



Bristol Free School

Standing Orders of The Local Governing Body

September 2018

STANDING ORDERS OF THE LOCAL GOVERNING BODY OF BRISTOL FREE SCHOOL

PART ONE:

1. MEETINGS OF THE GOVERNING BODY

'Governing Body' is used to describe the Bristol Free School local Governing Body of the Russell Education Trust (07452885)

The Full Governing Body will meet four times in each school year.

Ordinary Full Governing Body meetings will be held at the School, will start at 6pm and will be limited to 2.5 hours.

Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

2. TERMS OF OFFICE

The terms of office for all governors is 4 years (either from appointment or election of parents).

The Chair of Governors will have a term of office of 1 year and the term of office will end on the 31st August each year.

The Vice-Chair of Governors will have a first term of office of 1 year and the term of office will end on the 30th September each year.

The term of office for all other governors, will now expire on **31st August 2022** (unless their appointment is withdrawn). Governors may be re-appointed.

3. APPOINTMENT OF CHAIR AND VICE-CHAIR

Please note that a governor who is paid to work at the school is not eligible for the office of Chair or Vice-Chair.

The Chair and Vice-Chair will be appointed each year by RET.

4. TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

Other than the Headteacher, the Governing Body resolves to have the same term for both categories of governor. The agreed term is 4 years.

5. APPOINTMENT AND REMOVAL OF LOCAL GOVERNORS

Local Governors i.e. all other Parent Governors (see below) are appointed (up to eight) and may be removed by Russell Education Trust. They may also be removed by a vote of the Governing Body in the case of a disbarring act or impropriety. A director of RET may be a member of an LGB; removal or resignation from LGB should not necessarily imply removal or resignation from RET Board.

6. Parent Governors

Parent Governors (two) are elected by all parents of students at the School. The election is organised by RET and the school. Parent Governors have four year terms of office like all Governors.

7. APPOINTMENT OF THE CLERK

The Governing Body resolves that the Clerk to the Governing Body is provided by Russell Education Trust and remunerated from Core Services payment.

The Clerk to the Governing Body should ensure that the work of the Governing Body complies with the RET scheme of Delegation for BFS and the Standing Orders. S/he will liaise with Russell Education Trust to ensure appropriate advice about the responsibilities of the Governing Body is communicated regularly.

8. AGENDA

The Agenda will be organised by the Clerk in consultation with Headteacher, RET CEO or her representative Lead Adviser, Chair. Chair will finalise Agenda with Clerk, the Clerk will be advised by the RET Head of Governor Services or CEO.

The Clerk will send out a reminder regarding items for the agenda two weeks before each meeting.

The Agenda will be circulated at least 7 days before the meeting, with accompanying papers. The Chair only, can occasionally allow papers to be circulated at short notice if s/he deems it to be essential to the effectiveness of the Governing Body.

Papers will only be tabled at meetings when their consideration is urgent for the effective, safe or compliant running of the school.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting. 'AOB' will not be a recurrent agenda item.

9. ATTENDANCE

Apologies should be sent to the Clerk in advance.

The time of arrival and/or departure of any governor will be recorded in the minutes.

RET officers and directors can attend any meeting of the Governing Body meeting as observers/ advisers.

10. MINUTES

Within 5 days of the meeting, the draft minutes will be sent by the Clerk to the Chair, Vice Chair and Headteacher for checking.

Those minutes, which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available (Part Two minutes) but may be available in some cases if FOI request received.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the Part One minutes will be held in the school office.

11. CORRESPONDENCE

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors and must be sent to the Clerk. No governor will enter into any correspondence without the knowledge and approval of the Clerk

The Clerk will receive and log all correspondence to the Governing Body. The Clerk will forward all correspondence to the Chair or to the Headteacher as appropriate, who will in turn keep him informed of the action they take. Where the correspondence has arrived to him via a Governor, he will keep this Governor informed of actions taken in response.

The Clerk will present all significant items to the next meeting of the Governing Body.

12. DECISION MAKING

- All decisions must be made by the Governing Body except those delegated to the Headteacher, another individual or a Committee. The Governing Body cannot instruct Russell Education Trust nor can the Governing Body take any decisions that conflict with RET's articles.
- The Governing Body's chief adviser is the Headteacher. The Governing Body is also advised by the school's Lead Adviser and other RET officers as appropriate.
- Decisions of the Governing Body are binding on all its members.

13. PUBLIC STATEMENTS

With the exception of the Chair, Vice-Chair and Headteacher, no governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

14. DELEGATION OF FUNCTIONS

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

15. COMMITTEES

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation. The Governing Body may only delegate functions which have been delegated to it, by Russell Education Trust Board under the school's RET Scheme of delegation.

When establishing Committees, the Governing Body will:

- Determine the membership
- Allow that membership to select the Committee Chair (who must be a governor)
- Determine procedures for reporting back to FGB.

The Governing Body may allow non-governors to attend Committees when needed but they may not form a majority, and have no vote.

The Headteacher is a member of every Committee. He may delegate his role to a member of SLT with the agreement of his/her RET adviser and the Governing Body.

16. WORKING GROUPS

When establishing Working Groups, the Governing Body will:

- Determine the membership (or agree membership determined by another body for the benefit of the School)
- Establish the terms of reference
- Determine procedures for reporting back.
- The Headteacher has a right to attend any Working Group meeting.
- The Governing Body or Headteacher may, at RET's request, nominate governor advisers for functions retained by RET (e.g. Capital projects, cross-Trust working parties)

17. QUORUM

Decisions cannot be taken at a full Governing Body meeting unless a minimum number (quorum) of governors is present.

The quorum requirement for full Governing Body meetings equates to **4** or one third (rounded up to a whole member) of the total number of Governors holding office at the date of the meeting whichever is the greater. One of these governors must be the Headteacher or in his absence, the CEO of RET.

18. CONFIDENTIALITY

All governors have a duty not to discuss any confidential item of governors' or RET business outside the meeting. Neither should they discuss or reveal more detail than is recorded in the minutes.

PART TWO:

Delegation to Committees and Individuals

There are three committees reporting to every meeting of the full Governing Body:

- Students, Curriculum and Standards
- Finance, Buildings and Premises
- Staffing and Development

There are four named governors for monitoring specific aspects of the School's provision and reporting annually to the relevant Committee and Governing Body as follows:

- Special Educational Needs (SEN) – to ensure that provision is in accordance with the Governors' policy on SEN;
- Sex and Relationships Education (SRE) – to ensure that provision is in accordance with the Governors' policy on SRE;
- Safeguarding – to ensure that provision is in accordance with the Governors' policy on Safeguarding and Child Protection.
- Health and safety – to ensure that all legislation is complied with and the School is a safe environment.

Other Committees

- Admissions– delegated to Students and Curriculum Committee
- Pay
- Pay Appeals (Committee(s))

Policies in relation to Committees

Policies in RET fall into two categories:

A = Advisory (GBs and Headteachers are requested to consult the RET Advisory version of the policy in the process of creating their local, school-based version. The code often reads A + L [Local])

M = Mandatory – RET schools are required to:

1. Follow this policy.
2. Support RET and its headteachers in review of existing, and introduction of new mandatory policies.

Terms of Reference – Students, Curriculum and Standards Committee

To consider and advise the Governing Body on matters related to curriculum, students and standards.

- To consider the advice of the Headteacher and RET and other relevant sources and then advise the Governing Body about the curriculum policy of the School; and related curriculum policies;
- To monitor student progress and report to the Governing Body;
- To review test and examination results and consider and advise the Governing Body about strategies to raise attainment;
- To consider curriculum and standards issues which have implications for Finance and Staff and report this to the Governing Body (alerting the other Committees through the minutes of this Committee);
- To monitor procedures and approaches underpinning the curriculum (e.g. setting, marking, assessment and reporting, SEN and exceptionally able support) and advise the Governing Body;
- To ensure provision of RE and Collective Worship is consistent with current guidelines;
- To receive reports about reviews of subjects and other curriculum areas, teaching and learning, and standards and make recommendations to the Governing Body;
- To approve all school visits which include activities as follows:
 - Residential
 - Adventurous or hazardous
 - Overseas
- To consider the policies listed below, on a cyclical (or on some occasions, urgent) basis and make recommendations to the Governing Body.

Delegated

- To act as the Admissions Committee for the Governing Body
- To direct reinstatement of excluded students as agreed by the Discipline Committee following a hearing and review;
- To review external directions to admit certain students;
- To monitor the provision of free school meals; and quality and VFM of school meal provision and report actions to Governing Body;

Membership

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors

POLICIES

Curriculum

Acceptable use of ICT – Staff
Acceptable use of ICT - Students
(M & L) - Assessment

Pupil

M - Admissions
(A & L) - Anti-bullying
(A & L) - Anti drugs

(A & L) - Collective Worship
(A & L) - Curriculum
(A & L) Drugs Education
(A) - Drugs Incident Procedure
(A & L) - Exam Entry
(A & L) - Exam Internal Appeals
(A & L) - Extra-curricular
(A & L) - First Aid inc. Medical Needs
(A & L) - Homework
(L) - Learning and Teaching
(A & L) - Off-site Educational visits
(A & L) – SEND
(A & L) – SEN Information Report
(A & L) - Sex and Relationship Education
(A) – Students with Medical Needs

L = School Content

A = RET Advisory Core Policy

M = Mandatory RET policy

(A & L) - Attendance
(A & L) - Behaviour
(A & L) - Child Protection - Policy
(A & L) - Child Protection – Procedure
(M) – Allegations against staff
(A & L) – Exclusions
(A) - Home-School Agreement
(A) Mental Health
(M & L) – Reasonable Use of Force
(A & L) - Uniform

Terms of Reference – Finance, Buildings and Premises Committee

To consider and advise the Governing Body on matters related to finance, building and premises:

- To consider the school's indicative funding, notified annually first by the EFA and then by RET Head of Finance, and to assess its implications for the school, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year in the school's delegated budget, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the priorities set out in the development plan and the RET/LGB scheme of delegation.
- To consider and then recommend acceptance of the allocations within the school's delegated budget, at the start of each financial year.
- To liaise with and receive reports from the Curriculum, Students and Standards and the Staffing and Development committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them. In particular, to contribute to the formulation of the school's development plan, through the consideration of financial priorities and proposals for use of the delegated budget, in consultation with the Headteacher and the first review by the Staff and Development Committee.
- To monitor, review and challenge agreed budget expenditure on a regular basis and ensure compliance with the overall financial plan and financial procedures of the school (and with the financial regulations of the EFA and RET), drawing any matters of concern to the attention of the Governing Body. To review virements or proposed virements in accordance with the school's financial procedures.
- To assist RET to review procedures for ensuring the effective implementation and operation of financial procedures.
- To review the school's list of preferred suppliers and oversee procurement/or contractor appointments in line with the school's financial procedures.
- To review the internal audit (Responsible Officer's) reports.
- To review health and safety within the school.
- To have delegated power to make emergency decisions to advise RET about issues in matters related to the school buildings and contract award – unless these decisions can be practically delayed until the next full Governing Body.
- To receive the reports of RET and the Design User Group and associated matters, until this group's work is concluded.

Membership

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors

Policies

Finance

Accessibility Plan

(M) - Anti-bribery

(M) - Best Value

(A) - CCTV

(A) - Charging and Remissions (including use of Pupil Premium)

(A) – Critical Incident

(M) – Privacy notices (GDPR)

(M) – Data Protection Policy

(M) – School Staff Expenses

(M) – Fraud and Corruption

(A) - Health & Safety

(M) - Gifts and Hospitality

(M) - Governors' Allowances

(A) – Lettings

(A) - Minibus

(M) – Procedures Handbook

(M) Risk Management/Register

(M) – Risk Assessment

(A) - Security

(A) - Sponsorship

A = RET Advisory Core Policy

M = Mandatory RET policy

Terms of Reference – Staffing and Development (SD) Committee

To consider and advise the Governing Body on matters relating to staffing, remuneration, performance and development (within the context of RET mandatory policy).

- To review the staffing structure in relation to the Curriculum, School Development Plan and Financial context and advise Governing Body;
- To make recommendation to the Finance Committee (and through them the Governing Body) about staff related expenditure;
- To ensure RET Pay Policy is being properly implemented and advise the Governing Body;
- To ensure RET performance management policies and procedures; are being properly implemented and report to the Governing Body;
- To monitor the impact of performance management in school;
- To agree the first draft of the annual School Development Plan to be circulated to other Committees and Governing Body;
- To work with RET to support panels for Grievance, Disciplinary, Capability, Appeal, staff Absence and all Termination of Employment (except Head) procedures;
- To note the decision of Headteacher Pay and Performance group;
- To monitor the impact of professional development opportunities and advise Governing Body;
- To review the (mostly mandatory) policies listed below, on a cyclical basis and make recommendations to the Governing Body and CEO of RET about potential amendments for RET consideration.

Membership

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors.

Disqualification: Any person employed to work at the school other than as Headteacher, when the subject for consideration is the pay or performance of any person employed to work at the school.

POLICIES

- (M) - Capability - procedure
- (M) - Capability - guidance
- (M) - Code of Conduct
- (M) - Complaints
- (A) - Cover
- (M) - Disciplinary
- (M) - Equal Opportunities
- (A) – Equalities Information and Objectives
- (M) - Freedom of Information
- (M) - Grievance
- (M) – Leave of Absence
- (M) - Part Time Working

- (M) - Pay
- (M) - Recruitment and Selection
- (M) - Managing Organisational Change
- (A) – Maternity and Paternity Leave Policy/Procedure
- (A) – Shared Parental Leave Policy/Procedure
- (A) – Smoke Free
- (M) - Sickness Procedure
- (M) - Teacher Appraisal and Capability
- (M) - Whistle Blowing

A = RET Advisory Core Policy

M = Mandatory RET policy

Terms of Reference – Pay Committee (in RET Schools)

To support RET and the Headteacher in ensuring that RET Bristol Free School Pay Policy is fairly applied in a way that is consistent with agreed policy.

Delegated

- To ratify the Headteacher’s decisions about performance related pay and progression for all staff outside the teachers’ leadership group, at the conclusion of the annual performance review round(s)
- To receive the recommendations of the Headteacher about the pay of those on the leadership pay range; and to satisfy themselves that these recommendations have been endorsed by RET’s CEO or representative (usually Lead Adviser) and to decide on leadership pay in the light of these recommendations
- To ratify the decision of the Headteacher’s Performance Management Review Group
- To satisfy itself that RET Bristol Free School Performance Management and Pay Policies have been applied to all staff
- To report to LGB about the pattern of Performance Management and Pay outcomes; and fair application of current policies across Bristol Free School and RET
- To receive RET report about cross-Trust moderation of Performance Management judgements

Membership

Chair of Governors, Chair of Finance & Buildings, Chair of Staff and Development plus one other governor and Headteacher

Advisers

CEO of RET or her representative

Quorum = Headteacher, Chair of Staffing and Development and Chair of Governors and a RET Adviser

Performance Management and Pay Appeals

- To hear appeals against the decision of the Headteacher or the decision of the Pay Committee (Leadership Range) in relation to individual members of staff

Members

Three governors not on Pay Committee plus RET Adviser

Note

Throughout these processes it is the duty of governors, as far as possible, to protect information about individual’s salaries. Decisions relate to pay progression NOT to pay levels, which are fixed at time of appointment.