



## STANDING ORDERS OF THE GOVERNING BODY

## STRUCTURE

### 1. Composition of the Governing Body

The total number of governors will be 12 - consisting of:

- 2 Parent Governors
- 1 Local Authority Governor
- 2 Staff Governors (including the Headteacher as an ex-officio governor)
- 7 Foundation Governors, of whom three shall be appointed by the Guildford Diocesan Board of Education, and three by the Parochial Church Council (PCC) of the parish of St Francis of Assisi Ewell in the Diocese of Guildford, in the county of Surrey, and the Principal Officiating Minister of the ecclesiastical Parish of St Francis of Assisi, Ewell, in the Diocese of Guildford and in the county of Surrey,

as detailed in the Instrument of Government for the school (Appendix A).

The term of office of a governor is 4 years.

### 2. Election / Appointment of Governors

**Parent Governors:** The Headteacher will act as Returning Officer. When a vacancy occurs, a letter will be sent informing parents and inviting nominations. Nomination forms will be included and 10 school days allowed for their return. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held and candidates may request an opportunity to address a meeting of parents if they wish. Ballot papers will be sent out as soon as possible and 10 school days allowed for their return to the school. The count will take place that day and the result will be displayed on the school notice board and included in the next newsletter to parents. The ballot papers will be held in school for 10 school days in case of a disputed result.

**Local Authority Governors (regulation 8):** Local authority governors are nominated by the local authority but appointed by the governing body. The local authority can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective



governance and success of the school and meets any other eligibility criteria they have set. Local authorities should therefore make every effort to understand the governing body's requirements and identify and nominate suitable candidates.

An individual eligible to be a staff governor at the school may not be appointed as a local authority governor. The school may also offer a suggestion for a nomination to the LA via Strictly 4S. Strictly 4S now has all the guidance a GB needs regarding LA governors.

**Staff Governors:** The Headteacher will act as Returning Officer. When a vacancy occurs a notice will be posted in the staff room or a letter sent out to inform all staff. Nomination forms will be available from the school office and 10 school days will be allowed for their return. If the number of nominations received is less than the number of vacancies, all those nominated will be appointed without a ballot. If the number of candidates exceeds the number of vacancies a secret ballot will be held. Ballot papers will be circulated as soon as possible and 10 school days allowed for their return. The count will take place that day and the result displayed in the staff room. The ballot papers will be held in school for 10 school days in case of a disputed result.

**Foundation Governors:** These governors are appointed by the school's founding body, church or other organisation named in the school's instrument of government. They may hold their governorship in an ex-officio capacity if they are the holder of an office specified in the instrument of government, for example a parish priest. The foundation governors must preserve and develop the religious character of the school. They must also ensure compliance with the trust deed. The instrument of government specifies the bodies with the right to appoint foundation governors and the basis on which appointments are made (Appendix A).

### 3. **Chair and Vice-chair**

The governing body will elect from among its number a chair and vice-chair.

The term of office of the chair and vice-chair is *one* year.

The process for the election of chair and vice-chair is:

- governors may self-nominate for chair and/or vice-chair.



- nomination forms must be submitted to the clerk by the date agreed at a full governing body meeting;
- the agenda for the next meeting will list the candidates for both chair and vice-chair;
- the second item will be the election of the chair by secret ballot/show of hands of all those governors present;
- nominees for the position of chair must leave the room whilst the governing body takes a vote;
- the clerk will chair the meeting for the election of chair.

The newly elected chair will then deal with the election of vice-chair:

- nominees for the position of vice-chair must leave the room whilst the governing body takes a vote.

#### 4. **Chair's Urgent Action**

The chair, or in his or her absence the vice-chair, has authority to take certain urgent actions if a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil at the school or their parents, or to a member of staff at the school. Any actions taken in such circumstances must be notified to the full governing body at the next meeting.

The following actions cannot be taken (in emergency) without reference to the full governing body:

- matters relating to the alteration or closure of schools;
- change of school category;
- approval of the budget;
- discipline and admissions policies.

