

# **CEDAR HALL SCHOOL STANDING ORDERS**



**2022**

**Adopted by the Full Governing Body of Cedar Hall School on  
29<sup>th</sup> November 2022**

**Chair of Governors**\_\_\_\_\_

**Vice Chair of Governors**\_\_\_\_\_

# INDEX

	PAGE
<b>1 AIMS AND OBJECTIVES OF THE GOVERNING BODY</b>	<b>4</b>
<b>2 CONSTITUTION AND MEMBERSHIP OF THE GOVERNING BODY</b>	<b>6</b>
2.1 Governors' Length of Service	7
2.2 Appointment Of Chairman and Vice-Chairman	7
2.3 Roles of the Chairman and Vice-Chairman of Governors	7
2.4 Chairman's Power to Act in Cases Of Emergency	8
2.5 Appointment And Duties Of The Clerk To The Governing Body	8
<b>3 MEETINGS OF THE GOVERNING BODY</b>	
3.1 Convening Meetings	9
3.2 Agenda	9
3.3 Agenda Items	10
3.4 Schedule of cyclical items	11
3.5 Information & Advice	12
3.6 Access To Meetings	13
3.7 Meetings	13
3.8 Quorum :	14
3.9 Voting Procedures	14
3.10 Pecuniary and Personal Interest.	15
3.11 Confidentiality	15
<b>4 MINUTES</b>	<b>16</b>
<b>5 OPENNESS</b>	<b>17</b>
<b>6 COMPLAINTS, STAFF DISCIPLINE &amp; GRIEVANCE PROCEDURES</b>	<b>18</b>
<b>7 DELEGATED FUNCTIONS OF THE GOVERNING BODY</b>	<b>18</b>
7.1 Principles Concerning Delegation of the Governing Body's Function	18
7.2 Statutory Limitations - What CANNOT be delegated	19
7.3 Statutory Limitations - What MUST be delegated	20
7.4 Reporting action under delegated powers	20
7.5 Delegated Committee Structure	20

<b>8</b>	<b>DELEGATED COMMITTEE STANDING ORDERS</b>	<b>21</b>
<b>8.1</b>	<b>Committee Membership</b>	<b>21</b>
<b>8.2</b>	<b>Committee Chairman and Vice Chairman</b>	<b>22</b>
<b>8.3</b>	<b>Terms of Reference</b>	<b>22</b>
<b>8.4</b>	<b>Access to Committee Meetings</b>	<b>22</b>
<b>8.5</b>	<b>Reporting Actions Under Delegated Powers</b>	<b>22</b>
<b>8.6</b>	<b>Delegation To Individuals</b>	<b>23</b>
<b>8.7</b>	<b>Delegation To Working Groups</b>	<b>23</b>
<b>9</b>	<b>SCHOOL POLICIES</b>	<b>23</b>
<b>10</b>	<b>GOVERNORS' ALLOWANCES</b>	<b>23</b>
<b>11</b>	<b>PROCEDURES FOR CHANGING /REVIEWING STANDING ORDERS</b>	<b>23</b>
<b>12</b>	<b>MISSION STATEMENT</b>	<b>23</b>

## **COMMITTEE'S TERMS OF REFERENCE**

<b>The Curriculum and Pupil Related Matters</b>	<b>24</b>
<b>Finance, Personnel &amp; Premises Committee</b>	<b>26</b>
<b>Health &amp; Safety Committee</b>	<b>29</b>
<b>Pay Committee</b>	<b>31</b>
<b>Staff Appointments</b>	<b>34</b>

**Further Additional Terms of Reference attached separately**

## AIMS AND OBJECTIVES OF THE GOVERNING BODY

### Introduction

Cedar Hall became a **Foundation** School on **01.04.2011** and must have its own governing body constituted under an instrument of government.

The framework for governing body constitution is set out in the School Governance (constitution) regulations - 2003

Governing bodies have overall responsibility for the conduct of their school. In particular they are required to "Conduct the school with a view to promoting high standards of educational achievement"

Other powers and duties include:

- setting the framework within which the head teacher is required to manage the school;
- providing a strategic role in the direction of the School to help provide the best possible education for pupils. This includes deciding with the Headteacher how the School will develop in order to maintain and improve its standards of education; and approving the policies, plans and procedures which will support that development.
- determining how to spend the school's budget, and approving the first formal school budget plan in each financial year. In so doing to provide value for money, and to be accountable to the LEA and also to parents and the wider community for the way it carries out its Junctions.
- acting in accordance with the requirements laid down in Acts of Parliament and Statutory Regulations, using the relevant edition of "**A Guide to the Law for School Governors (Foundation Schools including Foundation Special Schools Edition) DfEE - 2007**"
- working within the guidelines laid down in "School Governance Manual for Clerks and Governors". (Essex County Learning Services - June 2000)
- acting in accordance with the LEA's policy statements for Equal Opportunities and Human Rights.

- ensuring a balanced curriculum for the school, monitoring standards of educational achievement, and setting statutory required targets for pupil achievement and attendance.
- helping to draw up in consultation with the Head teacher and staff the school development plan
- ensuring that the school meets the statutory requirements as regards the national curriculum and religious education and reporting examination results to parents.
- ensuring that there are effective mechanisms for handling complaints
- deciding policies and implementing procedures for making appointments, including the appointment of the head teacher, and for dealing with staff grievances, discipline and dismissals.
- undertaking the annual salary review of all staff, including the head teacher
- ensuring compliance with health and safety legislation
- maintaining the school premises and determining their use outside school hours
- acting as a link between the community and school
- drawing up an action plan after an Ofsted inspection and monitoring implementation of the plan.
- establishing and reviewing annually a performance management policy for staff appraisal

## **1.2 In so doing the Governing Body as a whole seeks to:**

- work together for the good of the School, to establish good relationships between the Governing Body and the Headteacher, and all of the staff, pupils and parents.
- act fairly, without prejudice, - and in accordance with the principles laid down by The Committee on Standards in Public Life (The Nolan Committee - May 1996).

