

The logo of Brinkworth Earl Danby's CE Primary School is a circular emblem. It features a central shield with a cross, surrounded by a wreath. The text "BRINKWORTH EARL DANBY'S CE" is written in a circular path around the top of the shield, and "PRIMARY SCHOOL" is written around the bottom. The entire logo is rendered in a light blue, semi-transparent style.

# **BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL**

## **TERMS OF REFERENCE 2023-2024**

**Agreed at FGB 26 September 2023**

## VISION

# Believe to Achieve!

We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best they can be and finding their place in the world

## OUR MISSION STATEMENT

To provide a secure, happy and stimulating learning environment in which **EVERYONE** is valued, spiritual growth is nurtured and potential maximised

## AIMS

- Create a happy caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- Meet each child's needs physically, creatively, intellectually, emotionally and socially
- Educate children about a diverse society and world in order to promote understanding and positive attitudes
- Help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- Inspire each child to be an enthusiastic learner and develop capabilities and attributes that 'build learning power'
- Enable pupils to become confident and responsible citizens

# OUR CHRISTIAN VALUES

Our Christian values help us build a firm foundation, enabling us to grow into strong people building a better world. These values were chosen by our Worship Council which includes our children and are upheld throughout our school, governors, parents/ carers and into the wider community.

Friendship

Trust

Respect

Courage

Perserverance

Thankfulness

# **OUR ETHOS**

**THIS IS WHAT UNDERPINS OUR UNIQUE CULTURE AND BEHAVIOUR IN OUR CHURCH OF ENGLAND SCHOOL**

**Our children are at the centre of every decision made.**

**We always ask ‘of what benefit will this be to our children?’**

**‘Will this help support them to be the best they can be?’.**

**We go ‘the extra mile’. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and our school community.**

# COMPETENCY FRAMEWORK FOR GOVERNORS





# GOVERNOR INTERACTION

WHERE GOVERNORS GET INVOLVED

## INTENT



### Vision, Values and Strategy

Yes – setting the strategic direction and standards of the school

Yes – understanding the school's curriculum intent and monitoring that it supports the vision and values.

## IMPLEMENTATION



### Operations

We are not involved in day-to-day operational management.

Yes – we maintain strategic oversight of operational risk management to ensure that our statutory responsibilities are met, particularly with regards to safeguarding and H&S.

Yes – some elements of **financial** and **stakeholder engagement** operations require Governor authorisation or support.