#### 5. **The Clerk to the Governing Body**

The full governing body must approve the appointment of the clerk, whose role is to:

- convene meetings;



- draw up, with the chair and Headteacher, the agendas which must be issued together with all papers seven days before the meeting;
- ensure that all meetings are minuted;
- issue minutes;
- maintain a register of members of the governing body and report vacancies to the governing body;
- record attendance and any apologies tendered and accepted;
- provide information to the governing body;
- chair the meeting pending the election of the chair;
- be responsible for convening meetings as required e.g., exclusions, appeals and staffing;
- ensure that minutes are available for public inspection;
- receive relevant correspondence;
- send out papers for the election of parent and staff governors (electronically).

## 6. Committees and Working Parties

In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the governing body will, where it is proper and appropriate to do so:

- set up working parties to gather information and/or make recommendations to the whole governing body;
- delegate work to committees with the power to make decisions on behalf of the whole governing body;
- delegate work to individual members of the governing body.

## 7. Committees

When establishing committees the governing body, in addition to ensuring that at least three governors (not including the Headteacher) are appointed to each, will:



- ❑ determine the membership and the method of electing the chair of each committee;
- ❑ establish and record terms of reference;
- ❑ allow working parties and committees to determine their own timetables within given limits;
- ❑ determine procedures for reporting back;
- ❑ review the need for, and the membership of, committees annually.

The membership of any committee of the governing body may include persons who are not members of the governing body. The governing body shall determine whether such persons shall be entitled to vote in any proceedings of the committee.

The Headteacher has the right to attend any meeting of the governing body or any of its committees or working parties, subject to the statutory rules laid down in respect of exclusions, and staff disciplinary matters.

The governing body will set up committees to deal with finance, premises, curriculum, including Special Needs, and personnel matters.

The governing body will review the membership and terms of reference of such committees in the autumn term of each academic year.

A committee will provide minutes showing its decisions and actions to the next meeting of the full governing body.

The relevant committee will approve the minutes of a committee meeting and a copy will be presented to the next meeting of the governing body for information and filing.

## 8. Working Parties

In establishing working parties the governing body will:

- ❑ determine the membership, including that of non-members of the governing body, and the method of appointing the chair of each working party;
- ❑ establish and record terms of reference;
- ❑ allow working parties to determine their own timetables within given limits;



- determine procedures and timings for reporting back.

If the governing body establishes working parties to make recommendations or provide information, they will be discontinued when their work has been completed.

A working party will present either written recommendations or progress reports to the next meeting of the full governing body.

## MEETINGS

### 9. Conducting Meetings

The chair will conduct all meetings of the full governing body except where, in his or her absence, the chair will be taken by the vice-chair.

If both the chair and vice-chair are absent from a meeting or have resigned, the governing body will elect from its number a chair for that meeting.

If both the chair and the vice-chair resign, the governing body will hold a special meeting as soon as possible to elect their successors.

The chair will indicate on election how they wish to be addressed in meetings.

It is the role of the chair to ensure that governor business is conducted in an effective and efficient manner.

### 10. Calendar of Meetings

The whole governing body will meet at least once a term.

The governing body will plan the dates and times of its meetings a year in advance at the end of the summer term.

### 11. Timing of Meetings

The full governing body will agree meeting start times and the aim will be to limit each to two hours maximum.

### 12. Quorum

For meetings of the full governing body the quorum will be one half, rounded up to a whole number, of the complete membership of the governing body, excluding any vacancies.



The quorum for a committee/working party will be three governors who are members of the committee.

A meeting may be held if it is inquorate but no decisions can be made. If during the course of a meeting it becomes inquorate, no further decisions can be made.

### 13. **Agenda**

The agenda will be organised by the clerk in consultation with the chair and Headteacher.

Individuals or groups of governors may put forward items for the agenda by writing to the clerk at least 21 days before the meeting.

Items that have not been included on the agenda can be discussed if the full governing body agrees to their discussion at the start of the meeting (usually after apologies).

Wherever possible, papers, which inform agenda items, will be sent to governors with the agenda.

An item raised by an individual governor, once dealt with to the governing body's satisfaction, should not normally be raised again within one calendar year.

### 14. **Any Other Business (AOB)**

AOB will not appear on any agendas although "items for the next meeting's agenda" may feature at each meeting.

