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2025/26
School
Governor
Services

Circle Model of Governance



FAIRBURN VIEW PRIMARY SCHOOL

Circle Model

Terms of Reference and Standing Orders

(Circle Model – Whole Governing Body of Fairburn View Primary School)

The Governing Body will always operate in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools, the Local Authorities Financial Regulations and Procedures and all other relevant legislation. These Terms and Standing Orders will be reviewed at least annually.

These documents were agreed by the Body at their meeting held on

Tuesday, 26 November 2024

Reviewed Date: 09 October 2025

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Circle Model – Whole Governing Body Approach

The Governing Body (known as the Body) works collectively as a ‘whole team,’ meeting six times per year, once in each term, without any separate committees. An annual planner and agenda for each meeting will include all the tasks which the Body is required to consider, and the Body may ‘commission’ assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any ‘commissioned’ working groups will have drafted agreed terms of reference (which will be incorporated within this document) and will report any findings, actions or recommended decisions to the Body at its next meeting. These reports will in turn inform collective strategic decision making by the Body.

In addition to ‘commissioning’ activities or actions on their behalf, the Body, to ensure its core functions are fulfilled, will delegate monitoring responsibilities to ‘monitoring pairs’ or ‘individuals.’ These include the Department for Education (DfE) identified as should have (unless there is a very good reason not to) individual roles and those focused on the priorities of the School Plan. The Body recognises the delegated monitoring individuals/pairs are replacing committees in terms of challenge, responsibility and accountability when undertaking their monitoring and reporting back to the Body. The Body recognizes that all decisions are made by the full Body and no financial delegated authority is given to monitoring pairs. Meetings of the Body and delegated individuals/ pairs will be considerate of the well-being of staff and Executive lead/headteacher by referring to the DfE teacher workload reduction toolkit.

In each case where a function has been delegated there is a statutory duty for the delegated governor/s to report, by written monitoring reports, any findings, actions or recommended decisions to the Body in time for its next meeting to enable informed collective strategic decision making.

The Body meets at least six times a year, considers monitoring reports and recommendations, makes decisions and conducts routine business.

1. Terms of Reference	The Governing Body
2. Terms of Reference	Governance Professional
3. Terms of Reference	Headteacher / Executive Leader
4. Terms of Reference	Monitoring Pairs
5. Monitoring visits policy for a Circle model [year]	separate document
6. Model Body Code of Conduct for [year]	separate document
7. Terms of Reference	Monitoring the School Budget
8. Terms of Reference	Panel Hearings
9. Terms of Reference	Headteacher Performance Management Group
10. Terms of Reference	Pay Committee
11. Standing Order	For Governing Body Meetings
12. Standing Order	Election of the Chair and Vice Chair
13. Standing Order	Appointment of Co-opted Governors
14. Standing Order	Virtual Governance Meetings

FAIRBURN VIEW PRIMARY SCHOOL

1. Terms of Reference for the Governing Body

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Body has resolved to conduct **all** its business as a Body, and to work collectively without committees.

The Body will appoint the DfE identified individual delegated governor roles of Safeguarding; SEND; Health & Safety; Finance; to report back on their findings, as well as the delegated monitoring pairs to focus and report back, in replacement of a committee, on the school improvement priorities. In addition, the Body may consider it important, from a best practice perspective, although not statutory, to add delegated/link governors for whole school wellbeing, Children in Care, culture, sustainability and early years.

The Body has three strategic core functions:

- that the vision, ethos and strategic direction of the school are clearly defined.
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

The main responsibilities to be managed by the Governing Body are outlined below:

(Items in bold may be delegated and reported back to the Full Governing Body (FGB))

GB Operational Business

- To ensure focus on the three strategic core functions.
- To draw up the Instrument of Government and any amendments thereafter
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office; this will be a period of one or two years. The end of term of office dates **must** be recorded in the FGB Minutes.
- Elect (or remove) the Chair and Vice Chair.
- To appoint (or dismiss) the Clerk to the Body.
- To hold at least 6 Body meetings each year for school business.
- To appoint Co-opted governors.
- To appoint the LA nominated governor (in maintained schools)
- To suspend or remove/recommend removal of a governor. LA and foundation governors can only be removed by their appointing body or approval body.
- To decide which functions of the Body will be delegated to individuals or monitoring pairs in replacement of a committee, based on school priorities, and to appoint into the roles.
- To appoint the DfE identified individual required roles of Safeguarding, Filtering and Monitoring; SEND, Health & Safety, and Finance) based on skill set and expertise.
- **To receive reports from any pair or individual to whom a delegation has been made (this being a statutory duty) and to consider whether any further action or decision by the Body is necessary.**
- To review the delegation arrangements annually.
- To annually review and approve the Body monitoring visits policy and monitoring schedule.
- Appoint a recruitment selection panel for Headteacher/ Executive Leader/ Deputy Headteacher and ensure at least one of the panel members has completed Safer Recruitment Training.
- To approve or decline decisions of appointed selection panel.