## IMPACT



### Holding to Account

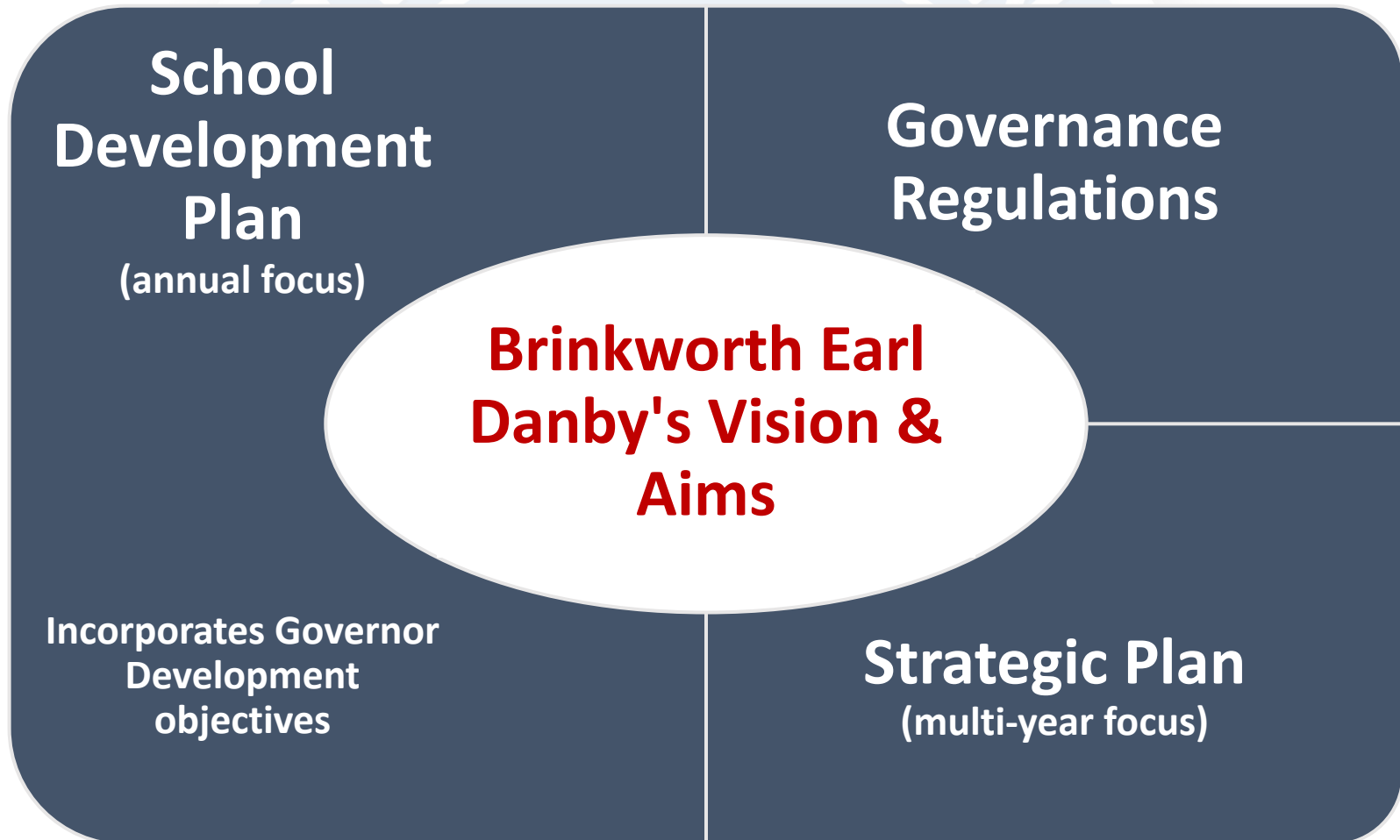
Yes – we monitor the impact of what was implemented.

Yes – we **hold to account** for realising the intended impact.

Yes - we monitor to ensure the school is safe, **financially** secure and meeting statutory requirements.