### 15. **Attendance**

The clerk will keep a record of all persons attending a meeting of the governing body or any of its committees.

The minutes will also record the names of governors who have sent apologies, which have been accepted, and the names of governors who are absent (or whose apologies have not been accepted).

The point of arrival of any person attending the meeting late and departure of any person leaving before the end of a meeting will be recorded in the minutes.



If a governor fails to attend meetings without the consent of the governing body for a period of six months they will be disqualified from holding office as a governor. The six month period commences from the date of the first meeting he/she fails to attend.

## 16. **Governor Discussions**

The chair will ensure that all governors have equal opportunity to express their views and that debate is not dominated by a small minority of the governors to the exclusion of others.

On any item that is likely to be controversial the governors may decide how long an individual may speak. It is the role of the chair to ensure a smooth and efficient meeting and at times it will be necessary to draw discussions to a point that a decision can be made.

Recommendations received from working parties will be recorded in the written minutes.

The governing body will receive, but not debate, decisions that it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.

The full governing body will not debate or discuss any matter that is likely, subsequently, to be the subject of a parental complaint or disciplinary hearing.

## 17. **Decision Making**

Members of the governing body accept that only a full meeting of the governing body must make all decisions unless an individual or a committee has been delegated to deal with a specific issue.

A simple majority through a show of hands will be made after full discussion and decision unless any one member, or more, requests a secret ballot.

A decision of the governing body is binding upon all its members. Any governor publicly dissociating themselves from a decision may be judged by fellow governors to:

- have acted in a way that is inconsistent with the school's ethos/religious character;
- have brought the school, or may be likely to bring the school, into disrepute;





and this could result in that governor being suspended for a period of up to six months.

If there is a tied vote at the end of a discussion the chair has a second or casting vote.

Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the full governing body when the proposal to amend or rescind appears as a separate agenda item.

## 18. **Minutes of Meetings**

The minutes of meetings will be drawn up on consecutively numbered loose-leaf pages, each page initialled by the persons signing them as a true record.

A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more persons present.

Copies of the draft minutes, checked for accuracy by the chair and the headteacher, will be sent to all members of the governing body within 21 days of the meeting.

The minutes of a meeting will be considered for approval or amendment at the next meeting of the full governing body.

Actions will be taken on the basis of unapproved/draft minutes and need not await the approval of minutes at the next meeting.

Those matters that must by law remain confidential or which the governing body decides shall be confidential will not be published in the main minutes of any meeting but will be classified as Part II minutes available to governors only.

Minutes of meetings will be available for public inspection once they have been approved by the full governing body and signed by the chair.

The approved minutes etc. will be available for public inspection at reasonable times by arrangement with the clerk.

## 19. **Access to Meetings of the Governing Body**

Those persons entitled to attend a meeting of the governing body are any of its members and the clerk.

When the Headteacher is absent, the Headteacher's nominee may attend the meeting.



The governing body will decide annually who, other than a governor and the clerk, will be admitted to its meetings.

If a meeting is to be open to parents/the public, reasonable notice will be given.

A teacher may be invited to attend meetings of the full governing body as part of his or her professional development.

The chair, on behalf of the governing body, may ask a visitor to leave the meeting. If the person refuses to leave when asked, that person is trespassing and the chair has the right to have him or her removed.

## **OTHER AREAS**

### **20. Correspondence**

All incoming correspondence, excluding any concerning a complaint, is for attention of the whole governing body. Significant items will be presented to each meeting of the governing body, including any upon which the chair has already taken urgent action, so that the need for, and the nature of, any action may be decided or confirmed.

The governing body will determine by resolution who should write letters, policy papers or discussion documents on behalf of the governing body.

No governor should write such a letter or policy paper without the delegated authority of a committee or the full governing body.

### **21. Headteacher's Role**

The Headteacher has a statutory duty to keep the governing body fully informed, and will present a written report to each termly meeting of the governing body.

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

Where information is required by the governing body but is not readily available, reasonable time will be given for its production.

Where expertise or contribution to discussion is needed but not available within the governing body, the governing body may consider appointing an associate member (see Appendix C) from amongst pupils, staff or the community.



