



# Governance Regulations

## 2019-2020

Schedule	
Written	Autumn 2019
Agreed by staff	N/A
Ratified by Governing Body	09 October 2019
Next Review	Autumn 2020

## 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. Election of Co-Chairmen/Vice-Chairman (Regulation 5)

- 1.1 Term of office to be 2 years.
- 1.2 Term of office to expire at end of spring 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 Election procedures:
  - self nomination in writing in advance **OR**
  - invite nominations at meeting.
- 1.5 Voting procedure:

There will be an open vote for the election of Co-Chair/Vice-Chair unless a majority of governors request a secret ballot.
- 1.6 In the event of a single nomination, the Governing Body will vote on that nomination.
- 1.7 Succession planning arrangements should be in place so that any change in the chair does not impede the board's effectiveness.
- 1.8 Elections for current term (ends 31.03.21):
  - Co-Vice Chairmen – Mel Isherwood & Emma Hardy
  - Vice Chairman – Vacancy

### 2. Functions of the Clerk(s) (Regulations 9 and 21)

- 2.1 Name of Clerk to Governing Body – Rachel Dunnage

### 3. Convening Governing Body meetings (Regulation 11)

- 3.1 At least 6 of planned Governing Body meetings per annum.
- 3.2 2 Full Governing Body meeting per term: autumn, spring & summer plus an additional Business meeting in September if required.

### 4. Minutes and papers (Regulation 13)

- 4.1 Clerk to Governing Body to keep signed minutes in a Minute File locked securely at school.
- 4.2 Minutes will only be available to the public once approved by the full Governing Body.
- 4.3 Part 1 minutes will be posted on the school website.

- 4.4 There is a standard item on all agendas to declare any conflicts of interest and confirm confidential (Part 2) items.

**5. Suspension of governors and removal from office (Regulation 15)**

Governors agree their Code of Conduct annually. The Code includes expectations of standards and behaviour, contravention of which may lead to governor suspension or removal from office.

- 5.1 Code of Conduct for Governors initially adopted 29.11.12.  
5.2 Latest ratified revision of code: Autumn 2019. Next review date: Autumn 2020.

*The code includes removal of office statement below*

**6. 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:

- 6.1 Serious misconduct has occurred which either threatens to bring the school, Governing Body or Governance into disrepute  
6.2 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.  
6.3 They have engaged in conduct aimed at undermining British values.  
6.4 The actions of the governor are sufficiently detrimental and compromise the operational efficiency of the school.

**7. Committees of Governing Bodies (Regulation 20)**

Committee name	Committee Chairman	Chairman appointed by
Pay Committee	Daniel Keat	FGB

**8. Restrictions on taking part in meetings (Regulation 14 and Schedule)**

- 8.1 Pecuniary interest – standard item on agenda for any declarations.  
8.2 A Register of Business Interests is established and published on the school website.  
8.3 Register entries are reviewed each September.

**9. Appointment of successor**

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

**10. Rescission and variation of resolutions**

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

**11. Termination and adjournment of meetings**

- 11.1 Termination and adjournment provisions to be retained.

Rachel Dunnage  
November 2019