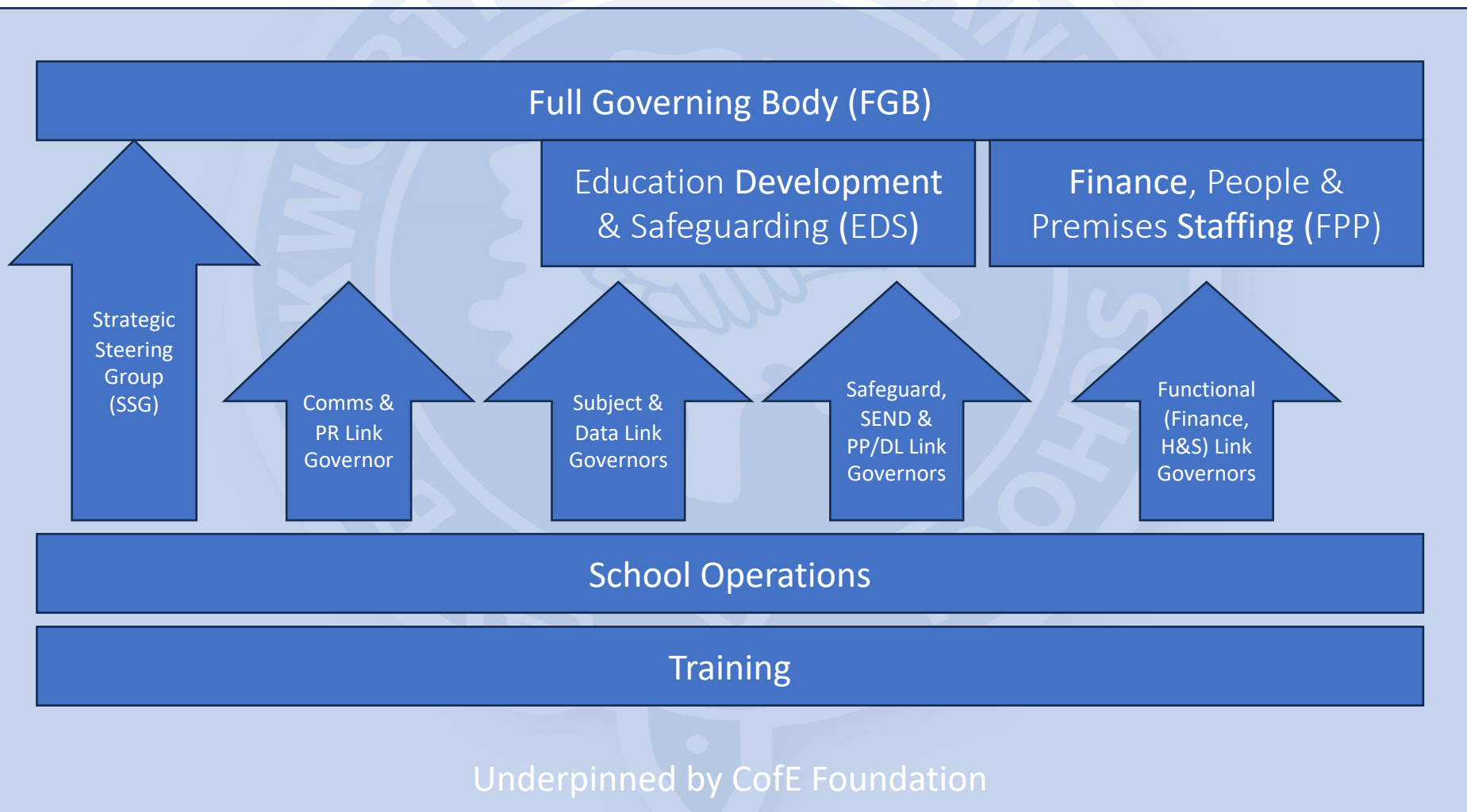
# STRATEGIC & REGULATORY ELEMENTS

WHAT WE USE TO DELIVER OUR VISION & AIMS



# OPERATIONAL VEHICLES

WHAT WE USE TO DELIVER OUR STRATEGIC & REGULATORY ELEMENTS





# MONITORING

HOW DO WE KNOW THE OPERATIONAL PLAN IS BEING IMPLEMENTED?

## **Overall Monitoring Document**

What link governors will be discussing, when and how

Link Governor Reports (**new format 2023**)

EDS and FPP monitoring vs. Terms of Reference drives agenda

School Development Plan impact reviewed at all meetings

Governor Development Objectives reviewed termly

Working towards Governor Mark to assess and improve Governance practice

# MONITORING

WHAT DOES MONITORING ACTUALLY MEAN FOR GOVERNORS?

I have heard it  
in a report

TRIANGULATION

I have seen it  
through  
monitoring

I have externally  
validated it –  
data, external  
monitoring etc

# EVALUATION PROCESSES

## HOW WE MEASURE IMPACT

### Evaluation Intent

Time map of when elements will be evaluated  
Contained within Scheme of Delegation and Agenda Planning spreadsheet

#### SCHOOL DEVELOPMENT PLAN

In-year, evaluated through School  
Evaluation Form  
SEF outputs inform the intent of  
next year's SDP

#### GOVERNANCE REGULATIONS

*Aspiration to adopt Governor Mark  
format*

### Brinkworth Earl Danby's Vision & Aims

#### GOVERNOR DEVELOPMENT OBJECTIVES

Evaluated by FGB in June/July

#### MULTI- YEAR PLAN

Monitored by SSG and  
evaluated by FGB in June/ July

# TERMS OF REFERENCE p1

## FORMERLY STANDING ORDERS

### **1. Annually the Governing Body will refresh the multi-year strategy for the School and agree the School Development Plan (SDP)**

- HT present proposed multi-year strategy to FGB Admin Meeting in September and thenceforth a termly Standing Item on FGB Agenda for oversight.
- HT presents confirmed SDP at EDS 1 meeting in October. Thereafter is a Standing Item at each meeting (EDS and FPP); monitored and record of progress and holding to account in minutes.
- Annually, a written update on the school's SWOT will be documented on a School Self-Evaluation Form (SEF). Initial SEF is completed by the Headteacher at the operational level.
- SSG will steer preparations for governors to contribute at the strategic level to SEF from Term 5.
- Term 6 (Evaluation Meeting): HT make available School Evaluation Form and intended next year SDP priorities 7 days before FGB for strategic input.
- Term 6 – HTPM panel shapes HT next year objectives to support strategic and operational priorities. SEF is signed off at the Final FGB.