## 22. Public Statements

Public statements will only be made by agreement of the full governing body, notwithstanding provisions above (see item 20).

## 23. Register of Business Interests

The governing body will maintain a register of the business interests of its members signed by the relevant member.

At the start of each meeting of the full governing body, members will draw attention, as appropriate, to any pecuniary or personal interest in the business of that meeting.

A governor will be required to withdraw from a meeting if he or she:

- stands 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.

Governors who have declared a personal interest must be allowed to attend a meeting of a committee or the governing body to give evidence if they have made relevant accusations or are witnesses in the case, when it is discussing:

- disciplinary action against an employee or against a pupil;
- matters arising from an alleged incident involving a pupil.

## 24. Complaints and Staff Discipline

The governing body will establish procedures for dealing with general complaints and for curriculum complaints.

The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

## 25. Delegation of Functions

An individual governor may take no action unless authority to do so has been delegated formally by the full governing body.



The governing body will determine the extent to which it will delegate its functions to an individual or to a committee but will not delegate decision making on those matters which must be decided by the whole governing body to either an individual or to a committee. The levels of delegation will be recorded in the governing body minutes and reflected in any committee terms of reference.

The governing body may delegate discipline and grievance procedures to one or more governors, to the Headteacher or to one or more governors and the Headteacher together, but they must not allow any outside body or persons to take decisions for them.

## 26. **Review**

Amendments to these Standing Orders may be made only by the governing body on an annual basis.

## 27. **Distribution**

One copy of these Standing Orders will be presented to each member of the governing body, new governors when they join, and the clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended. Once agreed the chair should sign and date the last page and initial those preceding.

Signed (Chair): .....

Date \_\_\_\_\_



## ***Riverview Church of England Primary and Nursery School***

### **APPENDICES TO STANDING ORDERS OF THE GOVERNING BODY**

<b>Appendix A</b>	<b>Instrument of Government</b>
<b>Appendix B</b>	<b>Committee Terms of Reference</b>
<b>Appendix C</b>	<b>Associate Members</b>
<b>Appendix D</b>	<b>Code of Practice</b>



## Appendix A

### INSTRUMENT OF GOVERNMENT RIVERVIEW COFE PRIMARY & NURSERY SCHOOL

1. The name of the school is Riverview Church of England Primary and Nursery School.
2. The school is a voluntary aided school.
3. The name of the governing body is "The governing body of Riverview Church of England Primary and Nursery School.
4. The governing body shall consist of:
  - (a) 2 parent governors;
  - (b) 1 Local Authority governor;
  - (c) 1 staff governor
  - (d) 7 foundation governors
  - (e) Headteacher
5. The total number of governors is 12.
6. Six foundation governors shall be appointed as follows:
  - (a) The Guildford Diocesan Board of Education shall appoint three foundation governors.
  - (b) The Parochial Church Council (PCC) of the parish of St Francis of Assisi, Ewell, in the Diocese of Guildford, in the county of Surrey shall appoint three foundation governors.
7. (a) The holder of the following office shall be a foundation governor ex-officio: Principal Officiating Minister of the ecclesiastical Parish of St Francis of Assisi, Ewell, in the Diocese of Guildford and in the county of Surrey.

*Reference in this instrument to a principal officiating minister is a reference:*

- *if the school is for the time being situated in an ecclesiastical parish, to the Rector or Vicar of the Parish or, in the case of a team ministry, to the Team Rector; or*



- *if the ecclesiastical parish has no Rector or Vicar, to the priest in charge thereof;*  
*or*
- *if the school is for the time being situated in a conventional district, to the curate in charge.*

(b) The Archdeacon of Dorking shall be entitled to appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which this governorship exists, or in the event that the ex-officio foundation governor has been removed from office under regulation 21 (1) of the Regulations.

8. The Archdeacon of Dorking is entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
9. Riverview Primary School and Nursery has a Trust, the deeds of which are located with Lee Bolton Monier Williams.

10. Ethos of the school:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

11. This instrument of government comes into effect on 1 September 2021.
12. This instrument was made by order of Surrey Local Authority on 16<sup>th</sup> September 2021.
13. A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor), any trustees and to the appropriate religious body.



