- To consider ways in which home - school links can be further developed and improved and to make appropriate recommendations including the home-school agreement.

- To develop and keep under review a policy on attendance and to monitor the implementation and outcomes of the policy.
- To review at least annually the policy on community use of the school and the Studio, and the school's partnership with community groups.
- To establish a system of liaison with pupils representatives (School Council), with the Studio and with the Friends of Reay (Parent and Staff Association).
- To monitor school meals.

Chair: _____ Date: _____

Name: _____

Reay Primary School Governing Body Terms of Reference

Resources Committee

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self-evaluation, monitoring and evaluation, to support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP/IDP

Membership

No fewer than 3 governors including the Headteacher, always providing that the number of non-staff governors exceeds the number of staff governors.

The committee may make recommendations to the governing body for co-option of non-governor members.

Quorum

3 governors including the Head (at least 2 non-staff governors).

Meetings

The committee will meet at least 3 times a year.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role (whenever possible reports will be used in common across the school).

Terms of reference

- To draw up and agree an annual budget reflecting priorities identified through school self-evaluation and set out in School Development Plan.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body
- To monitor and evaluate the introduction of the Financial Management Standard for Schools
- To ensure that the governing body agrees financial procedures and controls, including audit, and to monitor implementation in the school.

- To agree effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations
- To agree the level of delegation to the headteacher for the day to day financial management of the school
- To keep under review the race equality policy, in particular in relation to staff recruitment, retention and development and to report emerging issues to the governing body
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action
- To keep under review the procedures for staff recruitment and training for safer recruitment (Bichard requirements), the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To undertake consultation with staff at the school as and when appropriate
- To draw up a performance management policy and pay policy for approval by the governing body and to keep these policies under review
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.

Chair: _____ Date: _____

Name _____

**Reay Primary School
Governing Body
Terms of Reference
Pay Committee**

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self-evaluation, monitoring and evaluation, to support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP/IDP

Delegation of Function

- The governing board shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.

Clerking

- The meeting of the Pay Committee should not be clerked by a governor, a member of the committee or the Headteacher.

Membership

- The Pay Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees.
- The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

- Three governors

Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Governing Board/Resources Committee on current and future pay level.
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progression for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher
- Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Governing Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

Chair: _____ Date: _____

Name _____

Appendix B.

REAY PRIMARY SCHOOL



Reay school policies support our aims

- *offer a breadth of experiences to all children inside and outside school*
- *reach the highest standards across the curriculum*
- *build self esteem*
- *develop social and emotional intelligence*
- *demonstrate a quality of leadership which embodies inclusion and respect*

GOVERNORS' ALLOWANCE POLICY

1. This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Reay Primary School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 1st September 2008, all governors at Reay Primary School will be entitled to claim the actual costs, which they incur as follows:

2. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Reay Primary School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.
3. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile for car users and 24 pence per mile for motorcycle users, which does not exceed the specified rates for school personnel;
 - Standard train fares will be reimbursed upon receipt of a valid ticket when applicable and after agreement by the Resources Committee and every effort should be made to obtain the cheapest possible ticket and book in advance.

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body of the Reay Primary School acknowledge that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from Reay Primary School office), attaching receipts where possible, and return it to the school office within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources Committee to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Headteacher and reported to the Resources committee in 3-year-cycle, or earlier if necessary. Any changes and or amendments will be reported to the full Governing Body.

Date agreed by Governing Body/Resources Committee/ Headteacher 14 th May 2019	Signature of Chair or Vice Chair of GB/Resources Committee/ Headteacher
Date agreed for review May 2022	Frequency of Review Annual / Bi-annual / Three-year cycle
Responsibility for Review Headteacher/ Resources Committee	

**REAY PRIMARY SCHOOL
GOVERNORS' ALLOWANCE CLAIM FORM**

Name:	Date:
Address	Claim Period:
Post Code	

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

Signed.....

Details of Claim	Total Claimed £
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Signed by Chair of GB _____ Date _____

This form should be submitted to:

Tuija Sequeira
Admin, HR and Finance Officer
Reay Primary School
Hackford Road
London SW9 0EN

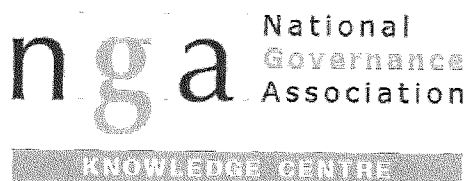
DfE Regulations: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 is available from on website
<https://www.gov.uk/government/publications/school-governance-regulations-2013>

Appendix C



The independent organisation
for school governors, trustees
and clerks

Code of Conduct

Adopted by the Governing Board of Reay Primary School
Hackford Road
London SW9 0EN

September 2020

National Governance Association

The National Governance Association (NGA) is the membership organisation for governors, trustees and clerks of state schools in England.

