

Standing Orders

Moorside Primary

Governing Board



Salford City Council

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2007, the School Governance (Constitution) (England) Regulations 2012 and Governors' Handbook 2017.

1. Chair and Vice-Chair

- 1.1 At the first meeting in each school year (or when the term of office is due) the governing board will elect a chair and vice-chair and record its decision. The term of office for each will end on a date agreed by the governing board.
- 1.2 The governing board cannot conduct its business without an elected chair.
- 1.3 When the chair and vice-chair are due for election, the governing board will elect both positions from among its number (though excluding any employee of or a pupil at the school).
- 1.4 The governing board will decide in advance of the election the process of election for either or both positions.
- 1.5 If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- 1.6 The clerk will take the chair when the chair is being elected. Otherwise the chair will conduct all meetings of the governing board except that, in his/her absence, the vice-chair will take the chair.
- 1.7 If the election of the chair or vice-chair is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.
- 1.8 If both the chair and vice-chair are absent from a meeting, the governing board will elect a chair for that meeting.
- 1.9 If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is appointed at the next meeting of the governing board. The election of chair will be a specific item of business on the agenda for that meeting.
- 1.10 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be elected at the next meeting of the governing board.
- 1.11 If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing board will hold a special meeting within 5 days to elect their successors.

- 1.12 The chair and/or vice-chair can be removed from office by resolution of the governing board, unless the chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006.
- 1.13 A resolution to remove the chair or vice-chair from office will not take effect unless the matter is specified as an item of business on the agenda. The governor proposing the removal must state his/her reasons for doing so at the meeting. The chair or vice-chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the governing board votes on the proposal to remove the chair or vice- chair from office.

2. Calendar of Meetings

- 21 The governing board will meet at least eight times per academic year.
- 22 Committees will meet at a frequency determined by the governing board.
- 23 The governing board will set the dates for its meetings, including those of any committee and/or working group for the next school year at the final meeting of the previous school year.

3. Timing and Duration of Meetings

- 31 Meetings will start at times which are acceptable to the governing board and will be limited to 3 hours duration.
- 32 Where the 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 or make arrangements for a further meeting to complete the business.
- 33 A meeting may be discontinued at any time if the governors so resolves. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

4. Alternative arrangements for governor participation at meetings

- 4.1 The governing board may approve alternative arrangements for governors to participate or vote at meetings.

Governors can choose one of the following options:

Governors may only participate or vote at meetings which they attend at the venue stated on the agenda; or

Governors may participate and vote at meetings via telephone, if they have indicated this in advance of a meeting.

42 A meeting will only take place if there is a physical quorum for the meeting (i.e. if a quorate number of governors are in attendance at the stated venue for the meeting). If governors participate/vote at meetings but are not in attendance due regard will be paid to confidentiality and fair and equal contribution to the meeting.

43 The clerk will physically attend the meeting in order to record the minutes.

5. Quorum

51 The quorum for all business of the governing board is one half (rounded up to a whole number) of the total number of governors in place; not including any governor vacancies.

52 Meetings which become inquorate will continue but no legal decisions may be made.

6. Clerking

61 The governing board will determine the arrangements for appointing a clerk for meetings of the full governing board and committees.

62 Governors and the headteacher cannot be clerk to the governing board.

63 The headteacher cannot be appointed as clerk to a committee.

64 If the clerk does not attend a meeting the governors present at the meeting can appoint a member of the governing board or committee (but not the headteacher) to act as clerk for that meeting.

65 The governing board can remove their clerk from office by resolution at a governing board meeting. If the school does not have a delegated budget, the local authority may dismiss the clerk and appoint a substitute, but the local authority must consult the governing board before doing so.