	<ul style="list-style-type: none"> • To recruit, for Body approval, new governors as vacancies arise ensuring the Body has all the necessary skills to be effective. • To set up and publish on the school’s website a register of Governors’ Business Interests and ensure this is kept up to date and declared at relevant meetings. • To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, and are met and updated as necessary. • To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary and is accurate with the details published on the school website. • To ensure all Governors have an enhanced DBS and Section 128 check. • To approve the Body Code of Conduct and ensure all Governors abide by its principles. • To approve and set up a Governors’ Allowances Scheme. • To regulate and agree the Body procedures where not set out in law and record these as Standing Orders. • To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order. • To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference. • To agree and arrange a suitable induction process for approval and mentoring for newly appointed or elected governors. • To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training. • To regularly audit and evaluate the impact of governance to inform the structure of the Body. • To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
<p>General</p>	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones; monitoring against an agreed Body monitoring schedule. • To determine whether to publish a home-school agreement (no longer a statutory requirement). • To review regularly how the school is regarded by pupils and parents and other stakeholders. • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. Some policies may be delegated for review to delegated individuals/pairs for recommendation to Body for approval. • To collectively approve statutory policies, ensuring their impact and compliance. • To ensure there is a school process and procedure in place for approval and ensuring the safety and welfare of the pupils, staff, and volunteers for school visits.

	<ul style="list-style-type: none"> • To approve any school trips overseas; trips involving travel by air or by sea and trips involving one night's absence or more. • To ensure the school has an up to date FGB approved Complaints Procedure, published on the school website with parents knowing how to raise concerns and make a complaint. • To have regard to the professional advice given by the Clerk • To ensure that the Body complies with all other legal duties placed upon them as shown and updated within the Governance Handbook. • To ensure the Body has in place strategies and monitoring to consider the whole school wellbeing, culture and early years.
Inclusion and Equality	<ul style="list-style-type: none"> • To comply with statutory duties from the SEND code of practice and the most recent edition of Keeping Children Safe in Education (KCSIE) KCSIE in respect of pupils with special needs by appointing a SEND governor. • To abide by the Equality Act 2010 • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, disability or sexual orientation. <i>VA schools are entitled to identify the post of some staff as open to practicing members of their denomination only.</i> • To receive reports on bullying, homophobic and racial incidents.
Safeguarding	<ul style="list-style-type: none"> • To ensure statutory compliance with the most recent edition of KCSIE and its associated policies including adopting and reviewing annually the most recent edition of the KCC child protection policy and relevant procedures • To comply with statutory duties from the most recent edition of KCSIE by appointing DfE identified Safeguarding and SEND governors. • To ensure all governors have read at least Part Two of the most recent edition of KCSIE. • To ensure every governor has understood at least the most recent edition of KCSIE Part 2. • To receive confirmation that every member of school staff has read and understood the most recent edition of KCSIE Part 1. • To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy. • To ensure all Governors have undertaken Prevent training. • To receive the safeguarding annual report to the Body • To annually review and evaluate the completed Safeguarding Review ensuring any follow up actions are monitored and completed.

<p>Curriculum</p>	<ul style="list-style-type: none"> • Ensure the National Curriculum is taught to all pupils. • To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life. • To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact. • To ensure a full curriculum is delivered. • To establish a charging and remissions policy for activities. • To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain. • To consider recommendations from external reviews of the school (e.g. Ofsted, School Improvement Advisers, Governor Services), reviewing and evaluating any agreed actions to ensure impact.
<p>Budget</p>	<ul style="list-style-type: none"> • To ensure all financial decisions above those delegated by the Body to the Headteacher are agreed at Body meetings. • To ensure compliance with the LA scheme for financing local authority schools. • To operate within LA's Financial Regulations and Procedures • To analyse and recommend the annual budget. • To approve the first formal budget plan each financial year by 31 May any year. • To analyse and recommend a three-year budget which shows clear links to the School Improvement Plan. • To approve a 3-year budget which shows clear links to the School Improvement Plan by 30 September of any year. • To engage in strategic decision making. • To approve, monitor and submit to the LA from April a recovery plan where revenue deficit rises above 5% on 31st March of any year. • To approve and review for impact and delivery a costed school improvement plan. • To annually, in the Autumn term, approve and then regularly review the financial risk register. • To annually review and approve the Finance Policy and LA recommended levels of delegation. (Monitoring pairs should not approve spending – this must be a full Body decision). • To undertake financial benchmarking and report back to the Body. • To annually review and approve the Charging and Remissions policy. • To enter into contracts following agreed financial limits and processes with FGB approval over amounts as agreed in the Financial Management Policy ensuring three submitted quotations for any purchase/contract and document in FGB Minutes. • To approve virement criteria and financial limits above which the approval of the FGB is required. • To approve any assets to be written off and disposed of, at a FGB meeting and document within the Minutes. • To approve debts up to £1,000, which are to be written off, after every effort has been made by the Headteacher and Governors to recoup the monies, with the decision made and documented in Minutes. • To make decisions in respect of service agreements following agreed delegation of financial limits and insurance limits and document in Minutes.