- treat all reports which name individuals, including staff, pupils or candidates for admission, as confidential.
- ensure the school is compliant with GDPR
- regularly review its own effectiveness
- take responsibility for its own training needs
- establish an effective meetings and committee structure

### **1.3 Individual governors commit themselves to;**

- attend as many meetings of the full Governing Body as possible and take responsibility with other governors to carry out statutory duties.
- act fairly and without prejudice, and respect and abide by the group decisions of the Governing Body.
- respect the confidentiality of those items of business designated as confidential by the Governing Body, and the opinions and votes of individual governors.
- contribute personal experience and expertise to enhance the range of knowledge of the Governing Body.
- develop an area of interest
- get to know the School and support school functions
- act at all times as ambassadors for the School.

Cedar Hall School Governors and the Clerk to the Governing Body, have name badges to be worn on entering the School, and/or whilst on School business.

The Clerk to the Governing body has responsibility for ensuring that each new governor has a name badge.

## **2. CONSTITUTION AND MEMBERSHIP OF THE GOVERNING BODY**

(See "A Governors Guide to The Law" for rules of eligibility)

The Governing Body consists of 11 members with the following representation:

- |                                 |                      |
|---------------------------------|----------------------|
| 1 governor appointed by the LEA | 2 co-opted governors |
| 4 parent governors              | * 1 staff governor   |
| 3 partnership governors         | * 1 Headteacher      |

(\*or 2 Staff Governors where it is not possible to elect from the above)

## **2.1 Governors' Length of Service**

Each governor (except for the Headteacher), serves for a 4 year term of office. The Headteacher serves for as long as he/she remains in office, unless s/he opts not to be a governor. No other governor may take the head teacher's place.

Governors may stand again when their term of office expires, providing there are no rules to prevent them from so doing.

Parent governors are elected by the parents of pupils attending Cedar Hall School. Wherever possible, parent governors will have a pupil attending the School; however parent governors do not have to stand down when their child leaves, although they may choose to do so.

The teacher governor is elected by and from among the teachers at the school. Any teacher (except supply teachers) on the staff of the School, whether full or part time, on temporary or permanent contracts, can stand as candidates and vote in teacher governor elections. Teacher governors cannot remain on the governing body when they leave the school.

Staff Governors are elected by and from among the non teaching staff at the school. If they cease to have a contract to work at the school they must stand down.

The Clerk to the governing body keeps an up to date list of governors, their addresses, phone numbers and end date of each governor's term of office. Each governor is provided with a copy of this list; on entering office, annually, and as changes to the governing body occurs.

(For qualifications/disqualifications and removal from office see "Guide to the Law"

## **2.2. Appointment of Chairman and Vice-Chairman**

The appointment of a chairman for the Governing Body is a legal requirement.

The Chairman and Vice- Chairman of the Governing Body are elected annually at the first meeting in the autumn term.

Governors who are employed at the school, or are pupils of the school, may not hold the positions of Chairman or Vice Chairman of the Governing Body.

## **2.3 Roles of the Chairman and Vice-Chairman of Governors**

The Chairman conducts all meetings of the Governing Body, except that in his/her absence, the chair is taken by the Vice-Chairman.

If both the Chairman and Vice-Chairman are absent from a meeting, the governors present will elect a chairman for that meeting.

If the Chairman resigns, or has to relinquish office for any reason, the Vice Chairman will act as chairman until a successor is appointed at the next meeting of the Governing Body.

If the Vice-Chairman resigns, or has to relinquish office for any reason, a successor will be appointed at the next meeting of the Governing Body.

If both the Chairman and the Vice-Chairman resign or have to relinquish office for any reason, successors will be appointed at the next meeting of the Governing Body.

The Chairman of Governors undertakes to be responsible for:

- ensuring that the business of the Governing Body is conducted properly and in accordance with legal requirements.
- acting as an ambassador and spokesperson for the school and the Governing Body.
- chairing meetings to carry out the business of the Governing Body.

## **2.4 Chairman's Power to Act in Cases of Urgency**

Most governing body decisions will either be taken at a meeting of the Governing Body, or by a committee, or an individual with delegated power to make such a decision.

There are times however, when a decision is so urgent that there is no time to call a meeting and a delay would seriously affect the school. In these cases the Chairman or in his/her absence the Vice-Chairman, of the Governing Body has the power to make decisions on its behalf.

Any such urgent action and decisions taken are recorded and reported to the next full meeting of the Governing Body

## **2.5 Appointment and Duties of the Clerk to the Governing Body**



All meetings of the Governing Body and its Committees are supported by a Clerk appointed for the purpose.

The Clerk has a central role in providing administrative, secretarial and organizational support, and also to act as the constitutional conscience of the Governing Body; reminding Governors of procedures, precedents and previous resolutions where necessary.

The Clerk has been provided with a copy of - ***School Governance Handbook for Governors and Clerks - October 2020*** to assist with these processes.

The Clerk to the Governing Body is appointed in the same way other personnel are appointed to the School, and has a job description which details the duties of the post.

### **3. MEETINGS OF THE GOVERNING BODY**

#### **3.1 Convening Meetings**

The Governing Body has a duty to meet at least once a term and additionally for an annual meeting with parents. Further meetings are scheduled as are necessary to carry out the Governing Body's work.

The Chairman may convene an extraordinary meeting at any time for matters which are deemed to be urgent.

Furthermore, the Clerk will arrange for an extra meeting to be held, should any three Governors request one.