7. Associate Members

- 7.1 The governing board can appoint Associate Members to serve on one or more governing board committees and attend full governing board meetings.
- 7.2 An associate member may be removed from office by the governing board at any time.
- 7.3 Associate Members are appointed as members of committees established by the governing board or as members of the governing board. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not governors and are not recorded on the Instrument of Government.
- 7.4 Associate Members do not have the right to vote at governing board meetings. The governing board can give limited voting rights to Associate Members on committees at the time of appointment.
- 7.5 Associate Members cannot count towards a quorum for any meeting of the full governing board or committee on which they serve.

8. Withdrawal from meetings

- 8.1 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
- 8.2 If there is a dispute about a person attending a governing board meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

9. Convening meetings

- 9.1 All meetings will be convened by the clerk, in accordance with the arrangements made by the governing board, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.

10. Notice of Meetings

- 10.1 Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each governor, (b) the headteacher (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.

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

10.3 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

11. Agenda

11.1 The agenda will be prepared by the clerk in accordance with any determination of the governing board and in consultation with the chair.

11.2 Any governor may place an item on the agenda by writing to the clerk/chair.

11.3 Wherever possible papers that inform agenda items will be sent to governors with the agenda, or at least three clear days before.

12. Late Items/Any Other Business

121 The agenda will include 'Notification of AOB' immediately after 'Apologies for Absence' and any governor wishing to raise an urgent meeting item must give notice at this time.

122 The governing board will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

13. Suspension of Governors

131 The governing board may suspend a governor for a period of up to six months under circumstances set out in Regulation 17 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

132 A governor can only be suspended if one or more of the following grounds apply:

- the governor is paid to work in the school and is the subject of disciplinary proceedings in relation to his/her employment;
- the governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to

hold office as a governor under Schedule 6 of the Constitution Regulations;

- the governor has acted in a way that is inconsistent with the school's ethos or with the religious character and has brought or is likely to bring the school or the governing board or his office into disrepute;
 - the governor is in breach of his/her duty of confidentiality to the school or the staff or to the pupils.
- 133 Any motion to suspend a governor must be specified as an agenda item of the meeting for which at least seven days notice must be given.
- 134 A governor who is suspended must be given notice of any meetings and must be sent agendas, reports and papers for any meetings during their suspension.

14. Governors' Expenses

- 14.1 The governing board will prepare a policy on the payment of expenses of governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

15. Attendance

- 15.1 The clerk will keep a record of those governors and all other persons present at meetings of the governing board or any of its committees.
- 15.2 Where a governor sends an apology for absence with reason, the governing board will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned).
- 15.3 The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

16. Minutes of Meetings

- 16.1 The minutes of meetings will be kept in a binder on consecutively numbered loose-leaf pages, each page initialed by the person signing them as a true record.
- 16.2 Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.
- 16.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.

- 16.4 Within 5 school days of the meeting, the draft minutes will be sent by the clerk to the chair for checking.
- 16.5 Copies of the draft minutes, once 'approved' by the chair, will be sent to all members of the governing board within 10 school days of the meeting.
- 16.6 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing board and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.
- 16.7 Those matters which the governing board determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.
- 16.8 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.
- 16.9 Minutes made available for inspection will include papers forming part of the meeting.
- 16.10 A copy of the signed minutes will be sent to the LA if requested and also, for voluntary schools, to the Diocesan Director of Education.

17. Confidentiality of Proceedings

- 17.1 Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

18. Correspondence

- 18.1 All incoming correspondence to the governing board (other than any concerning a complaint) is for the attention of the whole governing board, even if addressed to the chair and/or the clerk. Significant items will be circulated to all governors as and when received/presented to each meeting of the governing board for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.
- 18.2 The governing board will determine by resolution who may write letters on behalf of the governing board, either generally or on specific issues.

19. Information and Advice

- 19.1 The headteacher has a statutory duty to keep the governing board fully informed, and will present a written report to each meeting of the governing board.
- 19.2 A representative of the LA will be invited to attend meetings in order to inform and advise the governing board when considered appropriate.
- 19.3 At the autumn term meeting each year the governors will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results.
- 19.4 Where (exceptionally) important information required by the governing board is given orally, it will be recorded in the minutes in appropriate detail.
- 19.5 Where information required by the governing board is not readily available, reasonable time will be given for its production.
- 19.6 Where expertise is needed but not available within the governing board, the governing board may consider inviting appropriate non-governors to attend meetings or appointing associate members.