### **2. Following an annual timetable, the Governing Body will undertake Governor Self-Evaluation to monitor:**

- the strategy.
- compliance with statutory responsibilities including committee performance.
- progress against Governor Development Objectives.
- the areas requiring improvements.
- Governor Self-Evaluation outcomes will feed into the SEF and into the SDP for the following year.

# TERMS OF REFERENCE p2

## FORMERLY STANDING ORDERS

### **3. Scheme of Delegation**

- The Governing Body will delegate authority for statutory responsibilities and policies to Committees and Individuals through the use of 'The Scheme of Delegation' which will be reviewed annually and amended where necessary. The FGB will follow the principle of delegations to functional Link Governors where feasible to ensure meetings remain effective and focussed.
- Clerk to distribute previous years' documents with any statutory amendments 10 days ahead of Meeting 1 (Admin meeting) in September
- Meeting 1 September FGB to discuss and sign off amendments.

### **4. Committees**

- The Governing Body will set up as many Committees that it determines necessary to fulfil its obligations. They will be confirmed annually.
- The two main committees (EDS and FPP) are a sub-set of the main FGB meetings, and therefore all Governors attend both committee agenda items. This is implemented to ensure all Governors have a broad and effective understanding of all school business.
- Committee members are responsible for focussing on a depth of understating of their own committee business.
- Additional project committees may be created for specific, time-bound projects. These will meet outwith FGB meetings and report back.
- SSG has responsibility for ongoing monitoring of FGB structure and proposal of adjustments when deemed appropriate.
- CoG will hold periodical review meetings with committee chairs to continually evaluate the effectiveness of the board ahead of the final evaluation.



# TERMS OF REFERENCE p3

## FORMERLY STANDING ORDERS

### **5. Link Governors**

- To fulfil statutory responsibilities and build strategic oversight of the curriculum and the welfare of the school community, the Governing Body will appoint Link Governors.
- The FGB are responsible for maintaining Link Governor Policy and Process that is fit for purpose utilising latest guidance. Chair of EDS has responsibility for coordination of subject Link Governor process and data collation. Chair of FPP has responsibility for coordination of FPP Functional Link Governor process and data collation.
- Governors will make themselves familiar with and provide continual feedback on BEDS Link Governor Role & Process
- Governors will provide a short summary of Link Governor activity at each FGB
- LG meetings may take place in person, via Teams or on the telephone, some contact is better than no contact
- Governors will input a summary of their meeting into the Link Governor monitoring document for review by their Curriculum Lead and the HT
- Governors are responsible for evaluating with their CL on the effectiveness of the Link Governor process in readiness for the SEF

### **6. Annual Targets**

- BEDS aspiration is for 100% of our children to reach expected level in all areas, however being a fully inclusive school there will be situations where this is not possible.
- In the October EDS 1 meeting, the HT will provide a baseline summary by year group and predicted progress by end of year.
- In the April EDS 4 meeting, the HT will provide an interim report on progress vs target.
- In the End of Year July meeting, the HT will provide the actual progress within the academic year and will discuss with FGB.



# TERMS OF REFERENCE p4

## FORMERLY STANDING ORDERS

### **7. Communication**

- FGB will make available to parents/ carers at the end of the Summer Term a Governors Annual Report.
- In Sept/ October the FGB will make available to parents/ carers a brief plan reflecting the updated strategy, new SDP and confirmed vision, mission and aims.

### **8. Recruitment, Skills, Training and Succession Planning**

- FGB will conduct a Governor Skills Audit annually in September for review at the Admin Meeting.
- All Governors have a responsibility to create their own training plan from their own skills audit.
- This training plan, Governor aspirations and support plan will be discussed at an annual 1-2-1 with Chair of Governors in Term 1.
- Governors will provide evidence of all training to the Clerk who is responsible for maintaining the record of Governor training.
- The Vice Chair of Governors has responsibility for leading the Recruitment of Governors. All Governors will support the recruitment as guided by the Vice Chair.
- Succession Planning is discussed by SSG on a termly basis to ensure that succession moments are proactively identified and managed.