Written notice of meetings, together with the agenda, are sent to arrive at least 7 days before the meeting (except where the Chairman has called an urgent meeting at short notice) to-

Governors at their registered addresses

The Director of Education

Non receipt of notice of a meeting will not invalidate the meeting.

Notices of meetings and the accompanying agenda are available at all reasonable times at the school for inspection by anyone wishing to see them.

#### **3.2 Agenda**

The agenda is organized by the Clerk in consultation with the Chairman and the Headteacher.

Governors may request that items be placed on the agenda. This should be done at least three weeks prior to the meeting, either through the Clerk or the Chairman of Governors.

Whenever possible, papers which inform agenda items are sent to governors with the agenda.

### **3.3 Agenda Items**

#### **3.3.1 Setting Up the Agenda**

The Clerk will be responsible for:

- discussing the agenda with the Headteacher and Chairman of Governors
- In consultation with the Chairman, accept agenda items from other Governors
- discuss with the Chairman which items, if any, come under the "confidential" category of the agenda
- ensure that all necessary documents, including the Head teacher's report and any other relevant information is sent out with the agenda
- providing the Chief Education Officer with a copy.

#### **3.3.2 Part 1. Regular Items**

- Apologies for Absence
- To agree upon the business of the meeting
- Minutes of last meeting
- Matters arising
- Membership of the Governing Body
- Date of next meeting
- Chairman's action report
- Receive committee minutes and reports
- Reports from working groups
- The Head Teacher's report, including fire precautions and drills
- Correspondence (from LA/DfE or other) if relevant

- Governor's visits and training
- New policies and policy reviews
- Non pupil days/school terms and holiday dates
- Pupil educational visits
- Any other business

## **Part 2. Confidential Issues**

- Exclusions
- Contracts
- Staffing

### **3.4 Schedule of cyclical items**

#### ***Autumn Term***

- Election of chairman
- Election of vice-chairman
- Membership of governing body
- Designated governor responsibilities e.g. literacy/numeracy
- Review of committees, their membership and terms of reference
- Review Governing Body Standing Orders
- Review of examination and test results
- Report from Link Governor
- Pay meeting for Teaching Staff (recommend between 01.09 -31.10)
- Review of Admissions (including policy) and destination of leavers
- Governors' check on Single Central Record
- Update of Register of Interests
- Review of school development plan
- Update register of pecuniary interests

#### ***Spring Term***

- Approval of next year's budget including ICE and SFVS reports

- Review of school development plan
- Review Asset Management Plan
- Review of child protection procedures
- Review school website
- Pay meeting for Non-Teaching Staff (recommend between 01.03-31.03)  
Head
- Head Teacher's annual report on effectiveness of Performance Management and review of PMR Policy.
- Receive audited accounts of School Private Funds including AFP

### **Summer Term**

- Review of attendance, pupils and staff
- Review of school policies
- Annual review of governor's work & targets
- Review disciplinary and grievance procedures
- Review Finance Regs (including Statement Internal Control and Best Value Statement)
- Vote on yearly policy regards governor's expenses
- Update on GDPR Compliance

### **3.5 Information & Advice**

All incoming correspondence to the Governing Body (other than any concerning a complaint) is for the attention of the whole Governing Body, even if addressed to the Chairman and/or Clerk.

Significant items will be presented to each meeting of the Governing Body, including any on which the Chairman has taken urgent action, so that the need for, and the nature of any action may be decided or confirmed.

The Headteacher has a statutory duty to keep the Governing Body fully informed, and presents a written report to each full meeting of the Governing Body.

When appropriate, the Director of Education, or his/her representative is invited to attend meetings in order to inform and advise the governing body.

Where important information is given orally, it will be recorded in the minutes in appropriate detail.

The Governing Body may invite an appropriate non governor to attend meetings for specific agenda items where expertise is needed.

### **3.6 Access to Meetings**

The only people entitled to attend a meeting of the Governing Body are the Governors, the Headteacher (where he/she has chosen not to be a Governor), and the Clerk.

When the Headteacher is absent the Deputy Headteacher will attend in his/her place, but will not have a vote.

The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting, and which of its meetings, if any, will be open to parents/the public.

The Deputy Headteacher is invited to attend meetings of the Governing Body as an observer, as part of his/her development.

### **3.7 Meetings**

Meetings are chaired by the Chairman of Governors and in his/her absence by the Vice-Chairman. In the absence of both officers, governors will elect one of those present to chair the meeting.

Meetings are managed through the following guiding principles:

- The Chairman ensures that all members have equal opportunities to participate fully in discussions and decision making.
- Governors pay respect to the Chairman at all times.
- All discussion takes place through the Chairman.
- No-one speaks whilst the Chairman is speaking.
- Only one person speaks at a time and on one issue at a time.
- Speakers stay with the agenda item/point and are relevant and brief.
- Governors respect each others views, and act with courtesy.
- Governors work together as a team.

### **3.8 Quorum:**

The Governing Body cannot pass resolutions or vote on any matter unless it is quorate. A quorum is three governors or 1/3 (rounded to a whole number) of the total number of governors holding office on the date of the meeting whichever is greater.

A larger quorum is required when the Governing Body is taking decisions about its own membership, or the membership of delegated committees, or a resolution to remove the Chairman. At least two thirds of the Governors must be present for:

- appointing a parent governor
- voting to remove or approve a community governor
- deciding the power and membership of committees
- voting on a resolution to remove the chairman from office
- making arrangements for an Educational Action Forum to exercise the governing body's functions

Where the governing body includes additional governors appointed because the school is causing concern, the quorum for removal of the chairman must be half the governors entitled to vote.

The Clerk keeps a record of all people attending meetings of the governing body and its committees, and is responsible for advising the Chairman if the meeting is inquorate.

A meeting should not be held if it is not quorate, and should terminate if it ceases to become quorate. In such cases those present can decide whether to hold a discussion and make recommendations, but no action will be taken, and decisions would need to be approved at the next quorate meeting which should be called as soon as possible.

### **3.9 Voting Procedures**

Members of the Governing Body recognize that all decisions must be made by the Governing Body unless an individual or a committee has been delegated to deal with a specific item.

Decisions of the Governing Body are taken by a vote of the majority of the members present, voting on a proposal which has been seconded. Proxy voting is not allowed.

In the event of an equal number of votes for and against a proposal, the Chairman has a second or casting vote, (except in the case of a selection panel deciding which, if any, candidate to recommend to the Governing Body or for appointment as head/deputy).

Decisions of the Governing Body are binding on all members and may only be amended or rescinded at a subsequent meeting of the Governing Body when a proposal to amend or rescind appears as a specific agenda item.

### **3.10 Pecuniary and Personal Interest.**

The Governing Body maintains a register of its member's pecuniary interests in a file which is signed by the relevant governor whenever an entry is made.

Additionally governors will draw attention to any pecuniary or other personal interest, whether or not that interest has been registered.

No governor should be involved in a decision where his/her personal interests may conflict with those of the school in such cases the person concerned will declare an interest and withdraw from the meeting for this agenda item.

A governor must withdraw from a meeting if s/he (or a close relative or partner):

- stand to gain financially from a matter under consideration
- has a personal interest in a matter under consideration
- is a relative of a pupil, a parent, or an employee being discussed

When a committee is considering:

- disciplinary action against an employee or against a pupil
- a matter arising from an alleged incident involving a pupil

A governor who has declared an interest may nevertheless attend a meeting to give evidence if he/she has made relevant accusations or is a witness in the case.

### **3.11 Confidentiality Issues**

The Governing Body will decide if an item of business is confidential. Each governor will respect the confidentiality of these items of business, and will not disclose what individual governors have said, or how they have voted.

Governors must feel free to put their point of view at meetings confident that what they say will not later be disclosed by other governors outside the meeting.

Because of their governorship there are times when governors will come into possession of information about individual pupils, their parents, or members of staff. It is a serious breach of confidentiality for any governor to disclose such information outside the meeting.

Public statements will only be made by those delegated to make them.

Reports/minutes which name individuals, including staff, pupils or candidates for admission will always be regarded as confidential to the committee which receives them.

## **4. MINUTES**

### **4.1 Record of the Meetings**

Minutes are the official record of the Governing Body's work and its decisions. Every meeting of the Governing Body or one of its Committees will be minuted, and the minutes kept in a minute book. The minimum content for each set of minutes is:

- name of school and relevant committee
- venue, date and time of the meeting
- list of governors who attended
- apologies for absence
- record resolutions and any decisions taken
- number of votes cast for & against & abstentions

Minutes will:

- provide an accurate and true record of what has occurred.
- not be open to different interpretation
- be structured consistently
- summarize discussions showing what decisions have been taken, what actions were agreed, who is responsible, and by what date the action has to be taken.

Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more of the Governors present.



Action is taken on the basis of decisions taken at the meeting and need not wait the approval of the minutes at the next meeting.

Following the meeting copies of the draft minutes are sent to the Chairman and Headteacher for checking for accuracy, before being sent on to the other governors.

The minutes of each meeting are considered for approval at the next meeting, and once approved by the Governing body will be signed and dated by the Chairman as a true record of the meeting.

Those matters which the Governing Body determines will remain confidential, (see *Para 3.11 confidentiality*) will be minuted separately, and will not be made publicly available.

The minutes, (excluding confidential items), are available in school for inspection at all reasonable times, and current sets of minutes are displayed on staff, school, and parent notice boards.

Signed minutes are kept in a loose leaf folder in sequential order with the pages numbered. The person who chairs the meeting at which they are signed initials each page as a true record.

Agendas and copies of minutes for meetings and most other communication is done by email for speed and efficiency

Governing body minutes are public records and need to be kept in perpetuity. It is for the governing body to determine how long to retain the minutes at the school for reference purposes. Thereafter arrangements should be made with the Essex Record Office for the minutes to be transferred to the County Archives.

## **5. OPENNESS**

The Governing Body believes in a policy of openness and considers that all reports to the Governing Body or its Committees are public papers after the meeting has considered them, and will be made available at the School to anyone wishing to inspect them. The exception being those items/reports which need to be confidential. (See previous Para 3.6 Confidentiality)

## **6. COMPLAINTS, STAFF DISCIPLINE AND GRIEVANCE PROCEDURES**

**6.1 Complaints** The governing body has established procedures for dealing with general complaints, and abides by the LEA as curriculum complaints procedures.

**6.2 Disciplinary and Grievance** The Governing Body is responsible for the establishment of discipline, staff dismissal and grievance procedures in relation to all staff at the School, and to make these procedures known to every employee.

In relation to these duties the Governing Body has:

- i) Delegated the day to day management and supervision of staff, and issues of verbal and written disciplinary warnings, up to the level of a final written warning, to the Headteacher.
- ii) Established committees' procedures for dealing with staff disciplinary and grievance issues above this level, and to hear appeals against their decisions.
- iii) Established procedures through the Personnel (FPP) Committee for ensuring that all members of staff are aware of disciplinary and grievance rules and procedures, and appeals.

## **7. DELEGATED FUNCTIONS OF THE GOVERNING BODY**

### **7.1 Principles Concerning the Delegation of the Governing Body's Functions:**

Empowering committees and/or individuals to undertake certain functions is the means by which the work of the governing body may be discharged more effectively and efficiently. However the governing body remains corporately accountable for all decisions taken under delegated powers.