20. Discussion and Debate

- 20.1 The chair will ensure that meetings are run effectively, focusing on priorities and making best use of time available and ensuring that all governors enjoy equality of opportunity to express their views and participate in decision making.
- 20.2 The governing board will receive and note any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.
- 20.3 Recommendations received from working groups will be recorded in the minutes, together with any related governing board resolution.

21. Decision-making

- 21.1 Members of the governing board recognise that all decisions must be made by the governing board unless the governing board has delegated the function to a committee or to an individual.
- 21.2 Every question to be decided at a meeting of the governing board is to be determined by a majority of the votes of the governors present and voting on the question; proxy voting is not allowed. Voting by telephone or video conferencing is only permitted where the governing board have adopted alternative arrangements for governor participation as set out in Section 4.
- 21.3 Where there is an equal division of votes the chair (or the person acting as chair for the purpose of the meeting) has a second or casting vote – except

in the case of a selection panel deciding who, if any, candidate to recommend to the governing board for appointment as head.

21.4 Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors request a secret ballot. There is no second or casting vote in the election of chair.

21.5 Decisions of the governing board are binding upon all its members.

21.6 Decisions of the governing board (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing board only if a proposal to amend or rescind appears as a specific agenda item.

22. Urgent Action

221 The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and
- the matter is one which can be delegated to an individual under regulations.

222 If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing board.

23. Public Statements

231 Public statements on behalf of the governing board will be made only by the chair or those delegated to make them.

24. Access to Meetings of the Governing Board

241 Apart from governors, the only people entitled to attend a meeting of the governing board are the headteacher (whether or not they are a governor), the clerk, where appropriate, associate members and any such other persons as the governing board may determine. No substitute members are permitted.

242 Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.

24.3 When the headteacher is absent, the deputy headteacher will attend in his place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting headteacher).

24.4 The governing board can require any non-governor present at a meeting to leave at any time.

- 24.5 If a meeting is to be opened to parents/the public, reasonable notice will be given.
- 24.6 The deputy headteacher will be invited to attend meetings of the governing board as observer/observers, as part of their professional development.

25. Pecuniary Interests and Other Specified Conflict of Interest

- 25.1 The governing board will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose-leaf sheets, each sheet being a statement completed and signed by the relevant governor.
- 25.2 As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.
- 25.3 A governor must withdraw from a meeting, if he/she (or a close relative or partner):
- 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;
 - is a school employee, other than the headteacher, and the pay or performance of school employees is under discussion;
 - is the headteacher and the pay or performance of the headteacher is under discussion.
- 25.4 When a committee is considering:
- disciplinary action against an employee or against a pupil; or
 - a matter arising from an alleged incident involving a pupil;
 - a governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations, or is a witness in the case.

26. Complaints and Staff Discipline

- 26.1 The governing board will establish procedures for dealing with general complaints.
- 26.2 The governing board will establish procedures for dealing with staff disciplinary matters and staff grievances.

27. Delegation of Functions (Appendix 1)

- 27.1 No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the governing board.

- 272 Where required under the school governance regulations *and in other cases in order to ensure the most efficient conduct of its business*, the governing board will:
- delegate work to committees, individual members of the governing board and/or the headteacher, if not a governor;
 - set up working groups to provide information and/or make recommendations to the governing board.
- 273 The arrangements for delegating functions will be reviewed annually by the full governing board. (appendix 1)
- 274 In delegating functions to individuals, the governing board have regard to the restrictions set out in Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