	<ul style="list-style-type: none"> • To draft, approve, and submit the SFVS by 31st March and ensure remedial actions are cleared within specific deadlines. • To receive six monitoring reports at Body meetings with commentary, from the operational business lead, which will include the impact of any change, both positive and negative to the 3-year budget plan. • For the Chair to receive monthly budget reports. • To effectively manage and review resources for financial efficiencies and maximise pupil outcomes ensuring value for money. • To monitor, audit and evaluate all school policies and procedures related to fraud and document compliance in Body minutes. • To agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent (i.e. PE and sports premium and the pupil premium and Covid 19 catch-up premium). • To appoint a finance governor or monitoring pair with financial skills. • To ensure financial succession planning within the Body. • To review and take account of any consultations to change the LA Scheme for Financing Maintained Schools.
Staffing	<ul style="list-style-type: none"> • To consider structural solutions upon resignation/retirement of Executive Headteacher seeking the advice and support of the LA prior to decision making. • To appoint Executive Leader/ Headteacher and Deputy Headteacher appointments and starting salary, subject to necessary checks, following recommendations from the Body approved selection panel and considering advice from LA external adviser. • To annually determine the staff complement. • To annually agree a pay policy, which has been approved by the unions, and any pay discretions in following the STPCD (School Teacher’s Pay and Conditions Document). • To annually review the impact of and implementation of the Pay and Reward policy. • To establish and review procedures for addressing staff discipline, conduct, grievance, bullying & harassment and pay. • To establish a governor panel to hear staff appeals against dismissal, redundancy, grievances, bullying & harassment and pay. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher as determined within the policy. • To determine dismissal payments/early retirement.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve the Appraisal Policies ensuring the match the Terms of Reference. including the criteria and framework for pay decisions and review these provisions annually. • To determine the annual budget for pay and any uplift to be applied to the school’s pay scales for teachers and support staff. • To determine which functions are to be delegated to the pay committee/headteacher. • To determine the timing of the Headteacher appraisal review cycle (best practice before 31st December each year). • To appoint the Headteacher Performance Management Panel (HTPM) following the best practice of 3 skilled or trained governors, to include the Chair of the Body. The Chair of the Body must not be appointed as the Chair of the panel. The Vice Chair must not sit on this panel alongside the Chair.

	<ul style="list-style-type: none"> • To appoint, in order to assist the panel, an external adviser for advice and support, on the headteacher's appraisal and to consult that adviser on setting objectives for the headteacher. • To undertake the Executive Headteacher appraisal. • To take into account the Headteacher Standards for Excellence. • To appoint the pay panel of three skilled and knowledgeable governors as best practice, ensuring different governors serve on the pay panel to those that serve on the HTMP Panel. • To undertake the pay panel process. • To agree total pay award following recommendation from pay panel. • To agree any pay award for the Headteacher/ Executive Leader following recommendation from the Headteacher Performance Management Panel. • To monitor the application and effectiveness of the policy, ensuring pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly and objectively. • To ensure the school meets its statutory and contractual obligations with regards to pay.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. • To direct the reinstatement of excluded pupils. • To consider the findings of any Independent Review Panel
Premises & Insurance	<ul style="list-style-type: none"> • To develop and approve a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA, where appropriate, to ensure adequate levels of buildings insurance and personal liability. • To receive annual site development report.
Health & Safety	<ul style="list-style-type: none"> • To establish and approve a Health & Safety policy. • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive the annual Health & Safety Inspection report and agree any actions. • To receive the required H&S inspection report 3 times a year – to include: <ul style="list-style-type: none"> • Recent health and safety incidents and actions taken. • Planned preventative maintenance. • Status of key compliance areas (fire, legionella and asbestos) • To receive the written Health & Safety Governor monitoring visit report for consideration three times a year.

Admissions	<ul style="list-style-type: none"> • To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions. • Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received. A Body of a community or VC school can object to the Adjudicator if they disagree with their PAN (which will be set by the LA as admission authority).
Collective Worship	<ul style="list-style-type: none"> • To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. • To ensure the school provides an act of broadly Christian daily collective worship. In some maintained schools without a designated religious character, the family backgrounds of some or all pupils may lead the Executive Leader and Body to conclude that broadly Christian collective worship is not appropriate. The Executive Leader can apply to the local Standing Advisory Council on Religious Education (SACRE) to have the broadly Christian requirement disapplied and replaced by collective worship distinctive of another faith and should consult the Body before doing so.
School Organisation	<ul style="list-style-type: none"> • To set the time of the school sessions and the dates of school terms and holidays (except community and VC schools where this is the LA's responsibility). • To publish proposals to change category of school. • To propose to alter or discontinue voluntary, foundation or special school status.
Information for Parents	<ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents up to date with school information. • To adopt and review home school agreements.
Collaborations	<ul style="list-style-type: none"> • To consider forming or joining a group of schools
Federations	<ul style="list-style-type: none"> • To consider forming a federation or joining an existing federation, seeking LA advice and support before completing due diligence. • To consider requests from other schools to join an existing federation, seeking LA advice and support before completing due diligence • To leave a federation seeking LA advice and support.
Extended Services	<ul style="list-style-type: none"> • To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision.

**Membership of the Governing Body to comply with the Instrument of Government.
See IoG and current governors in post on the school website, GIAS and Wakefield Traded Services**

Agreed by the Governing Body (Date) (IOG)	28	09	2021
Review Date			
Quorum: one half of the number of governors in post (rounded up)			5
Name:			
		Appointment Date	
Rachel Ash	25 th April 2023		
Alex Webb (HT)	1 st January 2025		
Danny Bullock	4 th July 2023		
Alex Clayton	12 th April 2024		
Nathan Connell	19 th September 2023		
Jonathan Foster	24 th May 2022		
Laura Hargreaves	1 st October 2024		
Melinda Rudge-Priestley	12 th July 2022		
Leanner Preval	11 th June 2025		

FAIRBURN VIEW PRIMARY SCHOOL

2. Terms of Reference for the Governance Professional

The Governance Professional (also referred to as the Clerk) is expected to work within the following terms of reference. The Governing Body uses the services of Wakefield Traded Services, School Governance Services and the Governance Professional's expectations, standards and performance management are included within the Clerking Service, Service Level Agreement

Guiding Principles

- The Governance Professional is accountable to the Governing Body.
- Governors and the Headteacher cannot be employed as the Governance Professional to the Body whilst holding office.

