



CRANFORD PARK
Church Of England Primary School

GOVERNING BODY OPERATING PROCEDURES

The governing body acts at all times in accordance with the requirements laid down in Acts of Parliament, statutory regulations and the school's instrument and articles of government.

1. Membership, Training and Skills

- 1.1. The governing body will ensure it has sufficient governors to undertake its duties effectively.
- 1.2. All governors will be appointed for a 4 year term of office.
- 1.3. The governing body will ensure that it creates an environment which enables it to proactively recruit and retain effective governors.
- 1.4. The governing body will consider for associate membership those individuals who would not otherwise be qualified to be governors.
- 1.5. New governors will be welcomed and provided with appropriate induction and training.
- 1.6. All governors will undertake training relevant to their role, with a clear link to the School Improvement Plan.
- 1.7. All governors will share the workload and take on additional responsibility at an appropriate time.
- 1.8. The skills base of the individual governors will be monitored and published.

2. Election of Chair and Vice-chair of Governors

- 2.1 The Chair and Vice-chair will be elected annually.
- 2.2 Candidates may self-nominate at any time in advance of a vote.
- 2.3 The Clerk will take the chair for the election of the Chair.
- 2.4 Where an election of Chair or Vice-chair is contested, voting will be by secret ballot.
- 2.5 Any changes to the governing body's arrangements for elections will be made in advance of any election.

3. Committees and Workgroups

- 3.1 Subject to Regulations, the governing body will make provision for staff dismissal and appeal, pupil discipline, pupil exclusions appeal and complaints committees.
- 3.2 The following committees have also been set up with delegated powers:
 - Curriculum Committee
 - Resources Committee (covering Personnel and Finance & Buildings issues)

- 3.3 Terms of Reference must be reviewed annually by each committee at their first meeting of each academic year, for subsequent ratification by the governing body.
- 3.4 Committees will elect their chair annually, and this will not be a full-time member of staff or an associate member of the governing body. The serving chair will call the first meeting of each academic year.

4. Appointment of Clerk

- 4.1 The Clerk to the governing body will have a contract of employment that includes specific provision in relation to their work as Clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.
- 4.2 The governing body will arrange for the Clerk to discuss their role and performance over the previous year with the Chair on an annual basis.
- 4.3 The governing body will support the Clerk in their continuing professional development, for example, the Clerk's development programme, support meetings, and whole governing body training.
- 4.4 The governing body agrees to make use of the LA Clerking Service until otherwise decided.

5. Meetings

- 5.1 The programme of meeting agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the School Improvement Plan, within the full range of governing body responsibilities.
- 5.2 Agenda Setting
 - 5.2.1 The Headteacher, Chair of the governing body and Clerk will meet or exchange e-mails 10 to 14 days before each full governing body meeting to determine the agenda for that meeting, having due regard to the agreed annual programme of actions. The Clerk to the governors will ensure that all statutory requirements are included in the agenda, before it is issued, and advise on any items, as required.
 - 5.2.2 For other committees, the chair of that committee will determine an appropriate agenda for each meeting.
 - 5.2.3 For the full governing body meetings, there will be no item for 'Any Other Business' or tabled papers, except when agreed by the Chair in exceptional circumstances. Committee meetings will include an item for urgent business that has not appeared on the agenda.
- 5.3 Distribution of papers
 - 5.3.1 Governors will receive relevant information one week in advance of meetings to enable sound discussion and decisions to be made.
 - 5.3.2 For full governing body meetings and for committee meetings, papers will be distributed electronically. Hardcopy will be issued by post only when there is no electronic version available.
 - 5.3.3 Electronic copies of the agendas, minutes and other papers of governing body and committee meetings will be sent to Hampshire Governor Services for information.
- 5.4 Conduct and Duration of Governing Body Meetings