## Appendix B

### Riverview C of E Primary School, Nursery and Children's Centre

#### Resources Committee 2023/24

#### Terms of Reference

##### Membership and Chairing

Unless otherwise specified, at least three members of the governing body plus the head teacher and/or an assistant head as an ex-officio member. The premises manager and the school business manager may also attend meetings of this committee in a non-voting capacity.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chairman for the meeting. The chair will notify members of the agenda, and be responsible for ensuring the distribution of minutes to committee members and the clerk to the governing body.

The committee will appoint a clerk to take minutes.

Members will take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

##### Quorum

Meetings of the committee will not take place unless three members of the committee are present (one of whom may be the head teacher or assistant).

##### Meetings

The committee will meet once a term (and at other times as they see fit).

##### Terms of reference

The governing body delegates the following responsibilities to the Resources Committee:





## Resources Committee 2023/24

### Terms of Reference

#### **Purpose**

The committee's purpose is to ensure that all resources are used to fulfil the distinctive Christian vision of the school, enabling the school leadership to be effectively equipped for their roles in providing for the needs of all pupils.

In undertaking this the committee will focus on the following areas of resource:

- Financial oversight
- Maintenance and development of premises and grounds
- Staffing and personnel needs and structure
- Community engagement including Church links, PTA involvement, home school links and public relations
- Health and safety and safeguarding compliance

#### **Membership**

- The committee will consist of at least three members of the Governing Body, as well as the Head Teacher as an ex-officio member.
- The Ewell Family Centre Manager and the School Business Manager may also attend meetings of this committee in a non-voting capacity.
- The committee will normally elect its chair at its first meeting.
- The committee has delegated powers.
- Associate Members may vote in this committee.
- Members will take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

#### **Quorum**

Meetings of the committee will not take place unless three members of the committee are present (one of whom may be the Headteacher or the Deputy Headteacher).



## **Meetings**

- The committee will meet at least three times per year.
- In the absence of the chair at a meeting the committee will elect any full governing body member to act as chair for the meeting.
- The chair will notify members of the agenda.
- Each committee meeting is to be minuted, with the approved minutes distributed to Governing Body.
- Non-confidential minutes may be available for public distribution.

## **Terms of reference**

The Governing Body delegates the following responsibilities to the Resources Committee:

## **Finances**

1. To consider, monitor and manage the delegated budgets of the school, Ewell Family Centre and Riverview Day Care
2. To approve a budget for the school in line with the School Improvement Plan, for ratification by the full Governing Body and thereafter monitor the approved budget for the school
3. To approve and monitor a budget for The Ewell Family Centre in line with their service delivery plan
4. To approve and monitor a budget for the Riverview Day Care
5. Allocate resources in order to achieve the objectives of the school, Family Centre, Day Care and national curriculum, and ensure that they represent good value for money and clearly link to the school's improvement plan and the Family Centre's service delivery plan
6. To agree the transfer of funds between cost centres as appropriate
7. To authorise expenditure up to £5000, whilst the head teacher may authorise expenditure up to £2000 on any occasion



8. To monitor the administrative processes that underpin sound financial management.

## Community Links

1. To forge and develop links between the school, families, the community, church and other agencies by providing a strategic overview.
2. To maintain and improve the involvement of parents/carers in the life of the school.
3. To be actively involved in monitoring of the school, Ewell Family Centre and Riverview Day Care provision: ensuring quality and impact of services and offering challenge and support.
4. To establish sound relationships and contribute to community cohesion, with support from parents, the church and other agencies.
5. To monitor the progress of the School Improvement Plan (2020 -2021 Objectives 4 & 5).
6. To review all statutory documentation relevant to this committee and ensure it is available to parents/carers.

## Personnel and Staffing

1. To draft and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provision.
2. To make recommendations to determine salary levels for individual posts in accordance with the Pay Policy.
3. To review the performance management policy and monitor its implementation.
4. To liaise with the various committees to establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.
5. To review the staffing structures as necessary and, at least annually, in relation to the School Improvement Plan and contribute to the developing work of the Ewell Family Centre and Riverview Day Care.