# GOVERNING BODY PROCEDURES

## FORMALLY STANDING ORDERS

In some areas of their responsibilities, governing bodies can decide their own local custom and practice.

The Tables below identify the areas in which a governing body has such freedom and determine the practices that the Governing Body has agreed to follow with respect to full governing body procedures.

**Statutory Governance Procedures taken from 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Updated in BEDs ToR in 2021)**

THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)	PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL
<p><b>7 Election of the chair and vice-chair</b></p> <p>(1) Subject to section 67 of the EIA 2006 (power of Secretary of State to appoint additional governors), the governing body must elect a chair and a vice-chair from among their number.</p> <p>(2) Prior to the election of the chair and vice-chair, the governing body must determine the date on which the term of office of the chair and vice-chair will end.</p> <p>(3) A governor who is employed at the school as a teacher or as any other member of the school's staff is not eligible to be chair or vice-chair of the governing body of that school.</p> <p>(4) The chair or vice-chair may at any time resign their office by giving notice in writing to the clerk to the governing body.</p> <p>(5) The chair or vice-chair ceases to hold office— (a) if that person ceases to be a member of the governing body; (b) if that person is employed at the school as a teacher or as another member of the school's staff; or (c) if that person is removed from office in accordance with regulation 9 or replaced by a chair nominated by the Secretary of State pursuant to section 67 of the EIA 2006.</p> <p>(6) Where a vacancy arises in the office of the chair or vice-chair, the governing body must elect one of their number to fill that vacancy at their next meeting.</p> <p>(7) Where the chair is absent from any meeting or there is at the time a vacancy in the office of the chair, the vice-chair is to act as chair for all purposes.</p>	<ul style="list-style-type: none"> <li>• Term of office for Chair and Vice Chair will be two years with the option of committing to a third year if approved by FGB ** The maximum that either role may be sustained without a minimum of at least a two-year break is four years.</li> <li>• If the Chair or Vice Chair resigns mid-term, a new election process will commence as soon as possible.</li> <li>• The clerk will manage the election process of both the positions.</li> <li>• At the end of the Chair's term, at the last meeting of their term, the Vice-chair shall automatically assume the position of the Chair.</li> <li>• Governors will be invited to nominate themselves as Vice-chair two weeks before the date of this meeting, at which time a new Vice-chair will be elected to take over the position at the first meeting in September.</li> <li>• Written nominations must be notified to the clerk before the meeting at which the election will take place and names of nominees should appear on the agenda for that meeting.</li> <li>• Nominations at the meeting will only be taken if no nominations were received prior to the meeting.</li> <li>• Nominations can be self-nominations or for another governor (with their permission).</li> <li>• Elections will be by secret ballot and no proxy votes taken.</li> <li>• In the event of a tie, take a second vote and in the event of a further tie the decision will be based on the toss of a coin.</li> <li>• <b>Chair is to maintain a sufficient level of communication with Vice-Chair to enable effective deputization and also act as preparation for their own term of Chair.</b></li> </ul> <p>** There will be a vote of confidence taken at the last meeting of each academic year during the term of office to enable the Chair and Vice Chair to continue their work through the summer or the FGB to appoint a new Chair and Vice Chair.</p>

**THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)****PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE  
PRIMARY SCHOOL****9. Removal of the chair or vice-chair from office**

- (1) The governing body may by resolution remove the chair from office, unless the chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006.
- (2) The governing body may by resolution remove the vice-chair from office.
- (3) A resolution to remove the chair or vice-chair from office will not have effect unless the matter is specified as an item of business on the agenda for the meeting.
- (4) Before the governing body resolve to remove the chair or vice-chair from office, the governor proposing the chair or the vice-chair's removal must at that meeting state their reasons for doing so and the chair or vice-chair, as the case may be, must be given an opportunity to make a statement in response, before withdrawing from the meeting.