No action may be taken by an individual Governor (including the Chairman and Vice -Chairman, *except where acting in accordance -with Para 2.3 above, Chairman's Power to Act*) unless authority to do so has been delegated formally by resolution of the Governing Body.

In order to make the most efficient use of time, expertise and resources, and in some cases to ensure absolute propriety, the governing body will:

- delegate work to committees with the power to make decisions on behalf of the governing body
- delegate work to individual members of the Governing Body and/or the Headteacher if not a Governor
- set up working groups to provide information and/or make recommendations to the Governing Body.

## 7.2 Statutory Limitations/What CANNOT be delegated

The power to delegate is subject to certain statutory limitations. The functions listed below must be carried out by the full governing body and may not in any circumstances be delegated to either an individual or a committee:

- deciding the content, preparation or variation of the instrument of government
- electing a chairman and vice -chairman
- co-opting or appointing governors
- deciding arrangements for full governing body meetings
- delegating functions to a committee or an individual
- determining the establishment, constitution, proceedings and review of committees
- deciding on arrangements for ceding or delegating governing body functions to an Education Action Forum
- approving the school's prospectus
- Publishing proposals for a change of category of the school
- deciding school session times, dates of terms and holidays
- approving the first formal school budget plan for each financial year
- considering the LEA's curriculum policy statement
- making sure the National Curriculum is being implemented
- adopting and reviewing home school agreement
- ensuring sex education is given in such a way that encourages pupils to have due regard to moral conditions and the value of family life
- prohibiting political indoctrination and securing balance of political issues
- deciding the policies on charging
- deciding school pupil discipline policies
- taking action according to the law on matters relating to school admissions
- making arrangements to fill head and deputy head teacher posts
- determine the arrangements for staff appointments
- making arrangements for staff dismissal appeals

### **7.3 Statutory Limitations/What MUST be delegated**

Decisions which must be delegated to a committee but not to a an individual governor or the Headteacher have been delegated as follows;

- pupil Exclusions Committee - deciding whether to re-instate an excluded pupil
- deciding to dismiss a member of staff
- considering an appeal against a decision to dismiss

### **7.4 Reporting Action under Delegated Powers**

Any action or decision taken under delegated powers must be reported to the next meeting of the Governing Body.

### **7.5 Delegated Committee Structure**

The Governing Body remains responsible for all decisions taken under delegated powers and is also aware that decisions made by its delegated committees cannot be over-turned when they are reported to the Governing Body, but must be returned to the delegated committee for its further consideration.

Committees must act strictly within the boundaries of their written Terms of Reference which have been agreed by the Governing Body.

The Governing Body of Cedar Hall School has delegated many of its functions to the following committees with powers to make decisions on behalf of the Governing Body.

- Finance Personnel and Premises
- Pay Committee
- Staff Appointments Committee
- Pay Appeals Committee
- Health & Safety Committee
- Curriculum & Pupil Related Matters Committee
- Disciplinary & Staff Dismissals First Committee
- Disciplinary & Staff Dismissals Appeal Committee Individual Grievance Committee

- Individual Grievance Appeals Committee
- Pupil Discipline Committee

## **8. DELEGATED COMMITTEE STANDING ORDERS**

### **8.1 Committee Membership**

At least two thirds of the Governing Body will be present when committees are set up, or new members appointed. The Governing Body can disband a committee, change its membership, or amend/withdraw its powers at any time.

The Governing Body will review its committee structure, membership & terms of reference annually at the first meeting of each academic year.

All committees with delegated powers will have a membership of at least 3 members of the governing body.

A quorum for each committee will be agreed by the Governing Body and stated in the committee's terms of reference. The quorum will never be less than 3 governors.

First Committees and Appeals Committees, (as in the case of the Pay and Pay Appeals Committees, the Disciplinary & Staff Dismissals First and Appeals Committees), will each consist of an equal number of members.

The Governing Body has established standing committees to consider appeals against any decision of a first committee. No governor who served on the relevant first committee or had any involvement with the matter under appeal may serve on an appeal committee.

The Chairman of Governors has the right to attend any or all committee meetings in an ex officio capacity, and may choose whether or not to be a member of a delegated Committee(s).

The Headteacher has the right to attend any meeting of any committee except where regulations state otherwise - for example a Headteacher may not be a member of a committee dealing with pupil exclusions or staff dismissal. Neither can the Headteacher attend any committee meeting where his/her terms and conditions of employment are being discussed, e.g. pay.

The Teacher Governor may be a member of committees, but must withdraw from any item on the agenda in which he/she may have an interest greater than that of other teachers.

Non - governors may be co-opted on to delegated committees, but will not have a vote.

## **8.2 Committee Chairman and Vice Chairman**

At its first meeting in the School year, each committee will elect a chairman. No-one employed at the School is eligible to be chairman or vice-chairman of a committee.

The chairperson of a delegated committee has no power to make decisions without reference to the committee.

## **8.3 Terms of Reference**

Each committee has written 'Terms of Reference' specifying the extent of the powers which have been delegated to it by the Governing Body.

The Clerk to the Governing Body will maintain a file containing each committee's 'Terms of Reference'. It is the Clerk's responsibility to ensure that a review of each delegated committee's 'Terms of Reference' is an annual agenda item at the first committee meeting in the Autumn Term.

## **8.4 Access to Meetings**

The same procedures for meetings of the full Governing Body, also apply to committees with delegated powers. Notice of committee meetings and agenda items will be sent out 7 clear working days in advance. Official signed minutes will be kept in a minute book and made available to the other members of the committee, and a copy sent out with the agenda for the next meeting of the Full Governing Body.