- 5.4.1 Governors unable to attend GB or committee meetings should notify either the Clerk (for GB meetings), or the chair (for all meetings), by e-mail or phone as soon as it becomes clear that they will be absent.
- 5.4.2 Recording of acceptance of apologies implies the consent of the governing body for a governor to be absent with regard to the Disqualification Regulations for non-attendance. Consent for absence may also be granted by the governing body on request from governors who know they will be unable to attend meetings for an extended period. Where the governing body is not satisfied with the reason for non-attendance, this will be recorded explicitly in the minutes.
- 5.4.3 The governing body will aim to complete full governing body and committee meetings within two hours and be prepared to not cover all agenda items if time runs out. All meetings will normally be held at the school and start at 6pm. Some meetings of the Curriculum committee will start at 4pm, to allow presentations by staff while respecting their work/life balance.
- 5.5 Parents and the Community: The governing body will seek opportunities throughout the year to engage with parents and the community in constructive discussion about the conduct of the school and plans for the future. A nominated governor will attend PTA committee meetings and act as a liaison with the governing body.
- 5.6 Quorum: The quorum for any governing body or committee meeting will be 50% of the constitution of the committee (excluding any vacancies), rounded up, and subject to a minimum of 3 governors.
- 5.7 Frequency of meetings
 - 5.7.1 The governing body will hold the minimum number of meetings necessary to ensure that the strategic business of the school is properly addressed.
 - 5.7.2 The full governing body will meet 6 times annually, spread evenly throughout the year.
 - 5.7.3 The Curriculum and Resources committees will meet twice a term, timed for maximum impact, unless there is insufficient material to call a meeting.
- 5.8 Each committee which has delegated powers by the governing body will have a named clerk, who will be agreed at the first committee meeting of each year.

6. Strategic Planning and School Improvement

The governing body:

- 6.1 Has involvement in the planning and agenda for school improvement and contributes to the strategic development of the school.
- 6.2 Seeks a shared understanding of the key strengths and weaknesses of the school.
- 6.3 Maintains a working awareness of the strategic School Improvement Plan. The draft is initially drawn up by the Headteacher, with the help of the Leadership and Learning Partner and input from the first Inset session of each year. The Headteacher will ensure that the governing body regularly review and 'own' the plan via the termly HT Reports.
- 6.4 Maintains ownership of the online school Self-Evaluation Form (SEF). The SEF is managed by the Headteacher as part of the overall school management process.
- 6.5 Is continuously self-evaluative about its own performance.
- 6.6 Monitors and evaluates school performance, using a variety of internal and external information and direct observation, taking appropriate action on it.
- 6.7 Requires termly written information from the Headteacher on:
 - Pupil achievement

- Performance data
 - Progress against the School Improvement Plan
 - Effectiveness of the Performance Management Policy
 - School self-evaluation
 - Fulfilment of statutory responsibilities as listed in the school Self-Evaluation Form.
- 6.8 Will be made aware and make use of external inspection reports from LA advisers. Those provided by HIAS to the chair of governors (except those naming individual staff) will be circulated to all members of the governing body.
- 6.9 Will seek to be 'outstanding' in terms of OFSTED descriptors on school governance.

7. Policies

- 7.1 The school's policy set and policy review process is managed by the Headteacher, with assistance from the Chair.
- 7.2 Each policy is owned by one of the committees, or by the governing body.
- 7.3 Paper copies of all policies are collated and stored in ring-files located in the Headteacher's office. Electronic versions are stored on SchoolPool and the protected part of the school website (www.cranfordparkprimary.co.uk) for access and review by staff and governors, respectively.
- 7.4 Every policy has a review date, and it is the responsibility of the owner of the policy to ensure this review takes place.
- 7.5 All statutory policies, and many non-statutory policies found useful by the school, are posted on the school website for public viewing, once ratified. It is the responsibility of the Headteacher to ensure that this is done.

8. Governor Visits to School

- 8.1 All governors are encouraged to spend time in the school during normal school hours in order to build and refresh their general awareness of the school.
- 8.2 A protocol and process is in place to ensure effective use of focused governor monitoring and evaluation visits. This includes making the Headteacher aware in advance of the visit and its purpose.
- 8.3 The outcome of Chair and HT discussions are reported to the governing body, normally verbally at the FGB meetings or by e-mail to every governor if the issues are time-critical.

Agreed by Governing Body:	September 2018	Due for review:	Sept 2019
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