28. Committees

- 281 Committees to which the governing board has delegated any of its functions will act strictly in accordance with the terms of delegation.
- 282 When establishing committees the governing board will ensure compliance with the regulations concerning the constitution of the committees and will:
- determine the membership (including non-governors where permitted and appropriate);
 - determine the reserve membership to cover for the absence of ordinary members;
 - appoint the chair of each committee annually/allow the committee to elect its chair;
 - establish and record terms of reference;
 - review the membership and terms of reference annually;
 - decide whether or not to confer voting rights on any or all non-governors for those matters where non-governors are not prohibited from voting under the regulations;
 - allow the committees to determine their own timetables within given limits;
 - determine arrangements for reporting back;
 - review the need for, and the membership of, committees annually; set the quorum for each committee (minimum quorum is 3)
- 283 The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.
- 284 Associate members cannot vote on issues relating to admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing board, and cannot serve on committees
- 28.5 The governing board will establish committees for the following purposes:
- a staff appeal (pay, discipline and grievance)
 - staff matters (pay, discipline and grievance)
 - pupil discipline (exclusions)

- 28.6 All committees and individuals with delegated powers will report in writing to the next meeting of the governing board about any decisions made or action taken.
- 28.7 No governor who served on the relevant first committee or had any previous involvement with the matter under appeal may serve on an appeal committee.
- 28.8 All committees with delegated powers will keep formal minutes, and copies will be presented to the next meeting of the governing board.
- 28.9 All meetings of committees will be clerked by a person who is not the headteacher.

29. Working Groups

- 29.1 In establishing working groups the governing board will:
- determine the membership, including non-governors, and the method of appointing the chair;
 - allow working groups to determine their own timetables within given limits;
 - determine procedures for reporting back.
- 29.2 Working groups established for specific purposes will be discontinued when their work has been completed.
- 29.3 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing board/committee.

30. Safeguarding Pupils

- 30.1 All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing board.
- 30.2 Any governor refusing to undertake the checks will be disqualified from membership of the governing board.

31. Code of Conduct

Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the first GB meeting in September.

Appendix 1.

Governing Board Delegation Planner

Governing boards are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing board and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing board may legally delegate functions.

Key	
Level 1:	Full governing board
Level 2:	A committee of the governing board
Level 3:	An individual governor
Level 4:	Headteacher.
Blue box	Function cannot be legally carried out at this level.
✓	Action could be undertaken by this level.
✗	Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing board or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing board – for example, you should specify which committee or individual a particular task will be delegated to.

- The governing board is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing board for discussion prior to adoption by the full governing board.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing board.
- Although decisions may be delegated, the governing board as a whole remains responsible for any decision made under delegation.

Area		Function	Level			
			1	2	3	4
Budgets	1.	To approve the first formal budget plan each financial year	✓	✗		
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium)	✓	✗	✗	✗
	3.	To monitor monthly expenditure	✓	✗	✗	✓

Area		Function	Level				
			1	2	3	4	
	4.	To establish a charging and remissions policy	✓	✗	✗	✗	
	5.	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	
Staffing	6.	Appoint selection panel for headteacher	✓				
	7.	Appoint selection panel for deputy head	✓				
	8.	Appoint selection panel for other members of the leadership team	✓	✗	✗	✗	
	9.	Ratify or reject decisions of appointed selection panels	✓				
	10.	Appoint other teachers	✗	✗	✗	✓	
	11.	Appoint non-teaching staff	✗	✗	✗	✓	
	12.	To put in place a pay policy	✓	✓	✗		
	13.	To make pay decisions in line with the pay policy and legal requirements ¹	✗	✓	✗	✓	
	14.	Dismissal of headteacher	✗	✓	✗		
	15.	Initial dismissal of other staff	✗	✗	✗	✓	
	16.	Suspending head	✗	✓	✓		
	17.	Suspending staff (except head)	✗	✗	✗	✓	
	18.	Ending suspension (head)	✓	✓	✓		
	19.	Ending suspension (except head)	✓	✓	✓		
	20.	Setting the overall staffing structure	✓	✓	✗	✗	
		21.	Determining dismissal payments/ early retirement	✓	✓	✗	✗
		22.	To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓
		23.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓			
	Curriculum	24.	Ensure National Curriculum (NC) taught to all pupils	✓	✓	✗	✓
		25.	To consider any disapplication for pupil(s)	✗	✗	✗	✓
26.		To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	✗	✗	

