



MILFORD INFANTS

Grow, Learn, Believe, Achieve

School Governance Regulations 2017-2018

Policy Schedule	
Written	Autumn 2017
Agreed by staff	N/A
Agreed by Governing Body	20 September 2017
Next Review	Autumn 2018

THE SCHOOL GOVERNANCE PROCEDURES (ENGLAND) REGULATIONS

Introduction

A clear understanding of, and distinction between, the role of the Governing Body and the Headteacher is crucial to effective governance (Regulation 6).

The regulations make clear that the Headteacher is responsible for the educational performance of the school and for the internal organisation, management and control of the school – which includes the performance management of staff. The Governing Body's role is to hold the Headteacher to account for exercising their professional judgement in these matters and for the performance of all of their other duties. Having advised the Governing Body, the Headteacher must comply with any reasonable direction given by it.

So, governors must operate at a strategic level, avoiding time consuming operational matters and focus strongly on three core functions:

- setting the vision and strategic direction of school
- holding the Headteacher to account for its educational performance
- ensuring sound, proper and effective use of the school's financial resources.

Whilst responsibility for certain areas may be delegated to committees or individuals, it is crucial that the Governing Body as a whole retains oversight of the core functions.

To create robust accountability, governors must ask challenging questions on the basis of robust objective data. As explained in the DfE's Governance Handbook, governors should not just rely on information provided by the Headteacher. Rather, they should scrutinise objective national data at least once a year; use visits to verify what they are told, and ensure the headteacher's termly report provides appropriate and sufficiently detailed information. This document sets out how the Governing Body of Milford Infant School shall organise itself, in line with the Regulations, for the current academic year.

1. **Role and Election of Chair/Vice-Chair (Regulations 7, 8 and 9)**

The Chair, with support from the vice chair, has a vital role in giving the Governing Body clear leadership and direction, keeping it focused on its core functions and in ensuring it operates effectively, including through the active contribution of all its members. The Chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

- 1.1 Term of office to be 2 years.
- 1.2 Term of office to expire at end of summer term.
- 1.3 If the term of office is broken, the Governing Body will appoint a successor, initially only for the remaining period of office.
- 1.4 It is possible to appoint more than one person to share the role of chair, or similarly the role of vice chair.
- 1.5 Election procedures:
 - self nomination in writing in advance **OR**
 - invite nominations at meeting.
- 1.6 Voting procedure:

There will be an open vote for the election Chair/Vice-Chair unless a majority of governors request a secret ballot.
- 1.7 In the event of a single nomination, the Governing Body will vote on that nomination.
- 1.8 Succession planning arrangements should be in place so that any change in the chair does not impede the board's effectiveness.
- 1.9 Elections for current term (ends 31.08.18):
 - Chairman – Jackie Morris
 - Vice Chairman – Maureen Holland

2. **Role of the Clerk (Regulation 11)**

High quality professional clerking is crucial to the effective functioning of the board. Clerking is not only about good organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties.

- 2.1 Name of Clerk to Governing Body: Rachel Dunnage
- 2.2 Names of Clerk to Governing Body committees:
- Pay Committee: Rachel Dunnage
 - Pay Appeals Committee: Rachel Dunnage
 - Headteacher Performance Review Panel: Appointed by the panel
- 3. Convening Governing Body meetings (Regulation 13)**
- 3.1 6 of planned Governing Body meetings per annum.
- 3.2 2 of full Governing Body meeting per term: autumn, spring & summer.
- 3.3 The Clerk of the Governing Body must give written notice of the meeting and a copy of the agenda for the meeting at least seven clear days in advance, unless the Chair determines that a meeting must be called within a shorter time frame on the grounds that there are matters requiring urgent consideration.
- 4. Voting (Regulation 14)**
- 4.1 Members of the Governing Body and its committees must be present in a meeting to vote, but they may be present 'virtually', for example by telephone or video conference. The Governing Body agreed the protocol for alternative voting arrangements at the September 2017 meeting.
- 4.2 The quorum for a meeting of the Governing Body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the Governing Body, excluding any vacant positions.
- 4.3 In the event of an equal split, the Chairman, or in their absence, Vice-Chairman, has a casting vote.
- 5. Minutes and papers (Regulation 15)**
- 5.1 Clerk to Governing Body to maintain signed minutes in a Minute File locked securely at school.
- 5.2 All minutes and related papers are stored online in the Milford 'Governors Secure' i-cloud facility.
- 5.3 Part 1 Minutes will not be available to the public until approved by the Full Governing Body.
- 5.4 There is a standard item on all agendas to declare any conflicts of interest and confirm confidential (Part 2) items.
- 6. Restrictions on taking part in meetings (Regulation 16 and Schedule 1)**
- 6.1 Pecuniary or other interest: there is a standard item on agenda for any declarations.
- 6.2 A Register of Business Interests is established and published on the school website.
- 6.3 Register entries are reviewed each September meeting.
- 7. Suspension of governors (Regulation 17)**
- 7.1 Governors to agree to abide by the Code of Conduct and sign the Governors Charter.
- 7.2 Code of Conduct for Governors was first adopted: Autumn 2015
- 7.3 The revised code was adopted in Autumn 2017 and will be reviewed in Autumn 2018
- 7.4 The new code confirms that removal from office will be undertaken as a last resort and will follow the Governance Regulations 2017 specified below.
- 8. Removal from Office**
- The Governing Body in determining whether to remove, rather than suspend a governor will make reference to the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017 and statutory guidance issued in August 2017 in considering whether there have been repeated grounds for suspension:
- 8.1 Serious misconduct has occurred which either threatens to bring the school, Governing Body or Governance into disrepute;
- 8.2 There has been serious or repeated failure to contribute meaningfully to the effectiveness of governance at the school, such as non- attendance at meetings, not engaging in training or not participating in meetings;
- 8.3 Governors have engaged in conduct aimed at undermining British values;
- 8.4 The actions of the governor are sufficiently detrimental and compromise the operational efficiency of the school.

9. Committees of Governing Bodies (Regulations 18, 19, 20)

Each individual or committee to which functions have been delegated has terms of reference that records their remit and decision making powers. These are reviewed at least annually. Any individual or committee to whom a function of the Governing Body has been delegated must report to the Governing Body in respect of any action taken or decision made with respect to the exercise of that function.

Committee name	Committee Members	Chairman appointed by
Pay Committee	Jackie Morris Mel Isherwood Fiona Campbell	Full Governing Body
Pay Appeals Committee	Maureen Holland <i>Plus two other governors not involved in the process so far</i>	Full Governing Body
HT Performance Review Panel	Jackie Morris Mel Isherwood <i>Plus external consultant</i>	Full Governing Body

10. Appointment of successor

10.1 Members of staff to withdraw from meetings when appointment of a successor is discussed.

11. Rescission and variation of resolutions

11.1 Any proposal to change a previous decision of the Governing Body or a committee to be a specific item on the agenda.

12. Termination and adjournment of meetings

12.1 Termination and adjournment provisions to be retained.

11. Review of Impact

11.1 Governors to review their own performance annually in light of their core functions and publish on the website an annual governance impact statement to explain how it has fulfilled its responsibilities, particularly in relation to its core functions, including:

- the governance arrangements that are in place, including the remit of any committees
- the attendance record of individual governors at board and committee meetings
- an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen.

September 2017