The main responsibilities of the Governance Professional are:

- To work effectively with the Chair and Vice Chair of Governors, the other governors and the Headteacher/Executive Headteacher to support the Body.
- To keep up to date and advise the Body on constitutional and procedural matters, powers and duties as outlined within legislation, statutory guidance and the DfE maintained school governance guide.
- To support the Body to develop a culture where challenge is welcomed.
- To convene meetings of the Body ensuring they are quorate.
- To produce agendas for the meetings working with the Chair of Governors, Vice Chair of Governors and Headteacher.
- To attend meetings of the Body and ensure minutes are taken.
- To ensure the Chair of Governors, Vice Chair of Governors and Headteacher receives the draft minutes for approval within four working weeks.
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To provide guidance in terms of the website published requirements for governance by ensuring the information is supplied to the Headteacher/school staff who have responsibility for ensuring the school's website is kept up to date.
- To collect the required details for the Governors National Database (GIAS) and ensure the information is supplied to the Headteacher/school staff who have responsibility for ensuring it is kept up to date (available via Wakefield Traded Services).
- To maintain a register of members of the Body and report vacancies to the Body.
- To keep the Wakefield Traded Services database up to date with details of the members of the Body.
- To provide guidance to the access of information available on Wakefield Traded Services for the school to ensure details are included on the register of attendance to be published on the school website and report non-attendance to the Body.
- To give and receive notices of meetings in accordance with relevant regulations.
- To perform such other functions as may be determined by the Body from time to time.
- To undertake appropriate professional development.
- If, in exceptional circumstances, the Governance Professional is unable to attend the meeting, the governors present at the meeting may appoint a member of the Body (but not the Headteacher or the Chair) to act as Clerk for that meeting.

Agreed by the Governing Body

Date 26/11/24

Review

Date 09/10/25

FAIRBURN VIEW PRIMARY SCHOOL

3. Delegation of Functions to Headteacher/ Executive Leader

The delegation to the Headteacher/ Executive Leader ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Headteacher/Executive Leader is expected to work within the following terms of reference, and to provide the Body with such reports in connection with his or her functions as the

Body requires

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to an agreed limit of £5,000 as set out in the school finance policy. • To enter into contracts up to the limit of £75,000 with three quotes for any tender. • To make virements as set out and agreed in the school finance policy. • To monitor monthly expenditure. • To make payments. • To ensure the Body receives 6 budget monitoring reports every year. • To ensure monthly budget reports are sent to the Chair of Governors.
Staffing	<ul style="list-style-type: none"> • To appoint teachers and non-teaching staff. • To establish disciplinary, capability and grievance procedures. • To suspend staff. • To initially dismiss staff. • To produce and maintain a central record of recruitment and vetting checks, to also include those involved in school governance.
Curriculum	<ul style="list-style-type: none"> • To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. • To establish and implement a Curriculum policy. • To decide which subject options should be taught. • To be responsible for standards of teaching. • To be responsible for each individual child's education. • To agree and review the content of any Relationships Education to ensure it meets statutory requirements and to approve a written policy for its delivery. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To formulate and implement an Appraisal policy. • To make pay decisions in line with the pay policy and legal requirements • To carry out appraisal of other teachers (or delegate to line managers in the school)
Standard Setting	<ul style="list-style-type: none"> • To set standards and predictions for pupil achievement and progress.
Religious Education	<ul style="list-style-type: none"> • To provide Religious Education in line with school's basic curriculum.
Collective worship	<ul style="list-style-type: none"> • To ensure, after consultation with the Body, that all pupils take part in a daily act of collective worship.

Health & Safety	<ul style="list-style-type: none"> To ensure that Health & Safety regulations are followed. 		
Discipline/ Exclusions	<ul style="list-style-type: none"> To draft the content of the school behaviour policy and publicise it to staff, students and parents. 		
Inclusion and Equality	<ul style="list-style-type: none"> To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENCO) To appoint a designated teacher for looked-after children 		
School Organisation	<ul style="list-style-type: none"> To ensure that the school meets for 380 sessions in a school year. Where determined by the Body, to ensure that school lunch nutritional standards are met. To draft and implement a data protection policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office To ensure the statutory required information is uploaded to the school website. Maintain a register of pupil attendance. To publish on the website the drafted structure and remit of the Body, including governor appointment details, term of office and attendance record To submit governor information to the DfE database of governors (GIAS) 		
Information for Parents	<ul style="list-style-type: none"> To ensure that the school keeps parents and prospective parents up to date with school information. To ensure that free school meals are provided to those pupils meeting the criteria. To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. To ensure that a report on each child's educational achievement is forwarded to parents /guardians. 		
Extended Schools	<ul style="list-style-type: none"> To put into place the additional services provided. To ensure delivery of services provided. 		
Agreed by the Governing Body		Date	26/11/24
Review		Date	09/10/25

4. Terms of Reference for Individuals or Monitoring Pairs

Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Governor Monitoring Visits for a Circle Model Policy and the Governor Code of Conduct.

It is a statutory duty in legislation to report back at the next meeting following a monitoring visit. From legislation for LA schools, the Circle Model delegated governors do not have any financial responsibility or powers for authorising any school spending amounts on behalf of the Body. A delegated governor or monitoring pair have the responsibility to hold the school and Executive Headteacher to account for the areas delegated and report back in writing to the Body to enable further scrutiny. The Body has the responsibility to ensure the individual governor/monitoring pair are fulfilling their roles.

To monitor an identified area on the School Improvement Plan or a DfE identified function of the Body and report back to the Body, ensuring all the constructive challenge which would have taken place in a committee is captured and evidenced within the written report.

It is expected that 3 monitoring visits will be made to the school during the year by each governor, unless school circumstances necessitate more, such as finance in order to meet SFVS/audit requirements. Not all visits necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed. Governors will follow DfE guidance in relation to performing their monitoring roles. This may include the need to consider monitoring virtually.

Individual/ Monitoring Pair Responsibilities:

- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure full understanding of the delegated role.
- To ensure holding to account by key questions asked against the statutory regulations, with answers documented.
- To ensure holding to account by the questions which would have been asked as part of a committee meeting are undertaken within the visit with the answers documented and reported back to the Body as part of the next meeting supporting papers.
- To ensure any Body meeting follow up actions are completed and documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the priority milestone or statutory duties.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the agreed terms of reference within this document.

Reports will be submitted for factual check and comment by the Headteacher and the Chair within the school within one week of the visit, and then be lodged with the Governance Professional for distribution as soon as possible, at least seven days before the next Body meeting.

The following delegated DfE identified governor roles need to be appointed by the Body:

- Safeguarding
- Filtering and Monitoring
- SEND

- Health & Safety
- Finance
- Pupil Premium

And to focus on the development needs of the Body

- Training and development
- Before undertaking any monitoring, governors will read the Monitoring policy, Body Code of Conduct and the school Staff Code of Conduct
- Having delegated governors does not reduce the collective accountability of the Body for all its functions. The Body will need to ensure that its agenda and reporting mechanisms enables ALL Body members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed decision making.

School Plan Priorities

Training & Development	Jonathan Foster		
Safeguarding (including Child Protection)	Melinda Rudge-Priestley		
Pupil Premium	Danny Bullock		
SEND	Rachel Ash		
Health & Safety	Laura Hargreaves		
Mental Health and wellbeing	Rachel Ash		
Sports Premium	Alex Clayton		
CIC	Melinda Rudge-Priestley		
Filtering and Monitoring	Nathan Connell		
Agreed by the Body on	Date	26/11/24	
Review Date	Date	09/10/25	

5.& 6. Governor Monitoring Visits Code of Conduct & Governing Body Code of Conduct for FAIRBURN VIEW PRIMARY SCHOOL

The Body agree to follow the agreed principles and procedures of these policies adopted on 1st October 2024.

Review Date	Date	09/10/25
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7. Terms of Reference for the Monitoring of the School Budget

A pair of governors or an individual will be assigned to strategically monitor the financial management of the school on behalf of the Body. They will statutorily report back their findings to the Body. The finance governors do not have any financial authorisation for spending any delegated monies on behalf of the Body.

Six monitoring visits should be made each year, ensuring all financial questions and answers are captured within the subsequent report to enable collective decision making. These will correspond with the FGB six times a year budget monitoring evaluation. The expectation is for three monitoring visits to be in depth and three lighter touch. The visits and reports should include monitoring of the following:

- To maintain an up to date ‘balanced’ three-year budget plan, which shows clear links to the ‘School Improvement’ and ‘Staffing’ plans. Any recovery plan for budget with a deficit must be monitored for implementation and impact.
- To monitor the impact of the costed school improvement plan in relation to the budget spend.
- To annually, in the Autumn term, review and recommend to the Body the financial risk register and regularly review.
- To undertake six monitoring visit reports on the financial monitoring and rollover to the full Body, highlighting any significant variances and their impact on the three-year budget plan. This is alongside the financial operational leads budget monitoring sheet and accompanying commentary.
- To evaluate any virement recommendations and report for Body for decision making against limits in the agreed finance policy.
- To evaluate and recommend the annual budget for approval to the Body.
- Analyse, report and recommend on purchases and tenders for contract services above
 - £75,000 for Body decision.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the Body.
- To evaluate proposed expenditure as set out within the delegated limits following recommendations from the Headteacher and present to the Body for approval.
- To draft the **Schools Financial Value Standard (SFVS)** following discussions with the bursar, using the support tools, for Body approval before the required submission date.
- To monitor and report to the Body on any SFVS remedial actions to ensure they are cleared within specified deadlines.
- To monitor, audit and evaluate all school policies and procedures related to fraud and report to the Body.
- To evaluate the school budget monitoring sheets six times a year (SFVS/audit requirements) in discussion with the school business operational lead and report to the Body.
- To be strategically actively engaged in monitoring value for money and report back any recommendations to the Body to ensure effective financial resources and efficiencies to maximise pupil outcomes.
- To monitor benchmarking both locally and nationally and report to Body.
- To monitor and evaluate the management of the Voluntary Fund, receive the audited accounts and report to the Body.
- To monitor the spend of extra funding such as pupil premium, Covid 19 catch-up funding, and sports premium, ensuring its use has impact Review Finance Policy, Lettings Policy, Whistleblowing Policy,

Governor Allowance Policy, Charging and Remissions Policy, making recommendations to the Body.

- Ensure annual Governor financial skills audit is undertaken and evaluated.
- Review the business continuity plan making recommendations to the Body.
- To ensure compliance with the KCC scheme for financing schools and report to the Body
- Review compliance audit reports, ensuring the Body follows recommendations and actions.
- To make regular reports to the Body and ensure that all Body financial decisions are recorded correctly in the Body minutes.
- *Any additional items which individual Body's may wish to include.*

Names of Monitoring Pair or Individual

Jonathan Foster

Agreed by the Body on

Date

26/11/24

Review

Date

09/10/25

FAIRBURN VIEW PRIMARY SCHOOL

8. Terms of Reference for Panel Hearings

- To make any decisions under the Body's personnel procedures e.g. disciplinary, grievance, capability, bullying & harassment, where the Headteacher is the subject of the action.
- To make any decisions under the Body's personnel procedures e.g. disciplinary, grievance, capability, bullying & harassment unless delegated to the Headteacher.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Body in relation to staff redundancy and redundancy appeals.
- To make any determinations on behalf of the Body in relation to any pay appeal.
- To make any determination or decision under the Body's School Complaints Procedure.
- To consider any representations by parents in the case of an exclusion (in accordance with the Statutory DfE Exclusions Guidance).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (in accordance with the Statutory DfE Exclusions Guidance).
- All panels are to be convened by the Governance Profession/Administration Officer.
- All panels will follow the relevant Body approved policy, procedure and guidance.
- All panellists will undergo training to understand their roles and responsibilities.
- All panellists will be unbiased and understand the remit of their decision making as described within the relevant policy.

NB

- **Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.**
- **Staff governors should not sit on panels.**

Membership [not less than 3]

Any three governors from a pool of governors [comprising the whole Body], who are:

1. Suitably qualified to undertake the role, and not tainted.
2. Available on the date specified.

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Agreed by the Body on	Date	26/11/24
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9. Terms of Reference for the Headteacher Performance Management Committee

- As a point of best practice to meet annually before the 31st of December each year with the Headteacher and a FGB appointed, suitably experienced, qualified and independent external adviser to assist the panel for advice and support on the headteacher appraisal and to consult that adviser on setting objectives for the headteacher. In following best practice, the Headteacher appraisal will be the first staff appraisal performed to enable Headteacher objectives to be reflected within other whole school staff performance management objectives to drive the school forward.
- Inform the Headteacher of the standards against which their performance will be assessed.
- To review, in consultation with the independent external advisor, the performance of the headteacher against the agreed appraisal objectives.
- To determine the recommendation on pay progression for approval by the FGB.
- To consult with the independent external advisor to set challenging but achievable headteacher appraisal objectives for the coming year ensuring they are specific, measurable, attainable, relevant and time-bound (SMART).
- Objectives should as far as possible be reached by agreement. However, where a joint determination cannot be made the HTPM panel will make the determination, following consultation with the external adviser, with the provision for the Headteacher to record any disagreement if required.
- To prepare and agree the Headteacher appraisal review statement, and report to the Body the completion of the process.
- To make recommendations to the Body in respect of pay progression.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.

Where serious weaknesses are identified in the Headteachers performance then this procedure should cease and the issues will be managed within the school's formal capability procedure.

The appraisal process will be re-commenced when the Headteacher's performance has reached the required standard.

Neither the headteacher nor staff governors may serve on this group.

Membership: 3 governors, including the Chair of the Body, though not the Vice Chair as well. The Chair of the Body will not take the role of the panel/committee Chair.

Neither the Headteacher nor staff governors may serve on this group.

Jonathan Foster (Chair of Committee)

Alex Clayton

Agreed by the Body on	Date	26/11/24
Review	Date	09/10/25

FAIRBURN VIEW PRIMARY SCHOOL

10. Terms of Reference for the Pay Committee

The Body will delegate all pay decisions in accordance with the school's Pay Policy.

- To determine the pay progression to be awarded to individuals as delegated within the Pay Policy.
- To apply the criteria set out in the school's Pay Policy and consider fully the recommendations made by the Headteacher regarding an individual's pay.
- To ensure all employees are made aware of the outcome of their individual pay review in writing within ten days of the decision making.
- Where decisions are made by a Pay Committee the Headteacher may provide professional advice and guidance to the panel to assist with decision making.
- To consider fully all recommendations made by the Headteacher regarding an individual's pay progression.
- To maintain an accurate written record of all meetings, recording the reasons for the pay decisions taken and having due regard to confidentiality.
- To report summary information regarding annual total budget for pay decisions to the FGB.
- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff / Leadership group in accordance with the Pay policy and reach decisions through the application of any relevant criteria measured by the school's performance appraisal process.
- To observe all statutory and contractual obligations.
- To recommend to the Body changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority where appropriate.

All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser. All decisions regarding pay progression for teachers, including the Leadership Group should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

Membership [3 governors]

Membership of the Pay Panel will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the committee.

Neither the Headteacher nor staff governors may serve on this group. Schools will need to carefully consider the membership of the panel and appeals panels to ensure the right composition. In particular they should avoid the Chair and Vice Chair of Governors both being members of the Pay Panel as this will inhibit one of these key, senior roles being available for any pay appeals that may arise.

Jonathan Foster

Nathan Connell

Alex Clayton

Agreed by the Body on	Date	26/11/24
Review	Date	09/10/25

11. Standing Order for Meetings of the Governing Body

- Governors are expected to:
 - Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask or comments to make.
 - Comply with any DfE governance guidance regarding meetings.
 - Have read and have access to the latest School Improvement Plan and be familiar with its milestones and priorities.
 - Limit discussion to policies and actions and not people, ensuring constructive challenge, support and celebration is captured within the minutes.
 - Understand their strategic role and not stray into the operational
 - Participate in discussion and listen to the views and comments of others.
 - Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
 - Collectively ensure all Governing Body decisions are strategic and not operational.
 - Be brief and adhere to any time limits placed against agenda items.
 - Take regard of the advice and guidance given by the paid governance professional - the clerk
 - Follow up on action points between meetings.
 - Comply with the Code of Conduct.
- The following persons have the right to attend all meetings of the Governing Body.
 - Headteacher
 - Governance Professional
 - any governor
- Members of the senior leadership team, subject leaders, School Business Manager, etc will be invited to attend regular meetings of the Governing Body.
- FGB meetings will be held at the school six times each year, in terms [1, 2, 3, 4, 5 and 6]. The clerk will prepare a suggested calendar of meeting dates for the following year for approval at the meeting held in term 6 of each year, following evaluation of impact of the governance structure.
- The Governance Professional will prepare a draft agenda, which will be finalised and approved by the Chair. Governors wishing to place items on the agenda should give notice to the Chair and provide a copy of any supporting papers.
- Governors must, in complying with legislation, submit monitoring visit reports or any other documents to the Governance Professional in time for the agenda and supporting documents to be circulated.
- Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a pair, or placed on the agenda of the next meeting.
- Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors. Where there is an equal division of votes the Chair will have a second or casting vote.
- The Governing Body may agree to operate virtual governance at some or all of their meetings. Virtual governance can only take place by means of telephony or video conferencing. For maintained schools, proxy voting or decision making in advance of the meeting is not permissible by governance legislation. Decisions can only be made following governor attendance and informed discussion at a quorate meeting. To enable virtual governance the following needs to be considered, approved, evidenced in the minutes and followed in practice:
 - How to ensure integrity of confidentiality is upheld.
 - How governors may participate within a virtual meeting

- How to ensure the meeting will always remain quorate.
- How to manage virtual voting – especially by secret ballot
- Technology required and capable of working within school intranet/internet system, if necessary.
- All meetings will be convened by the Governance Professional. Any 3 members of the Body may request a meeting by giving written notice to the Governance Professional, which includes a summary of the business to be transacted; they will then prepare an agenda to call a meeting.
- Each meeting will commence at 4pm unless otherwise agreed and will be limited to 2 hours in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.
- Draft minutes will be approved for email circulation by the Chair within four weeks of the meeting, before being formally approved by the Body at the next meeting.

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12. Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Body **MUST** elect a Chair and a Vice Chair. (The School Governance (Roles, Procedures and Allowances) Regulations 2013 – para 7.1)
- When the office of Chair or Vice Chair becomes vacant, the Governing Body must elect a new Chair or Vice Chair at their next meeting.
- If both Chair and Vice Chair positions become vacant, the Body **must** hold an extraordinary meeting, as convened by the clerk, to elect a Chair.
- There are no regulations covering the process of election with the exception of the **need**.
- for the candidate(s) to withdraw from the meeting when a vote is taken in advance.
- Governing Body's are free to and should, agree an election process. Best practice is for written nominations in advance with supporting statement to include the skills present to undertake the role.
- Governors who are paid to work at the school, for instance the Headteacher and the staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

Factors the Governing Body should consider in agreeing their election process are:

- How long the Chair and Vice Chair will serve.
- Whether a Governor can be re-elected and whether there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair. Recommendation is no more than six years in the role of Chair.
- Whether a governor can stand for office if they are unable to be present at the meeting.
- How nominations will be made (in writing in advance of the meeting via the agenda or verbally at the meeting, with or without a supporting written or verbal statement.)
- Whether a candidate will self-nominate or be proposed (and seconded if wished) by Governors.
- Whether there will be a secret ballot or show of hands (and whether this would vary depending on the circumstances i.e. in all cases or only where there is more than one candidate.)
- How the Body would treat a tie in votes (would candidates have the opportunity to speak to the Body about why they want to be the Chair or Vice Chair followed by another vote, would it be by another method?)

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, act as a role model, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the clerk based on professional respect for each role.

The Body resolves that the following process will apply to the election of Chair (and vice chair):

- The Chair and Vice Chair will serve for a period of one or two years decided by Governors at the meeting.
- The governance professional will take the chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.
- Governors will be asked to propose nominations to the governance professional by a closing date no later than one week before the date of the first Body meeting of the academic year. The governance professional will provide a form for this purpose, which will allow for nominations to be seconded before submission (if required).
- The governance professional will include the names of all candidates for election on the agenda for the meeting at which the election is to be held and send it to governors at least 7 days in advance of the meeting.
- The candidates will be asked to leave the room, having outlined the skills they have for the role, whilst the election takes place and the outcome discussed.
- Governors will discuss the skillset of nominees for the role prior to taking a vote by secret ballot conducted and counted by the governance professional.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the Body before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
- If no advance nominations have been received for the office of Chair, the governance professional may seek nominations at the meeting.
- If no Chair is duly elected, the Vice Chair **MUST** be appointed to Chair for the remainder of the meeting and act as Chair until the next meeting. The Body **MUST follow its statutory requirement to** elect a Chair at its next meeting. If no Chair is duly elected at its next meeting, concerns will be raised on the capacity of Leadership and Governance under schools causing concern guidance.
- Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

Agreed by the Body on	Date	26/11/24
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FAIRBURN VIEW PRIMARY SCHOOL

13. Standing Order for the Appointment of Co-opted Governors

Guiding Principles

The Body may decide the process for the appointment of Co-opted governors. Factors the Body should consider in agreeing their appointment process are:

- What skills are required to support the Body at the time of the vacancy.
- How and where vacancies should be advertised.
- Whether a candidate will self-nominate or be proposed [and seconded if wished] by governors.
- What information the Body needs from each candidate to support their nomination i.e. a statement of so many words, interview with, or presentation to the Body or alternatives as appropriate.
- Whether there will be a secret ballot or show of hands [and whether this would vary depending on the circumstances i.e. in all circumstances or only where there is more than one candidate.
- How the results will be notified to the candidates.
- How often the process will be reviewed.
- The process must be fair, open and transparent.
- **The process must be agreed by the Body prior to use.**