Area		Function	Level			
			1	2	3	4
	27.	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children	✓	x	x	✓
	28.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	x	x	x	✓
	29.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	x	x	✓
	30.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓
Extra-curricular provision	31.	To decide whether to offer additional activities and what form these should take	✓	x	x	x
	32.	To put into place the additional services provided	x	x	x	✓
	33.	To decide whether to stop providing additional activities	✓	x	x	x
Performance management	34.	To adopt and review teacher appraisal policy	✓	✓	x	
	35.	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	x	
	36.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓
Discipline/exclusions	37.	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	x	✓		
	38.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓			
	39.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓
Admissions						
	40.	To appeal against LA directions to admit pupil(s)	x	✓		
Premises & insurance	41.	Buildings insurance and personal liability– GB to seek advice from LA	✓	x	x	
Health & safety	42.	To ensure a health and safety policy and procedures are in place	✓	x	x	
	43.	To ensure that health and safety regulations are followed	x	x	x	✓

Area		Function	Level			
			1	2	3	4
School organisation	44.	To publish proposals to change category of school	✓	✗	✗	✗
	45.	To decide whether to convert to academy status	✓	✗	✗	✗
	46.	To set the times of school sessions and the dates of school terms and holidays	✓	✗	✗	
	47.	To ensure that school lunch nutritional standards ³ are met	✗	✗	✓	✓
	48.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✗	✓	✗	✓
	49.	Maintain a register of pupil attendance	✗	✗	✗	✓
	50.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals	✗	✗	✗	✓
Information for parents	51.	To determine whether to publish a home-school agreement	✓	✗	✗	✓
	52.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✗	✗	✗
	53.	To establish, publish and review a complaints procedure	✓	✓	✗	✗
	54.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	✗	✓
GB roles, procedures and development	55.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓			
	56.	To draw up an instrument of government and any amendments thereafter	✓			
	57.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	✓			
	58.	To appoint and dismiss the clerk to governors	✓	✓	✗	✗
	59.	To appoint and remove co-opted governors	✓			
	60.	To appoint local authority governors	✓			

Area		Function	Level			
			1	2	3	4
	61.	To set up and publish a register of governors' business and pecuniary interests	✓	x	x	
	62.	To set the structure and remit of the governing board and any committees including governor appointment details, term of office and attendance record	✓			
	63.	To publish the structure and remit of the governing board and any committees including governor appointment details, term of office and attendance record	x	x	x	✓
	64.	To submit governor information to the DfE database of governors via Edubase	x	x	x	✓
	65.	To approve and set up a governors expenses scheme	✓	x	x	x
	66.	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	67.	To regulate the GB procedures (where not set out in law)	✓			
	68.	To agree governor induction and training programme	✓			
	69.	To review progress against strategic plan and evaluate governing board performance	✓			
Formal Collaboration	70.	To consider forming or joining a group of schools	✓			
Academies	71.	To consider approach and time scale to academy conversion	✓	✓		
	72.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓		
Federations	73.	To consider forming a federation or joining an existing federation	✓	✓		
	74.	Review of structure including any subsequent conversion to MAT status	✓			
Inclusion and equality	75.	To establish and approve a special educational needs (SEN) policy	✓			
	76.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	x	✓
	77.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	x	x	x	✓
	78.	To appoint a designated teacher for looked-after children	x	x	x	✓
	79.	To establish an accessibility plan and review it every three years	✓	x	x	✓
Safeguarding	80.	To have due regard to the need to prevent people from being drawn into terrorism and to	✓			

Area		Function	Level			
			1	2	3	4
		oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy				
	81.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗	