



**Brookfields**  
Specialist SEN School

Sage Road, Tilehurst, Reading, Berkshire RG31 6SW

Mrs Catherine Bernie, M Ed BA (Hons), Headteacher



# **Standing Orders of the Governing Board of Brookfields School 2023-2024**

Adopted by the full governing board on 13<sup>th</sup> September 2023.

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 the Governors' Handbook 2014.

## Related documents:

- Instrument of Government
- Membership list of current governors
- Annual governor timetable
- Terms of Reference for all committees
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2007 or School Governance (Constitution) (England) Regulations 2012 (delete as appropriate)
- The latest version of the Governance Handbook

*\* Text in italic type denotes recommended practice, not statutory requirement.*

### **Meetings of the Governing Body**

The full governing board will meet at least 6 times in each school year. (2 times per term). (Note: the FGB is legally required to meet at least three times in each school year).

At Brookfields School the Full Governors Meetings have a specific focus in line with the Ofsted headings:

1. Quality of Teaching, Learning & Assessment/Outcomes for pupils.
2. Effectiveness of Leadership & Management / Personal Development, Behaviour and Welfare.
3. Finance, Premises and External Partners.

1. Quality of Education
2. Behaviour and attitudes
3. Personal development
4. Leadership and management

There is also a Pay Committee meeting in the Autumn term to review the Headteacher's appraisal.

All governors are expected to attend the Full Governors Meetings.

**Agendas follow the Annual Governor Timetable – see Appendix 1.**

<b>13 September 2023</b>	<b>FGB</b>
<b>18 October 2023</b>	<b>FGB</b>
<b>6 October 2023</b>	<b>Finance, Premises and External partners</b>
<b>23 November 2023</b>	<b>Quality of Teaching, Learning &amp; Assessment</b>
<b>19 January 2024</b>	<b>Finance, Premises &amp; External Partners</b>
<b>24 January 2024</b>	<b>FGB + Finance + Quality of Teaching, Learning &amp; Assessment</b>
<b>6 March 2024</b>	<b>Personal development and wellbeing</b>
<b>15 March 2024</b>	<b>Finance, Premises &amp; External Partners</b>
<b>17 April 2024</b>	<b>FGB + Finance + Personal development and wellbeing. Governor visit day</b>
<b>22 May 2024</b>	<b>FGB</b>
<b>6 June 2024</b>	<b>Effectiveness of Leadership &amp; Management</b>
<b>21 June 2024</b>	<b>Finance, Premises &amp; External Partners</b>

**3 July 2024**

**FGB + Finance + Leadership & Management.  
Governor visit day**

**Convening the Meetings**

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 the matter is urgent and (b) any requisition signed by three governors.

**Notice of Meetings**

Written notice of meetings, together with the agenda and all associated documents, 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), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

**Attendance**

The clerk will keep a record of those governors and all other persons present at meetings of the governing board and any of its committees.

The following persons have the right to attend any meeting of the governing board:

A governor;

The headteacher of the school, whether or not that person is a governor;

An associate member; and

Such other persons as the governing board may determine.

**Quorum**

The quorum for a meeting of the governing board and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post. In calculating the quorum vacant positions on the governing board are not included. In calculating the quorum associate members are not counted.

Meetings which become inquorate will be discontinued.

**Alternative arrangements for governor participation at meetings**

The governing board, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings, for instance, by telephone or video conference.

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

Governors may participate and vote at meetings via video conferencing facility if they have indicated this in advance of the meeting and this facility is available.

**Decision-making**

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 individual.

Every question to be decided at a meeting of the governing board is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email 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 above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote

### **Withdrawal from meetings**

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

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.

### **Minutes of meetings**

The clerk must ensure that minutes of the governing board meeting are drawn up and signed (subject to the approval of the governing board) by the chair at the next meeting.

Copies of signed off minutes are held in the Headteacher's office.

*\* Within 7 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing board within 10 school days of the meeting.*

### **Clerk to the governing board**

The governing board must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing board's functions.

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

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

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

The governing board must elect a Chair and a Vice-Chair. When the position of Chair or Vice-Chair falls vacant the governing board must elect a new Chair or Vice-Chair at the next full governing board meeting. Before an election takes place the full governing board must decide the date on which the term of office of the Chair or Vice-Chair will end. The clerk will take the Chair when the Chair is being elected. Governors who work at the school and associate members cannot stand for election as Chair or Vice-Chair.

Elections for Chair must be held every two years at the second Full Governing Body meeting in the Autumn term but the new Chair and Vice-Chair will assume their roles from the 1<sup>st</sup> January in the following year to allow for an effective handover period. The Clerk acts as Chair for the vote, which is by a show of hands. The quorum for the election is half of the Full Governing Body.

***At Brookfields the norm is that if you stand as Vice Chair the expectation will be that you take on the role of Chair after one year. The outgoing Chair reverts to the role of Vice Chair for one year, before a new Vice Chair is elected. In this way continuity can be assured.***

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

This Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

Governors will be able to submit verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place

If there is more than one nominee, the remaining Governors will take a vote by a show of hands.

The nominee(s) will return to the meeting

The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to the Governors about their nomination and a further vote would be taken.

If there is still a tie, Governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### **Declaration of Interest**

\* Governors will declare any pecuniary interest or conflict of interest with any agenda item *at the beginning of the meeting.*

### **Pecuniary interests**

The governing board will maintain a register of business interests of its members. This register is filed in the school office. Details of business interests are also available on the school website.

### **Code of Conduct for West Berkshire governors**

Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors.

## **Governors' Expenses**

The governing board may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The Governors' Allowance policy is on the school website.

## **Committees, working parties and appeal panels**

### **Associate members**

The governing board may appoint associate members to serve on one or more committees (and to attend full governing board meetings). Associate members are not governors.

### **Committees**

A committee of the governing board is set up with delegated powers, with the governing board deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a full governing board meeting and minuted. The governing board remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a full governing board meeting. The Chair of each committee must also be appointed annually.

Quorum of committees      The Committee will be quorate with 3 Governors in attendance, 2 of whom should be a voting governor and 1 should be a non-staff governor. Associate members are not included in calculating the quorum

Headteacher      The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.

Clerk      The governing board must appoint a clerk to each committee.

## **Pay Committee**

Sam Jacob

Christine McLean

Tom McAuslin

Anne Murdoch

Charlotte Wilshire

Chair

Pay Committee Member

Pay Committee Member

Reserve Pay Committee Member

Clerk

The Pay Committee Terms of Reference are filed in the school office.

**Working parties**

A working party of the governing board may be set up with the governing board deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full governing board (or a relevant committee if responsibility has been delegated to a committee) for approval.



### **Appeal panels**

Under certain circumstances, the governing board will be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy the governing board has adopted will detail how the appeal panel is made up and how it functions.

### **Parent and Staff Governor Elections**

The governing board must agree the rules of the election and appoint a returning officer, usually the headteacher or Clerk.

The parent & staff governor election rules are held in the school office.

Charlotte Wilshire (Clerk to Governors) is the returning officer.

## Appendix 1 – Annual Governor Timetable

	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>
<b>FULL GOVERNORS</b>	<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Register of Business Interests/Skills Audit</li> <li>• Declarations - signing</li> <li>• Committee Membership &amp; Election of Committee Chairs/ Special Roles/Assignment of Key Stages</li> <li>• Committee Terms of Reference</li> <li>• Election of Chair and Vice Chair</li> <li>• Chairman's Comments</li> <li>• School Development Plan</li> <li>• Safeguarding - Single Central Record (to be signed by Safeguarding Governor termly)</li> <li>• Health &amp; Safety</li> <li>• Governors visits &amp; training– in 2<sup>nd</sup> meeting of term</li> <li>• Future Accommodation Plans</li> <li>• Head Teachers Report– in 2<sup>nd</sup> meeting of term</li> <li>• Rights Respecting School</li> <li>• Pupil Premium</li> <li>• Year 7 Catch Up</li> <li>• Sports Premium Funding</li> <li>• School Council</li> <li>• Disciplinary / grievance / conduct</li> <li>• Admissions Policy</li> <li>• Financial Management</li> <li>• Health &amp; Safety Policy</li> <li>• Capability of Staff</li> <li>• Appraisal Policy <b>KEEP STAFF INFORMED OF ANY CHANGES</b></li> <li>• Data Protection Act &amp; Freedom of Information policy</li> <li>• Behaviour Principles</li> <li>• Child Protection &amp; Safeguarding</li> <li>• Whistleblowing</li> <li>• Skills Audit (Capability Development Framework when vacancy)</li> <li>• Finance gov to report back on Finance TOR</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman's Comments</li> <li>• Safeguarding - Single Central Record (to be signed by Safeguarding Governor termly)</li> <li>• Health &amp; Safety</li> <li>• Future Accommodation Plans</li> <li>• Head Teachers Report– in 2<sup>nd</sup> meeting of term</li> <li>• SFVS (31<sup>st</sup> March)</li> <li>• Skills Audit - Financial</li> <li>• Rights Respecting School</li> <li>• Pupil Premium</li> <li>• Year 7 Catch Up</li> <li>• Sports Premium Funding</li> <li>• School Council</li> <li>• Governors visits &amp; training– in 2<sup>nd</sup> meeting of term</li> <li>• Special Education Needs</li> <li>• Supporting Pupils with medical conditions</li> <li>• Pay Policy <b>KEEP STAFF INFORMED OF CHANGES</b></li> <li>• Finance gov to report back on Finance TOR</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman's Comments</li> <li>• Budget Outcome : 23-24 – in 1<sup>st</sup> meeting of term</li> <li>• Budget Plan : 24-25– in 1<sup>st</sup> meeting of term</li> <li>• School Development Plan</li> <li>• Safeguarding - Single Central Record (to be signed by Safeguarding Governor termly)</li> <li>• Health &amp; Safety – consider audit report &amp; monitor progress.</li> <li>• FGB approve programme of all Offsite visits for 23/24 prior to submission to Evolve</li> <li>• Future Accommodation Plans</li> <li>• Head Teachers Report – in 2<sup>nd</sup> meeting of term</li> <li>• Rights Respecting School</li> <li>• Pupil Premium</li> <li>• Year 7 Catch Up</li> <li>• Sports Premium Funding</li> <li>• School Council</li> <li>• Governors visits &amp; training– in 2<sup>nd</sup> meeting of term</li> <li>• Review of Effectiveness of Governing Body over last 12 months</li> <li>• Annual Governance Statement</li> <li>• Finance gov to report back on Finance TOR</li> </ul>
<b>T&amp;L</b>	<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• School Aims</li> <li>• Pupil Premium/Yr 7 Catch up/Sports Premium</li> <li>• Rights Respecting School</li> <li>• Prevent Duty</li> <li>• Data Update</li> <li>• Teaching Observation Data</li> <li>• Curriculum Update</li> <li>• Behaviour Principles</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil Premium/Yr 7 Catch up/Sports Premium</li> <li>• Rights Respecting School</li> <li>• Data Update</li> <li>• Teaching Observation Data</li> <li>• Curriculum Update</li> </ul>	<ul style="list-style-type: none"> <li>• School Development Plan</li> <li>• Data, Assessment &amp; Moderation</li> <li>• Pupil Premium/Yr 7 Catch up/Sports Premium</li> <li>• Rights Respecting School</li> <li>• Data Update</li> <li>• Teaching Observation Data</li> <li>• Curriculum Update</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Performance Management</li> <li>• CPD update</li> <li>• Staff Absence</li> <li>• Staff Turnover and Recruitment</li> <li>• CPD &amp; Additional Qualifications</li> <li>• Disciplinary / grievance / conduct</li> <li>• Capability of Staff</li> <li>• Appraisal Policy <b>KEEP STAFF</b></li> </ul>	<ul style="list-style-type: none"> <li>• CPD update</li> <li>• Staff Absence</li> <li>• Staff Turnover and Recruitment</li> <li>• CPD &amp; Additional Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• School Development Plan</li> <li>• CPD update</li> <li>• Staff Absence</li> <li>• Staff Turnover and Recruitment</li> <li>• CPD &amp; Additional Qualifications</li> <li>• Pay Policy</li> </ul>

	INFORMED OF ANY CHANGES		
<b>FINANCE &amp; PREMISES</b>	<ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Tour of School</li> <li>• Health &amp; Safety</li> <li>• Pupil Premium</li> <li>• Headteachers monthly checklist (3 x per year)</li> <li>• Review school lettings charges (price increases in Jan)</li> <li>• Funding &amp; Fees</li> <li>• Register of Authorising Officers</li> <li>• Inventory</li> <li>• <b>Health &amp; Safety Policy</b></li> <li>• <b>Financial Management</b></li> <li>• Review practise &amp; procedures of previous Finance TOR).Finance Governor /ABN to meet and run through Finance TOR termly &amp; report back to FGB (arrange before Finance FGB).</li> <li>• Fundraising trailblazer update</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• SFVS (31<sup>st</sup> March)</li> <li>• Budget update and proposed virements</li> <li>• Skills Audit - Financial</li> <li>• Pupil Premium</li> <li>• Headteachers monthly checklist (3 x per year –as per minutes 18/11/15)</li> <li>• Update on School lettings</li> <li>• Funding &amp; Fees</li> <li>• Review practise &amp; procedures of previous Finance TOR).Finance Governor /ABN to meet and run through Finance TOR termly &amp; report back to FGB (arrange before Finance FGB).</li> <li>• Fundraising trailblazer update</li> </ul>	<ul style="list-style-type: none"> <li>• Tour of School</li> <li>• Budget Outcome : 22-23</li> <li>• Budget Plan : 23-24</li> <li>• School Development Plan</li> <li>• Health &amp; Safety</li> <li>• Headteachers monthly checklist (3 x per year)</li> <li>• Update on School lettings</li> <li>• Funding &amp; Fees</li> <li>• Review practise &amp; procedures of previous Finance TOR).Finance Governor /ABN to meet and run through Finance TOR termly &amp; report back to FGB (arrange before Finance FGB).</li> <li>• Fundraising trailblazer update</li> </ul>
<b>COMMUNITY PARTNERSHIP (Finance meetings)</b>	<ul style="list-style-type: none"> <li>• After School Club</li> <li>• Holiday Club</li> <li>• Youth Club</li> <li>• Community Partners</li> <li>• Pathway to Employment</li> </ul>	<ul style="list-style-type: none"> <li>• After School Club</li> <li>• Holiday Club</li> <li>• Youth Club</li> <li>• Community Partners</li> <li>• Pathway to Employment</li> </ul>	<ul style="list-style-type: none"> <li>• After School Club</li> <li>• Holiday Club</li> <li>• Youth Club</li> <li>• Community Partners</li> <li>• Pathway to Employment</li> </ul>