## **8.5 Reporting Actions under Delegated Powers**

Actions and decisions taken by an individual or delegated committee will be presented by the Committee Chairman or individual to the Full Governing Body at the next meeting. Reports will make a brief statement of the conclusions reached, the reasons for those conclusions, and a summary of the main points of discussion.

## **8.6 Delegation to Individuals**

The Governing Body and its Committees have delegated certain responsibilities and duties to individual people. Where this occurs it is fully documented.

## **8.7 Delegation to Working Groups**

Where the Governing Body, or a delegated committee considers it useful, working parties may be set up to address a specific problem or piece of work. Working groups may consist of one or more governors and may co-opt non governors. Working groups have no delegated powers and must report back to the relevant committee or the full governing body with their findings and recommendations. Their proceedings do not have to follow those of formal committees.

## **9. SCHOOL POLICIES**

The Governing Body has agreed a set of policies to meet the requirements laid down in Acts of Parliament, statutory regulations, and the School's Instrument and Articles of Government. A master set of policies is held in the School and is available for inspection. There is a list attached of the current policies adopted by the school as required by law. (Appendix A).

## **10. GOVERNORS' ALLOWANCES**

These allowances are clearly defined in the schools Finance Regulations supplied to all governors, where there are two options indicated. These options are voted on annually at the summer Full governing body, that decision being recorded in the minutes and remaining in place until the following summers meeting.

## **11. PROCEDURES FOR CHANGING ANY STANDING ORDERS**

These standing orders have been agreed by the Governing Body on **16.11.21** and will be reviewed annually at the meeting of the full Governing Body in the Summer term.

## **12. MISSION STATEMENT**

Our school is a friendly, welcoming place where everyone is encouraged to do and achieve their best. We believe every pupil should be taught to have a go, try new things and look out for the welfare of others. We provide the opportunities for children to shine. Everybody is Somebody at Cedar Hall.'

## **CEDAR HALL GOVERNING BODY TERMS OF REFERENCE**

### **Operation of the Governing Body**

- Review the structure of the Governing Body and ensure that vacancies are filled on a skills basis.
- Appoint the Chair and Vice-Chair of the Governing Body and agree their terms of office.
- Approve the committee structure and membership.
- Agree terms of reference and delegation levels.
- Receive and review minutes of all committee meetings.
- Set meeting dates for the year ahead.
- Review Governing Body training and developmental needs and make arrangements to address these.
- Undertake a regular Governing Body self-review and skills audit.
- Appoint and remove the clerk.
- Provide induction for new governors.
- Maintain and update a register of interests.
- Ensure that the school website and Edubase are updated with statutory information regarding the Governing Body.
- Ensure that governor DBS checks are current and recorded on the Single Central Record, and that a regular check on the Single Central Record is carried out.
- Review and approve the Governing Body Code of Conduct.
- If required, consider the suspension of a governor.

### **Strategy**

- Review and agree the school vision.
- Review, adopt and monitor the School Improvement Plan and SEF.
- Receive and review the termly Head Teacher's report.
- Receive and consider Ofsted and other external reports and approve and monitor resulting action plans.

### **Outcomes and Standards**

- To hold the Head Teacher to account for the educational performance of the school and its pupils.
- Review and monitor examination data.



- Maintain an overview of pupil progress and attainment and agree and monitor priority areas for action.
- Approve pupil performance targets as part of the Head Teacher's appraisal.

### **Safeguarding**

- Review and approve the Safeguarding/Child Protection Policy.
- Receive and consider a Safeguarding Report.
- Receive regular safeguarding updates, to include accident, incident, attendance and exclusion data.

### **Communications**

- Approve the process for governor visits to the school and receive reports from these visits.
- Monitor the school website for compliance.
- Advise parents and staff of elections to relevant vacant posts on the Governing Body and of the results of elections.

### **Finance and Resourcing**

- Approve the annual budget plan.
- Approve the Financial Scheme of Delegation.
- Receive termly budget monitoring reports, and note and discuss any areas of significant concern.
- Consider the 5-year budget plan and discuss and agree the strategy for addressing any areas of significant concern.
- Ensure adequate financial controls are in place.
- Ensure financial efficiency and value for money is obtained.
- Receive audit reports and action plans.
- Approve and monitor major capital projects.

### **Pupils**

- Approve term dates and INSET days.

### **Equalities**

- Approve, review, monitor and evaluate the equality duty objectives.

Reviewed 29<sup>th</sup> November 2022

## CEDAR HALL GOVERNING BODY

### THE CURRICULUM AND PUPIL RELATED MATTERS COMMITTEE

#### TERMS OF REFERENCE

1. The Committee shall convene a minimum of one meeting per term
2. The committee shall elect a Chairperson at the first meeting of the school year
3. If the Chairperson of the Committee is absent, the remaining members of the Committee will appoint a Chairperson for that session.
4. The Committee will have a quorum of three from the membership of the Committee.
5. The responsibilities of the Committee shall be:
  - a) To consider curriculum requirements and to assist the Headteacher and Teaching Staff in maintaining and developing a curriculum that *"is balanced and broadly based, that promotes spiritual, moral, cultural and physical development of pupils at the School, and of society, and that prepares pupils for the opportunities, responsibilities and experiences of adult life."* - EDUCATION REFORM ACT 1988.
  - b) To maintain an oversight of the School Curriculum and other related areas in conjunction with the Headteacher and other Teaching Staff.
  - c) To consider National Curriculum policy documents as they appear. To meet the requirement of the National Curriculum in a way that is meaningful and appropriate to the children at the School. To note that the Headteacher is responsible for the delivery of the curriculum.
  - d) To consider curriculum and pupil related documents prior to making recommendations to the Governing Body.
  - e) To make recommendations to the Governing Body on the Sex Education Policy.