- No local custom and practice

**8. Delegation of functions to the chair or vice-chair in cases of urgency**

- (1) Where paragraph (2) applies, the chair may exercise— (a) any function of the governing body which can be delegated to an individual; and (b) any function that under regulation 19(2) cannot otherwise be delegated to an individual.
- (2) The circumstances are that the chair is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of— (a) the school; (b) any pupil(12) at the school, or their parent; or (c) a person who works at the school.
- (3) In paragraph (2), “delay” means delay until the earliest date on which it would be reasonably practicable for a meeting of the governing body, or of a committee to which the function in question has been delegated, to be held.
- (4) Where it appears to the vice-chair that— (a) the circumstances mentioned in paragraph (2) apply, and (b) the chair (whether by reason of vacancy in the office or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered, the reference in paragraph (1) to the chair is to be read as if it were a reference to the vice-chair.

- A meeting can be called in less than 7 days in an ‘emergency’.
- Urgent action should be interpreted as anything that cannot be delayed until the next scheduled meeting.
- Emergency action should only be taken if deemed as seriously necessary.
- The Chair, where practical, will inform the full governing body of the urgent action, within 7 days of the action being taken.

**THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)****PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE  
PRIMARY SCHOOL****10 Appointment and removal of the clerk to the governing body**

- (1) This regulation is without prejudice to any rights and liabilities which the clerk may have under any contract with the governing body or with the local authority.
- (2) In fulfilling their duty under regulation 6(3) the governing body must ensure that the clerk is not— (a) a governor; or (b) the head teacher of the school.
- (3) Notwithstanding regulation 6(3), the governing body may, if the clerk failsto attend a meeting of the school, appoint any one of their number (who is not the head teacher) to act as clerk for the purposes of that meeting.
- (4) The governing body may remove the clerk to the governing body from office.
- (5) If at any time the school does not have a delegated budget, the local authority may remove the clerk to the governing body and appoint a substitute, provided the local authority consults the governing body before taking such action.

- It is permitted and preferable to purchase professional clerking support via Governor Services at Wiltshire Council
- It is also an option to appoint someone from the local school community. In this circumstance:
- The Governing Body will, at the time, determine how this post is advertised.
- The Governing Body will agree a Job Description with the new Clerk.
- The Governing Body determines the rate of the honorarium and expenses to be paid, preferably in discussion/agreement with the Clerk.

**11 Functions of the clerk to the governing body**

- The clerk to the governing body must—
- (a) attend meetings of the governing body and ensure minutes of the proceedings are produced in accordance with regulation 15(1);
- (b) maintain a register of members of the governing body and of associate members and report any vacancies to the governing body; and
- (c) perform such other tasks as may be determined by the governing body from time to time.

- No local custom and practice

THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)	PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL
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<p><b>12 Right of persons to attend meetings of the governing body</b></p> <p>(1) Subject to regulations 12(2), 16 and 17 and to Schedule 1, the following persons are entitled to attend any meeting of the governing body— (a) a governor; (b) the head teacher of the school, whether or not that person is a governor; (c) the clerk to the governing body; (d) an associate member; and (e) such other persons as the governing body may determine.</p> <p>(2) The governing body may exclude an associate member from any part of its meeting which the associate member is otherwise entitled to attend when the business under consideration concerns an individual member of staff or pupil.</p>	<ul style="list-style-type: none"> <li>• <b>No local custom and practice</b></li> </ul>
<p><b>13 Convening meetings of the governing body</b></p> <p>(1) The governing body must hold at least three meetings in every school year.</p> <p>(2) Meetings of the governing body are to be convened by the clerk to the governing body and in exercising this function the clerk must comply with any direction given by (a) the governing body; or (b) the chair, so far as such direction is not inconsistent with any direction given under subparagraph (a).</p> <p>(3) Any three members of the governing body may requisition a meeting by giving written notice to the clerk to the governing body, and the clerk must convene a meeting as soon as is reasonably practicable.</p> <p>(4) Subject to paragraph (5), the clerk of the governing body must give written notice of the meeting and a copy of the agenda for the meeting at least seven clear days in advance to— (a) each governor; (b) the head teacher (whether or not that person is a governor); (c) any associate member; and (d) the local authority, where an agenda item for the meeting involves consideration of a change of school category.</p> <p>(5) Where the chair so determines, on the ground that there are matters demanding urgent consideration, it will be sufficient if the written notice of the meeting states that fact and the notice and the copy of the agenda are given within such shorter period as the chair directs.</p> <p>(6) The power of the chair to direct that a meeting be held within a shorter period does not apply in relation to any meeting at which— (a) the removal of the chair or vice chair from office, (b) the suspension of any governor, or (c) a decision to serve notice of discontinuance of the school under section 30 of the SSFA 1998, is to be considered.</p> <p>(7) At the discretion of the chair, any item of business may be discussed at a meeting irrespective of whether the matter is specified as an item of business on the agenda for the meeting, subject to the exceptions at regulations 14(5), 14(6) and 17(2) of these Regulations and at regulation 7(2) of the School Governance (Federations) (England) Regulations 2012(13)</p>	<ul style="list-style-type: none"> <li>• Where practical the Governing Body will hold at least one meeting per term (6 per year) .</li> </ul>

## THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)

## PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

### 14 Proceedings of the governing body

- (1) The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body.
- (2) For the purposes of paragraph (1) the membership of the governing body does not include vacant positions on the governing body.
- (3) Every question to be decided at a meeting of the governing body is to be determined by a majority of the votes of the governors present and voting on the question.
- (4) Where there is an equal division of votes the chair, or as the case may be, the person who is acting as chair for the purposes of the meeting (provided that such person is a governor), will have a second or casting vote.
- (5) No decision to serve notice of discontinuance of the school under section 30 of the SSFA 1998 whether taken by the governing body or by a committee, will have effect unless it is confirmed by the governing body at a meeting held not less than 28 days after the meeting at which the decision was made and the matter is specified as an item of business on the agenda for both meetings.
- (6) No decision to change the name of the school will have effect unless the matter is specified as an item of business on the agenda for the meeting.
- (7) The proceedings of the governing body of a school are not invalidated by— (a) any vacancy among their number; (b) any defect in the election, appointment or nomination of any governor; (c) any defect in the appointment of the chair or vice-chair; or (d) any person not having received written notice of the meeting or a copy of the agenda for the meeting.
- (8) Notwithstanding the requirements of paragraphs (1) to (3), the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference.

- Associate members should not be included in the calculation of the quorum for the full governing body as they do not appear on the Instrument of Government and do not have a vote at full governing body meetings.



**THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)****PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL****15 Minutes and papers**

(1) The clerk to the governing body (or the person appointed to act as clerk for the purpose of the meeting in accordance with regulation 10(3)) must ensure that minutes of the proceedings of a meeting of the governing body are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting.

(2) Subject to paragraph (3), the governing body must, as soon as reasonably practicable, make available for inspection by any interested person, a copy of— (a) the agenda for every meeting; (b) the signed minutes of every such meeting; and (c) any report or other paper considered at any such meeting.

(3) The governing body may exclude from any item required to be made available in pursuance of paragraph (2) any material relating to— (a) a named person who works, or who it is proposed should work, at the school; (b) a named pupil at, or candidate for admission to, the school; or (c) any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.

- Draft minutes that have been approved by the Chair will be made available to the Governing Body two weeks after the meeting.
- Draft minutes will be marked “draft” or “subject to ratification” until they have been signed off
- Confidentiality will be restricted to very sensitive/personal items. The way individual governors vote and their opinions should be regarded as confidential.
- Confidential items will be clearly marked as ‘Confidential’, for example, when forming the minutes that are not available for public inspection
- Making the signed minutes available for ‘inspection by any interested person’ usually means in practice responding to a request for information electronically (if to an individual who is requesting access) or by posting a copy on the school website accessible by parents and the local community (if a group who is requesting access).
- Before release, all documents will be reviewed by the clerk with regards to relevant data protection and a proposed redaction (if required) will be provided to SSG for agreement. Advice will be taken, as needed, from the school’s Data Protection Officer with regards to confidentiality and redaction.

**THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)****PROCEDURES ADOPTED BY BRINKWORTH EARL  
DANBY'S CE PRIMARY SCHOOL****16 Restrictions on persons taking part in proceedings**

In this regulation and in Schedule 1—

(a) "relevant person" means a governor, an associate member, the head teacher (whether or not that person is a governor) or any person appointed as clerk to the governing body or to a committee.