## Premises

1. To provide support and guidance to the school, family centre and day care on all matters relating to the premises and grounds, health and safety and security.
2. To ensure compliance to all safeguarding responsibilities relating to technology and premises including emergency procedures.
3. To advise the Governing Body on priorities for the maintenance and development of the premises and grounds.
4. To ensure that the school, family centre and day care all comply with health and safety regulations.
5. To oversee implementation and costing of maintenance, repairs and redecoration within the budget allocation, to include overseeing the preparation and implementation of major contracts.
6. To oversee arrangements for the use of school premises by outside users, to include preparation and annual review of a lettings and charges policy.
7. To ensure that the Governors' responsibilities under the Environmental Protection Act 1990 regarding litter are discharged.
8. To maintain and develop the schools travel plan.

## Policies and Compliance

The committee will have the delegated responsibility to review and ratify the following policies (dates in brackets indicate last review)

Appraisal (September 2023)

Code of Conduct (Staff) (March 2023)

Complaints (March 2023)

Data Protection (September 2022)

Disciplinary & Capability (September 2022)

Equality Information & Objectives (September 2022)

Health & Safety (September 2022)



Management of Allegations (September 2022)

Pay (October 2022)

Recruitment Safer Recruitment (September 2022)

Responding to Parents concerns/Complaints (March 2023)

RSE (September 2022)

**Approved by the Full Governing Body: October 2020**

**Next Review Date:** September 2024

These Terms of Reference are to be reviewed annually.



## Riverview C of E Primary School, Nursery and Children's Centre

### Learning & Progress Committee 2023/24

#### Terms of Reference



#### **Membership and Chairing**

Unless otherwise specified, at least three members of the Governing Body plus the Headteacher as an ex-officio member.

In the event of the Headteacher being unable to attend, she may appoint an Assistant Headteacher to deputise for her.

The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for the meeting. The chair will notify members of the agenda, and be responsible for ensuring the distribution of minutes to committee members and the clerk to the Governing Body.

The committee will appoint a clerk to take minutes.

Members will take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

#### **Quorum**

Meetings of the committee will not take place unless three members of the committee are present (one of whom may be the Headteacher or a deputising Assistant Headteacher).

#### **Meetings**

The committee will meet once a term (and at other times as they see fit).

#### **Terms of Reference**

### Learning and Progress Committee 2023/24

#### Terms of Reference



## **Purpose**

The committee's purpose is to hold the school leadership to account for the educational performance of the school and its pupils, as well as the effective and efficient performance management of the staff.

In undertaking this the committee will cover the following aspects:

- Quality of the curriculum;
- Overview of the strategic direction of intent and implementation of Riverview's curriculum;
- Teaching and learning;
- Inclusion issues (SEN, Gifted and Talented, Equality issues, Children in Public Care, etc.);
- Pupil behaviour, personal development and welfare;
- Pupil attendance;
- Safeguarding and welfare issues (including Child Protection);
- Evaluating the impact of the school on the attainment and progress of pupils, including by groups of pupils;
- School achievement and assessment;
- Monitoring progress towards curricular targets.

## **Membership**

- The committee will consist of at least three members of the Governing Body, as well as the Head Teacher as an ex-officio member.
- The committee will normally elect its chair at its first meeting.
- The committee has delegated powers.
- Associate Members may vote in this committee.



## **Quorum**

Meetings of the committee will not take place unless 3 members of the committee are present (one of whom may be the Headteacher or Assistant Headteacher).

## **Meetings**

- The committee will meet at least three times per year.
- In the absence of the chair at a meeting the committee will elect any full governing body member to act as chair for the meeting.
- The chair will notify members of the agenda.
- Each committee meeting is to be minuted, with the approved minutes distributed to Governing Body.
- Non-confidential minutes may be available for public distribution.

## **Policies and Compliance**

The committee will have the delegated responsibility to review and ratify the following policies:

- EAL
- Religious Education
- SMSC
- Feedback
- Assessment
- Monitoring
- Teaching and Learning
- EYFS
- Behaviour including the Bullying Policy
- Safeguarding and Child Protection
- Relationship and Sex Education





- SEND (including Information Report)
- Supporting pupils with medical conditions
- Performance Management

In addition, it will annually request confirmation from the Head Teacher that subject policies have been reviewed and are in place.

### **Monitoring**

The committee will undertake visits, normally on a termly basis, to monitor compliance with the policies listed above, as well as relevant sections of the School Improvement Plan.

Governors will normally be allocated a portfolio covering their remit for the academic year.

The following list details governor links with specific areas for the year 2023/24.

- a) Pupil Premium – EL and DB
- b) Sports Premium – EL and DB
- c) R.E. – VA
- d) SMSC – VA
- e) SEND – VA and HI
- f) Behaviour – EL
- g) Welfare and Wellbeing – HI
- h) Child Protection and Safeguarding – VA and JA
- i) Attendance – EL

In addition the following areas will be monitored:

Teaching of Reasoning – DS  
Science and Computing – HP  
Teachers exposure in use of reasoning – JA  
EYFS – VA and HI  
Mathematics – DS



# Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

Monitoring Reports, once checked by the school for factual accuracy will be distributed to governors via GovernorHub.

Each term, governors will be invited to participate in a Challenge Day. Its purpose is for members of the Governing Body to engage in 'In Depth' monitoring of a specific area of the curriculum.



## Appendix C

### *Riverview Church of England Primary and Nursery School*



### **ASSOCIATE MEMBERS**

Associate members can be appointed by the governing body to serve on one or more committees and attend full governing body meetings. The governing body can also remove associate members. There is no obligation for governing bodies to have any associate members.

#### **What are they for?**

They can be appointed as members of one or more governing body committees to contribute specifically on issues related to their area of expertise (e.g. finance). This allows governing bodies to benefit from being able to draw upon expertise and experience from outside their formal governor membership and can help to address specific gaps identified in the skills of governing body members, and/or help the governing body respond to particular challenges that they may be facing.

If a governing body has someone interested in becoming a governor but does not have a suitable vacancy, they can appoint the person as an associate member initially, to get them involved, until such time as there is a governor place available. Alternatively, a retiring governor may wish to continue working with a governing body in a reduced capacity as an associate member.

#### **Who can be an associate member?**

The definition of associate member is wide and can include pupils and school staff, as well as other people. They have to meet the criteria to be eligible to be a governor, for example that they are not barred from working with children, or had a custodial sentence of more than 3 months. For the full list please refer to Governor Guidance Note 6: Pre-Appointment Checks for Governors and Register of Pecuniary Interests.



Associate members are:

- \* appointed for a period of between one and four years
- \* subject to the same disqualification regulations as governors
- \* subject to the same code of conduct and protocols for confidentiality as governors

**Associate members are not:**

- \* governors
- \* recorded in the school's Instrument of Government

**Associate members CAN:**

- \* chair a governing body committee
- \* be members of a committee and have voting rights as decided by the governing body (unless they are under the age of 18 at the time of their appointment)
- \* be re-appointed at the end of their term of office (unless disqualified)

**Associate members CANNOT:**

- \* chair the full governing body
- \* be counted in the quorum for full governing body or committee meetings (needs a minimum of 3 governors)
- \* vote in full governing body meetings (only governors can)
- \* review the performance of the headteacher (the regulations refer to appointed governors)

**Associate members may be EXCLUDED:**

- \* from items at a full governing body or committee meeting where the item is about a pupil or member of staff

**The clerk should:**

- \* Ensure there is a named agenda item for the appointment of associate members
- \* Keep a record of the appointment and length of term of office of all associate members in the minutes
- \* Make the governing body aware when the term of office is coming to an end
- \* Record in the committee terms of reference what voting rights the governing body has agreed for associate members and note in the minutes of the full governing body meeting where the decision was taken
- \* Be clear about what associate members can and cannot do and be prepared to clarify this to governors, when queries arise
- \* Ensure that up-to-date details of the governing body's governance arrangements



are published on its website to include information for associate members, making clear whether they have voting rights on any of its committees to which they have been appointed (refer to Governor Guidance Note 2: Information to be made available on School Website for further information).

### **Further Information:**

#### **\* The Governance Handbook**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/480355/Governance\\_Handbook\\_-\\_pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/480355/Governance_Handbook_-_pdf)

**\* Statutory Guidance: The Constitution of Governing Bodies of Maintained Schools** <https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

**\* The School Governance (Constitution) (England) Regulations 2012**  
[http://www.legislation.gov.uk/uksi/2012/1034/pdfs/uksi\\_20121034\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/1034/pdfs/uksi_20121034_en.pdf)

**\* The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**  
[http://www.legislation.gov.uk/uksi/2013/1624/pdfs/uksi\\_20131624\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1624/pdfs/uksi_20131624_en.pdf)

Governor Guidance Note 2: Information to be made available on School Website



## Appendix D

### Riverview C of E Primary School, Nursery and Ewell Family Centre

#### Code of Conduct – 2023/24

This code sets out the expectations of and commitment required from governors in order for the governing body to properly carry out its work within the school and the community.

*(For the purpose of this code of conduct – the term ‘school’ shall mean the primary school, Nursery and Ewell Family)*

***Riverview exists to love, challenge and inspire children and adults within a Christian community.***

#### The purpose of the governing body

The governing body is the school’s accountable body. It is responsible for the conduct of the school and for promoting high standards. The governing body aims to ensure that children are attending a successful school, which provides them with a good education and supports their well-being. Over the past decade the responsibilities of governing bodies have grown; and the ‘Every Child Matters’ agenda has meant that schools are now accountable for children’s health and wellbeing in the community and for a wide range of extended services provision out of school hours.

#### The governing body:

Sets the strategic direction of the school by:

- Setting the values, aims and objectives for the school
- Agreeing the policy framework for achieving those aims and objectives
- Setting statutory targets
- Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure

Challenges and supports the school by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the policy framework
- Progress towards targets



- The implementation and effectiveness of the school improvement strategy
- The budget and the staffing structure
- ❑ Ensures accountability by:
  - ❑ signing off the Self Evaluation Form
  - ❑ responding to School Improvement Partner and Ofsted reports when necessary
  - ❑ holding the Headteacher to account for the performance of the school
  - ❑ ensuring parents and pupils are involved, consulted and informed as appropriate
  - ❑ making available information to the community
- ❑ Appoints and performance manages the Headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing body.

For governing bodies to carry out their role effectively, governors must be:

- ❑ Prepared and equipped to take their responsibilities seriously;
- ❑ Acknowledged as the accountable body by the lead professionals;
- ❑ Supported by the appropriate authorities in that task; and -
- ❑ Willing and able to monitor and review their own performance.

## **The role of a governor**

In law the governing body is a corporate body, which means:

- ❑ no governor can act on her/his own without proper authority from the full governing body;
- ❑ all governors carry equal responsibility for decisions made, and although appointed through different routes (i.e. parents, staff, Local Authority



Community, Foundation), the overriding concern of all governors has to be the welfare of the school as a whole.

## General

- We understand the purpose of the governing body and the role of the Headteacher as set out above
- We are aware of and accept the Nolan seven principles of public life (*see last page – Nolan principles*)
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.

## Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.





- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the Headteacher.

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority, Diocese and other relevant agencies and the community.



## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.

## **Conflicts of interest**

- We will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

## **Breach of this Code of Conduct**

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- We understand that any allegation of a material breach of this code of conduct by any governor shall be raised at a meeting of the governing body, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension of the governing body.
- We are aware of the provisions of regulation 15(1) of the School Governance (Procedures) (England) Regulations 2003, as amended, which pertain to the grounds for suspension as a school governor and of Schedule 6 to the School Governance (Constitution) (England) Regulations 2007 relating to the disqualifications from the role of school governor (held as a separate document).



**The Governing Body of Riverview C of E Primary School, Nursery and Ewell Family Centre adopted this code of conduct on 24 November 2014.**

New governors will sign the Code of Conduct at their appointment and the Chair will accept and sign the Code once a year on behalf of the governing body.

**Undertaking:**

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, Christian values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed .....

Printed name .....

*(Chair of Governors on behalf of the Governing Body)*

Date: .....



## **The Seven Principles of Public Life (Nolan principles)**

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.