

# Pottery Primary School

## Board of Governors Procedures 2017-2018

### **Election of Chair and Vice-Chair**

When a vacancy occurs through resignation (or will occur, following the end of a term of office) the Clerk will write to all governors seeking nominations. Nominations will close at least seven days before the next meeting of the Board of Governors. Candidates will be named on the agenda for the meeting, along with the name of the governor proposing them. Only if no nominations have been received by the deadline will nominations be sought at the meeting. In the event of a contested election, voting will be by a show of hands for which candidates will leave the meeting.

### **Term of Office of the Chair and Vice-Chair**

The Chair and Vice Chair will be elected until the beginning of the first meeting that takes place after the expiry of one year from their election. However, if a governor is elected Chair or Vice-Chair and their term of office as a governor is shorter than this, their term of office as Chair or Vice Chair will expire at the end of their term of office as a governor.

### **Appointment of the Clerk to the Board of Governors**

Recruitment and selection of a Clerk will be undertaken in the same manner as other staff of the school however, as with Headteacher appointments, the Board of Governors will meet to approve the proposed appointment, in advance of an offer of employment being made.

### **Associate Members**

The Board of Governors can appoint associate members; the Assistant Headteachers of the school will be invited to be an associate member of the Board of Governors. The term of office for any associate member of the Board of Governors will be one year from the date of their appointment.

Associate members may not vote at meetings of the Board of Governors; or at any committee on any decision concerning admissions, pupil discipline, election or appointment of governors, or the budget and financial commitments of the Board of Governors.

### **Right to attend Meetings of the Board of Governors**

Governors, associate members of the Board of Governors (and the Headteacher, should they choose not to take the place reserved for them on the Board of Governors) have a right to attend meetings of the Board of Governors. Invitations to others to attend meetings of the Board of Governors will be agreed by the Board of Governors itself or by the Chair if a need arises between meetings.

### **Board of Governors Meetings**

The Board of Governors will usually meet on Mondays or Tuesdays at 18.30. During the Summer Term of each school year the Board of Governors will agree a main meeting schedule for the coming year. This will consist of one meeting each term. Resources and Teaching & Learning Committees will meet the week before, or two weeks before, Board of Governors meetings. Other

meeting dates will be agreed by the Board of Governors or by the Chair if a need arises between meetings.

### **Quorum**

The quorum for meetings of the Board of Governors is 50% (rounded up) of the current membership.

### **Declaration of Interests**

Each governor must declare, at the start of any meeting, if they have a pecuniary or non-pecuniary interest in any item shown on the agenda. They must also declare if any such interest exists in any item raised within the meeting.

### **Minutes and Papers**

As a matter of routine, all discussions that identify individual pupils, staff, job applicants or parents will be recorded confidentially and not be available for inspection. The Board of Governors may determine that any other item of business will be confidential, if this is in the best interests of the school.

### **Committees of the Board of Governors**

The Board of Governors has established the following committees:

Resources (covering matters relating to finance, premises & personnel)

Teaching & Learning (covering all matters relating to curriculum including ICT, school policies & SEN)

The Resources Committee acts as the formal Safety Committee of the school.

The Resources Committee will appoint three members, when required, to act as the First Committee in respect of all staffing, admissions and discipline matters.

The Resources Committee also appoints three of its members to act as the performance management governors for the Headteacher.

Membership of each committee will be determined by the Board of Governors (but only members and associate members of the Board of Governors will serve on Committees). The quorum for meetings of Board of Governors Committees shall be three governors.

Each committee will elect a Chair and must appoint a Clerk. Committees may determine who may attend their meetings, but not change committee membership. The Headteacher has a right to attend all committee meetings. Committees will meet in the two weeks preceding the full governors meetings.

### **Delegated Powers of Committees**

The Board of Governors has delegated powers to the following committees.

Where the Resources Committee deals with matters relating to pay etc. of individuals those members who are members of the school staff will withdraw from the meeting.

Resources	<p>To act as the Safety Committee of the School.</p> <p>To recommend the annual budget to the Board of Governors.</p> <p>To monitor the annual budget on a regular basis with feedback to the Board of Governors.</p> <p>To be responsible for the receipt of tenders and to make a recommendation to the Board of Governors.</p> <p>To spend (within agreed budget and delegated authority) capital and revenue monies on the school site.</p> <p>To move funds between budget headings (subject to delegated authority)</p> <p>To spend within agreed budget and delegated authority.</p> <p>To delegate staff appointments to an Appointments Panel (consisting of the Headteacher or Assistant Headteacher, and the Chair or Vice-Chair and one other governor where possible).</p> <p>To undertake consultation with trade unions on behalf of the Board of Governors.</p> <p>To determine salaries and other matters delegated to it through the school's Pay Policy.</p> <p>To act as the First Committee for matters outlined in the section above.</p> <p>To appoint governors to undertake the Headteachers performance review.</p>
Teaching & Learning	<p>To approve all curriculum polices.</p> <p>To spend (within agreed budget and delegated authority) capital and revenue monies in relation to ICT.</p>

Other matters that require a decision are to be referred to the Board of Governors.

**Lead Governors**

Individual governors are appointed to work with the Head and staff in particular areas and, where necessary, report back to the relevant Committee of the Board of Governors including:

- Lettings
- School Improvement
- Governor Training
- Child Protection/Safeguarding/Looked After Children
- Anti-bullying
- Pupil Premium
- SEND

**Review:** These procedures will be reviewed annually.