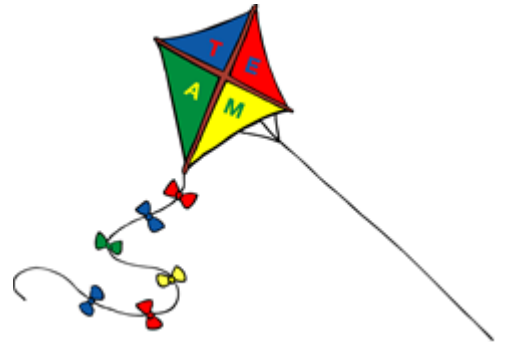


Twyford St Mary's Church of England Primary School

Governors: How we do things



Function

The governing board has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of pupils, and the performance of staff;
- Financial oversight

The Headteacher is responsible for the day to day management of the school (including appointment and dismissal of staff below the level of Assistant Head Teacher); the implementation of policy; and the operation of the curriculum.

Membership

- The make-up of the governing board is defined in the school's Instrument of Government
- The governing board will ensure it has sufficient governors to undertake its duties effectively
- Governors will be appointed for a 4 year term of office.
- The governing board will seek to fill vacancies with people with the relevant skills and experience needed to deliver good governance.

Election of Officers

- Elections of chair and vice chair of the governing board, and chairs and vice-chairs of committees, will be held in the final full governing board meeting of the Summer term. The chair and vice chair will be elected for one year. Their term of office will commence on the first day of the Autumn term following their election, and will end

on the day before the first day of the subsequent Autumn term.

- Candidates should self-nominate in a way which is visible to other governors during the nomination period; and in time to have their name included on the agenda for the meeting at which the election of officers will take place. Self-nomination at the meeting will only be accepted if no one has put themselves forward prior to the meeting.
- If they wish to, candidates will be able to make a personal statement to the meeting before the vote.
- Where an election is contested, voting will be by secret ballot.

Meetings

- Papers for meetings will, as far as reasonably possible, be circulated seven days prior to the meeting. Minutes will be prepared and circulated promptly after the meeting.
- Governors will commit to reading all relevant paperwork prior to the meeting
- The governing board will plan its business across the year to take account of the school's internal management cycle and the availability of information
- The governing board will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- Meetings will focus the work of the governing board on its three core functions and meeting its statutory and Diocesan responsibilities. They will demonstrate that the governing board is monitoring progress, evaluating outcomes across the school and that it is ensuring that the school improvement plan is being successfully implemented.
- The submission of apologies should not be taken as the governing board giving consent to the absence with regard to the disqualification regulations for non-attendance, each case will be considered on its own merits.
- The governing board will aim to complete full governing board and committee meetings within two hours.
- Any items not on the agenda will only be dealt with if agreed by the Chair at the beginning of the meeting.

- Documents requiring review should be flagged at the first meeting of the term. A designated governor (which for many policies will be the headteacher) will collate comments and suggestions, ensuring a near-final version is ready for the second meeting, reducing time spent on wordsmithing during the meeting.
- Every decision should be settled by majority vote.

Committee Structure

- The governing board will delegate day-to-day decisions to two committees:
 - Resources – finance, staffing, buildings, etc.
 - HT Performance Management
- Subject to regulations, the governing board will set up panels for staff dismissal and appeal, pupil discipline, and complaints hearing panels, if and when required.
- The membership and terms of reference of these committees will be reviewed annually.

Governor Commitment & Conduct

All governors are expected to:

- attend meetings, be punctual and well prepared
- take on at least one other role (as a link Governor, for example)
- undertake training relevant to their role
- treat governor business as confidential, except that which is published in the minutes. The views and votes of individual governors should remain confidential.
- uphold '[The Seven Principles of Public Life](#)'
- only act within the delegated powers granted to them by the governing board
- be respectful of the views of others and help to foster open and honest debate
- Respect the Headteacher's role and maintain a professional and open relationship.

Act, where necessary, as a 'critical friend'.

- refer anyone with concerns about the school to its Complaints Policy
- accept collective responsibility for decisions made by the governing board
- govern the school in the best interest of pupils, not to represent the interests of the group from which they were elected or appointed.
- consider carefully how our own decisions might affect other schools
- declare any interest they might have in connection to the governing board's business
- insofar as we have responsibility for the employment of staff, fulfil all reasonable expectations of a good employer

This document was adopted at governing board meeting on 27/11/2024

Note to aid searching: this document covers the material which might sometimes be known as standing orders, terms of reference, or code of conduct.