(b) Subject to sub-paragraph (d), where in relation to any matter— (i) there may be a conflict between the interests of a relevant person and the interests of the governing body, (ii) a fair hearing is required and there is any reasonable doubt about a relevant person's ability to act impartially, or (iii) a relevant person has a pecuniary interest, that person, if present at a meeting of the school at which the matter is the subject of consideration, must disclose his or her interest, withdraw from the meeting and not vote on the matter in question.

(c) Nothing in this regulation or in Schedule 1 may be construed as precluding (aa) the governing body, or a committee, from allowing a person who appears to them to be able to give evidence to attend any hearing conducted by them into any matter and to present his or her evidence; or (bb) the governing body, or a committee, from hearing representations from a relevant person acting in a capacity other than that of a relevant person; or (cc) a relevant person from entering into a contract with the governing body from which the relevant person is entitled to profit.

(d) A person who is acting as the clerk to a meeting of the school is not required to withdraw from a meeting by this regulation or Schedule 1 unless the person's appointment to office, remuneration, or disciplinary action against that person is the subject of the consideration, but if this regulation or Schedule 1 would have otherwise required the person to withdraw, that person must not act in any capacity other than that of a clerk.

(e) Where there is any dispute as to whether a relevant person is required by this regulation or by Schedule 1 to withdraw from a meeting of the school and not vote, that question must be determined by the other governors present at the meeting. (f) Schedule 1 makes provision about pecuniary interests and other specified conflicts of interest.

- The Clerk will administer a register of interests which all governors will complete annually, or sooner if circumstances change
- Declarations of Interest will be requested by the Clerk at the start of each Governing Body meeting.
- A Governing Body decision can be taken with the usual 50% quorum vote – with the Chair having a casting vote

THE SCHOOL GOVERNANCE PROCEDURES (STATUTORY)	PROCEDURES ADOPTED BY BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL
<p><b>17 Suspension of governors</b></p> <p>(1) Subject to paragraphs (2) to (4), the governing body may by resolution suspend a governor for all or any meetings of the school, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds— (a) that the governor, being a person paid to work at the school, is the subject of disciplinary proceedings in relation to his or her employment; (b) that the governor is the subject of proceedings in any court or tribunal, the outcome of which may be that the governor is disqualified from continuing to hold office as governor under Schedule 6 to the Constitution Regulations 2007 or Schedule 4 to the Constitution Regulations 2012; (c) that the governor has acted in a way that is inconsistent with the ethos or with the religious character of the school and has brought or is likely to bring the school or the governing body or the office of governor into disrepute; or (d) that the governor is in breach of the duty of confidentiality to the school or to any member of staff or pupil at the school. (2) A resolution to suspend a governor from office does not have effect unless the matter is specified as an item of business on the agenda for the meeting. (3) Before a vote is taken on a resolution to suspend a governor, the governor proposing the resolution must at the meeting state the reasons for doing so, and the governor who is the subject of the resolution must be given the opportunity to make a statement in response before withdrawing from the meeting in accordance with regulation 16(b). (4) Nothing in this regulation may be read as affecting the right of a governor who has been suspended to receive notices of, and agendas and reports or other papers, for meetings of the governing body during the period of their suspension. (5) A governor may not be disqualified from continuing to hold office under paragraph 5 of Schedule 6 to the Constitution Regulations 2007 or paragraph 9 of Schedule 4 to the Constitution Regulations 2012 for failure to attend any meeting of the governing body while suspended under this regulation.</p>	<ul style="list-style-type: none"> <li>• No local custom and practice</li> </ul>
<p><b>18 Delegation of functions</b>  <b>19 Restriction on delegation</b>  <b>20 Reporting to the governing body following the exercise of delegated functions</b>  <b>Part 5 Committees of Governing Bodies</b></p>	<ul style="list-style-type: none"> <li>• See local 'Scheme of Delegation' document</li> </ul>

**Document review frequency:** annually in preparation for Sept meeting of Term 1 of the new Academic Year

**Latest review:** September 2023

**Responsible governor committee:** SSG propose to FGB for approval