We are an independent, not-for-profit charity that aims to improve the educational standards and wellbeing of young people by increasing the effectiveness of governing boards and promoting high standards. We are expert leaders in school and trust governance, providing information, advice and guidance, professional development and e-learning.

We represent the views of governors, trustees and clerks at a national level and work closely with, and lobby, UK government and educational bodies.

www.nga.org.uk

As governors / trustees, we will focus on our strategic functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

As individuals on the board we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our school/s.
3. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school/s.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school/s and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's / trust's reputation in our private communications (including on social media).

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school/trust's website.
5. We will act in the best interests of the school/trust as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, 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 the school's website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by the Governing Board of Reay Primary School on 16th September 2020

Signed _____ (Co-Chair of Governing Board)

The Governing Board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.

Appendix D (TO BE UPDATED FOR 2020-21 DETAILS)

List of members of Governing Body and terms on office

Governor Type	Name	Appointed	Expiry
Local Authority	Mrs Margaret Aird	05/03/2016	04/03/2020
Parent Elected	Ms Ade Ajiroba	12/07/2017	11/07/2021
Staff - Head Teacher	Mrs Caroline Andrews	01/09/2014	
Partnership Governor	Mr Ross Burnett	03/05/2017	02/05/2021
Co-opted	Ms Elgiva Field	12/07/2017	11/07/2021
Parent Elected	Ms Tania Hamilton	13/10/2016	12/10/2020
Co-opted	Ms Caroline Harrison (Co Chair)	11/07/2017	10/07/2021
Co-opted	Mrs Joanna Harrison	12/07/2017	11/07/2021
Staff Elected (Teacher)	VACANCY		
Partnership	Mr Tom Myíne	12/07/2017	11/07/2021
Co-opted	Mrs Philippa Newman (Vice Chair)	04/04/2019	03/04/2023
Co-opted	VACANCY		
Parent Elected	Mr Paul de la Pena (Co Chair)	12/07/2017	11/07/2021
Parent Elected	VACANCY		
Parent Elected	VACANCY		
Co-opted (Support Staff)	Ms Tuija Sequeira	14/12/2019	13/12/2023
Clerk to GB	Mr Steve Cleary (Alanson Solutions Ltd)	27/11/2019	

Appendix E

Instrument of Government

1. The name of the school is Reay Primary School.
2. The school is a foundation school.
3. The name of the governing body is "The governing body of Reay Primary School"
4. The governing body shall consist of:
 - a) 5 parent governors
 - b) 1 Local Authority governor
 - c) 1 staff governor
 - d) 1 Headteacher
 - e) 6 co-opted governors
 - f) 2 partnership governors
5. Total number of governors 16.
6. This instrument of government comes into effect on 1 July 2019.
7. This instrument was made by order of Lambeth Local Authority on 12 June 2019.
8. A copy of the instrument must be supplied to every member of the governor body (and the head teacher if not a governor).

Cathy Twist
Director of Education, Learning and Skills

Appendix F (TO BE UPDATED FOR 2020-21 DETAILS)

REAY PRIMARY SCHOOL

GB Committees and Link governors for 2019-20

The membership and composition of the **Welfare Committee:**

Philippa Newman (Chair), Caroline Andrews, Tania Hamilton, Caroline Harrison, Joanna Harrison and Chris Marley.

The membership and composition of the **Resources Committee:**

Ross Burnett (Chair), Caroline Andrews, Paul de la Pena, Tuija Sequeira, Ade Ajiroba, Margaret Aird and Joanna Harrison.

The membership and composition of the **Pay Committee:**

Caroline Harrison (chair), Margaret Aird, Caroline Andrews and Elgiva Field.

The membership and composition of the **Achievement & Standards Committee:**

Margaret Aird (Chair), Caroline Andrews, Tom Mylne, Ade Ajiroba, Elgiva Field, Caroline Harrison, Chris Marley, Tania Hamilton and Paul de la Pena.

The membership and composition of the **Admissions Committee:**

Margaret Aird (Chair), Caroline Andrews, Elgiva Field, Caroline Harrison and Joanna Harrison

Link governors:

- The Arts (incl. Music) – Rob Burnett
- Assessment – Margaret Aird
- British Values & Equality – Caroline Harrison
- Communications – Philippa Newman
- English – Joanna Harrison
- EYFS – Caroline Harrison
- Governor Training – Tuija Sequeira
- Health & Safety – Caroline Harrison
- ICT – Ade Ajiroba
- Modern Foreign Languages – Chris Marley
- Mathematics – Paul de la Pena
- Safeguarding – Tania Hamilton
- SEND & Pupil Premium – Philippa Newman and Elgiva Field
- Sport – Ade Ajiroba
- More Able Pupils – Paul de la Pena
- STEAM – Tom Mylne