- f) To make recommendations to the Governing Body on religious education and worship.
- g) To review the current assessment arrangements of pupils at each end of each Key Stage of the National Curriculum.
- h) To review and agree the School Development Plan.
- i) To review under the guidance of the Headteacher, Acts, Regulations, Codes of Practice, Circulars and other documents from the DfES and other statutory bodies.
- j) To consider the enhancement of and modification to the curriculum, and the resource implications related to issues in sub section ix.
- k) To encourage good practice in home/school liaison.
- l) To ensure that every child's Education, Health and Care Plan is reviewed annually.
- m) To make every possible effort to ensure that every child's special educational needs are being met.
- n) To be responsible for the curriculum related aspects of staff development policy
- o) To encourage and support the wearing of school uniform.
- p) To ensure an appropriate code of discipline and behaviour is followed throughout the School.
- q) To ensure compliance with GDPR

Reviewed 11<sup>th</sup> October 2022

## CEDAR HALL GOVERNING BODY

### FINANCE, PERSONNEL & PREMISES COMMITTEE

#### TERMS OF REFERENCE

- 1) The Committee shall have a membership of up to 6 persons consisting of the Chairman and Vice Chairman of the Governing Body, the Headteacher and Governors.
- 2) The Committee may co-opt other non-elected Governor members subject to a maximum of three co-opted members may not vote for proposals put to the Committee.
- 3) The Clerk to the Governing Body will minute all meetings of the Committee
- 4) The Committee shall elect a Chairman from amongst its members. In the absence of the Chairman at any of its meetings, then the Committee will appoint one of the members present to act as Chairman for that meeting.
- 5) The Committee shall have a quorum of 3 persons, one of whom must be the Headteacher.
- 6) The Finance, Personnel and Premises Committee will meet at least termly. Additional meetings will be held as and when required, for example to approve the annual budget plan or to review the end of year financial statement.
- 7) Terms of Reference.
  - 7.1 The Committee will work within the Governing Body's "*Financial Regulations and Scheme of Delegation*", which includes monetary details of financial limits. Responsibilities with regard to Finance will include:-
    - a) Setting and approving the annual budget in the Spring term for the ensuing financial year
    - b) Monitoring performance against budget on behalf of the Governing Body, and recommend any necessary revisions.
    - c) Approve virement requests from the Headteacher.

- d) Agree the parameters for the approval of contracts for the purchase or leasing of goods and services.
- e) Approve purchase orders
- f) Approve the disposal of items of equipment/materials with a significant value
- g) To determine the 'Writing off of bad debts
- h) The Headteacher to notify the Finance Committee of the value and details re budgets, for the purposes of budget monitoring and revision.

7.2 The Committee's responsibilities with regard to Personnel will include:

- a) To approve the procedure for dealing with vacancies and the recruitment and appointment of staff.
- b) To consider applications from staff for secondments or leave of absence.
- c) To delegate to the Headteacher the employment of supply/temporary staff subject to establishment and budget.
- d) To recommend the level of compensation in cases of early retirement if appropriate.
- e) To approve extensions of sick/compassionate pay as appropriate.
- f) To produce Governing Body personnel related policies and procedures.
- g) To receive and approve reports and plans from the Headteacher on staff developments and newly qualified staff.
- h) To ensure compliance with GDPR

7.3 The Committee's responsibilities with regard to premises will include:

- a) To consider cleaning, caretaking and maintenance responsibilities
- b) Review the School's maintenance contracts
- c) Manage and monitor the maintenance of school grounds and maintenance of the building structure

- d) Act as agent for the LEA in the monitoring of repairs and maintenance of the building structure
- e) To determine a lettings policy for the School, its grounds and playing fields
- f) To approve minor building improvements
- g) To delegate to the Headteacher-
  - i) Bookings in conformity with the School's letting policy
  - ii) Emergency repairs

Reviewed 4<sup>th</sup> October 2022

## **CEDAR HALL GOVERNING BODY**

### **HEALTH & SAFETY COMMITTEE**

#### **TERMS OF REFERENCE**

1. The Committee shall report to the Governing Body of Cedar Hall School and shall be called the Cedar Hall Governor's Health & Safety Committee.
2. The aim of the Committee shall be to promote the health and safety of all users of the Cedar Hall School site. Responsibilities with regard to Health and safety will include:-
  - (a) To receive general reports and factual information provided by Inspectors of the enforcing authorities appointed under the Health and Safety at Work Act.
  - (b) To consider matters raised by the Staff Safety Representative
  - (c) To determine arrangements for Safety Inspections and to consider reports
  - (d) To assist in the development of safe working practices and Codes of Practice
  - (e) To receive reports on accidents and occupational ill health and consider the need for appropriate action
  - (f) To monitor the implementation of the Safety Policy
  - (g) To review the effectiveness of Health & Safety information, publicity and training within the school
  - (h) Where appropriate to make recommendations to the Governing Body.
  - (i) To ensure compliance with GDPR
3. The membership of the Committee shall be as follows:-

The Headteacher

The Chairman of governors  
The Teacher Governor  
At least one other Governor  
The School Health & Safety Liaison Officer (ex officio)

The Chairman will be elected at the start of the first Health & Safety Committee meeting each school year.

If the Chairman of the Committee is absent, the remaining members will appoint a Chairman for that session.

4. Decisions will be reached on the basis of consensus, to reflect the shared commitment of Management and Staff to maintain high standards of Health & Safety. However where this cannot be achieved, the matter will be referred for consideration by the Premises Committee of the Governing Body.
5. The quorum for meeting will be three members of the Committee.
6. Attendance at meetings will be recorded in the minutes. External specialists and other members of staff or management may attend meetings to advise on particular matters as and when considered necessary by the Committee.
8. The following procedures will apply:-
  - a The Committee will normally meet termly, but other meetings will be arranged as necessary.
  - b Agenda items giving adequate written details must normally be submitted to the Clerk at least two weeks prior to the next meeting. Matters brought to the attention of the Committee by staff representatives shall already have been raised through established reporting procedures.
  - c Agenda and related papers will normally be sent to members at least one week before each meeting.
  - d Minutes of the proceedings of each meeting shall be circulated to all members of the Governing Body as soon as possible after each meeting and posted on the School notice board.
  - e The summer term meeting will include a Governor inspection of the School and grounds.

Reviewed 11<sup>th</sup> October 2022



# **CEDAR HALL GOVERNING BODY**

## **PAY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1 HEADTEACHER'S PAY COMMITTEE**

##### **1.1 Delegation of Function**

The Governing Body shall establish a Head Teacher's Pay Committee to deal with all pay and performance matters relating to the Head Teacher and to implement the approved Pay Policy in respect of the Head Teacher's pay.

##### **1.2 Clerking**

The meeting of the Head Teacher's Pay Committee should not be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

##### **1.3 Membership**

The Head Teacher's Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees at the school or Associate Members.

##### **1.4 Quorum**

Three Governors.

##### **1.5 Terms of Reference**

- To undertake the performance management process in respect of the Head Teacher, in accordance with The Education (School Teacher Appraisal) (England) Regulations, including the agreement, monitoring and review of performance management objectives.
- To agree performance objectives for pay purposes with the Head Teacher (and in default of agreement to set such objectives) in accordance with the current School Teachers' Pay and Conditions Document. It is recognised that these objectives should be the same as the performance management objectives referred to above.

- To determine the salary of the Head Teacher.
- To agree the appropriate Individual School Range within which the Head Teacher's salary should fall.
- To ensure compliance with GDPR

The Head Teacher and/or his/her representative are able to make representations in writing or in person to the Head Teacher's Pay Committee if they wish to do so.

The Governing Body will receive the report of the Head Teacher's Pay Committee in the confidential section of the agenda.

## **2 STAFF PAY COMMITTEE**

### **2.1 Delegation of Function**

The Governing Body shall establish a Staff Pay Committee to deal with all pay matters relating to staff other than the Head Teacher and to implement the approved Pay Policy in respect of staff pay.

### **2.2 Clerking**

The meeting of the Staff Pay Committee should not be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

### **2.3 Membership**

The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees at the school or Associate Members.

The Head Teacher may attend all proceeds of the Pay Committee for the purposes of providing information and advice.

### **2.4 Quorum**

Three Governors.

### **2.5 Terms of Reference**

- To determine the salary of each member of staff at the school (with the exception of the Head Teacher's salary), taking account of any recommendations made by the Head Teacher, in accordance with the approved pay policy.

- To determine appropriate salary ranges for advanced skills teachers and members of the leadership group (with the exception of the individual school range for the Head Teacher's salary).
- To determine whether to delegate to the Head Teacher responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) with advanced skills teachers and members of the leadership group (except the Head Teacher). It is recognised that these objectives should be the same as the performance management objectives for these members of staff agreed in accordance with the current Appraisal Regulations.
- To produce a Pay Policy for ratification by the main governing body

### **3 STAFF PAY APPEALS COMMITTEE**

#### **3.1 Delegation of Function**

The Governing Body shall establish a Staff Pay Appeals Committee to deal with all appeals against pay decisions.

#### **3.2 Clerking**

The meeting of the Staff Pay Appeals Committee **should not** be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

#### **3.3 Membership**

The Staff Pay Appeals Committee shall consist of at least three members of the Governing Body, none of whom shall be employees at the school or Associate Members or members of the Head Teacher's or Staff Pay Committees.

The Head Teacher may attend all proceeds of the Pay Committee for the purposes of providing information.

#### **3.4 Quorum**

Three Governors.

#### **3.5 Terms of reference**

To determine formal appeals against pay determinations in accordance with the appeals Procedure set out in the School's Pay Policy.

Reviewed 4<sup>th</sup> October 2022

## **CEDAR HALL GOVERNING BODY**

### **STAFF APPOINTMENTS PANEL**

#### **TERMS OF REFERENCE**

1. Membership of interviewing panels shall consist of the following:
  - a) For the post of Head Teacher - Chair of Governors plus 4 other available governors. Appointment to the post of Head Teacher must be ratified by a meeting of the Full Governing Body before the post is offered to the successful candidate.
  - b) For the post of Deputy Head Teacher - Chair of Governors, Head Teacher, plus 3 other available Governors
  - c) For the post of Teacher – Head Teacher plus 2 other available governors
  - d) For the post of Learning Support Assistants - Appointments delegated to the Head Teacher
  - e) For the post of Administrative Staff - Appointments delegated to the Head Teacher
  - f) For the post of Site Manager - Appointments delegated to the Head Teacher
  - g) For the post of Cook in Charge/Assistant Cook - Appointments delegated to the Head Teacher.

With the exception of the Head Teacher, staff governors may not form part of staff interview panels, they will however be part of the full governing body meeting to ratify appointment to the Head Teacher post.

2. Except where the Chair of Governors is part of the interviewing panel the panel will elect a chairman prior to the interview.
3. Candidate's qualifications for the post applied for will be evaluated according to a job description and person specification previously drawn up by the Head Teacher.
4. All candidates will be asked the same set of questions relevant to the post, and will receive feedback from the Head Teacher within 24 hours of the interview.
5. References will be taken up after short listing.
6. The decision to offer a post will rest on the majority vote of the panel.

Reviewed 29<sup>th</sup> November 2022