Process of Appointment

1. The Co-opted Governors are appointed by the Body. They are people who, in the opinion of the Body, have the skills required to contribute to the effective Governance and success of the Board.
2. The Body may choose to advertise the vacancy broadly to reach as wide an area as possible. Priority should be given to candidates with the skills that the Body has identified via its current skills audit; this expertise would enable the Body to work more effectively.
3. The identified skills should be clearly stated when notifying/advertising the vacancy.
4. Where two or more names are put forward, prospective Co-opted Governors could be asked to prepare a brief statement of no more than 250 words, explaining their background and why they wish to be appointed.
5. Candidate statements should be circulated to all members of the Body prior to the meeting at which any appointment will be considered.
6. At the next meeting of the Body, Governors would be invited to vote as agreed by the Body by either a show of hands or by secret ballot; the process is to be managed by the Clerk.
7. In the event of a tie, the Governors may agree to discuss the nominations in more depth and take a further vote; however as explained in 2013 Roles, Procedures & Allowances Regulations (14.4) where there is an equal division of votes the Chair, or 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.
8. The governance professional should announce the result, with the candidate polling the most votes being duly appointed subject to a satisfactory DBS being received. The minutes should clearly reflect the process of voting and the outcome.

Agreed by the Body on

Date 26/11/24

Review

Date 09/10/25

FAIRBURN VIEW PRIMARY SCHOOL

14. Standing Order for Virtual Governance Meetings

Guiding Principles from Legislation

For maintained schools - [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) – item 14 Proceedings of the governing body

The process must be agreed by the Body prior to use Factors the Body should consider in agreeing their process:

- It is for the full governing body (GB) to decide and agree locally the best format for different types of meetings and interactions in order meet the needs of the Body, individual governors, availability of technology and the circumstance (e.g., monitoring visits, full GB or committee meetings), in order to maintain effective governance.
- Hybrid meetings (where attendance is split between those present in the room and those attending virtually) can offer flexibility and can maximise attendance by providing governors, who may have otherwise missed the meeting, the opportunity to attend virtually. How would this work in practice, for attendees, the Governance Professional and the school? You may find it helpful to talk your circumstances through with your area governance officer.
- The GB would need to ensure that meetings meet the requirements of GDPR (General Data Protection Regulations) and ensure that the DPO (Data Protection Officer) confirms that the systems to be used are in line with the school's agreements and policies.
- Be sure to include your governance professional in any discussions; there may be challenges for them personally as there may be for governors; the governance professional may also be expected to have to access to and run any system/s or format/s that the GB agrees; Service Level Agreements/contracts will also need to be taken into account when agreeing how meetings will be set up and by whom (e.g., The Education People Clerking Service).
- The expectations for using the GB's agreement for virtual working should be understood by all; this will ensure meetings run smoothly and are productive. In the agreement, the GB should provide clarity on the following:
 - joining times
 - notification of how a governor is to attend a meeting, and to whom e.g., where expectation is face to face and this changes to virtual, or vice versa; if a notice period required; the governance professional will need clarity to ensure that the Body meets and acts within legal requirements (quoracy) – including and especially if systems fail and attendees 'drop out' of a meeting
 - the need to obtain consent from all attendees (including visitors) if the session is to be recorded.
 - how the integrity of confidentiality is upheld.
 - How virtual voting will be managed, especially by secret ballot.
 - the need to keep to the agenda (a timed agenda may prove helpful)
 - the use of the mute facility to minimise interruptions and background noise
 - the allowance of additional time for participants to access documents
 - the need for all to use webcams (where possible) to aid engagement.
 - If the chat and/or hands up function/s will be used
 - The need to apologise prior leaving to the meeting, abandoning/moving away from the screen/webcam, using a mobile phone during the meeting (unless being used for attending the meeting i.e. calls and messaging)

Virtual Meeting Agreement:

1. The full governing Body agree to the use of virtual governance for the following meetings/interactions - full GB, committees, hybrid, monitoring.
2. Notice will be provided to the Governance Professional by email/phone if mode of attendance is to change to ensure quoracy.
3. All participants will join the meeting 5 minutes prior to the start time, making sure that they have all meeting documentation open/to hand.
4. Consent will be sought from all attendees (including visitors) if a session is to be recorded.
5. The mute facility will be used by all virtual attendees who are not speaking in order to minimise interruptions and background noise.
6. Webcams will be used by all attendees (where possible); an explanation and/or agreement where webcam use is not possible.
7. The chat facility will be used.
8. The hands-up function will be used to indicate when we wish to speak; the chair will check at the end of each item prior to moving to a new agenda item, to ensure that all attendees have been given the opportunity to take part in discussions.
9. Apologies will be provided prior to leaving the meeting, abandoning/moving away from the screen/webcam, using a mobile phone (unless being used for attending the meeting i.e., calls and messaging)
10. We confirm that our governance professional has been included in discussions prior to the agreement of this document and at the time of agreement, they are able to provide a service that meets the needs of the GB.
11. We confirm that we have taken into account any limitations there may be regarding Governance Professional Service Level Agreements/contracts.
12. We confirm that the DPO (data protection officer) has been advised of and agrees that the systems to be used are in line with the school's agreements and policies.

Agreed by the Body:**Date****26/11/24****Review:****Date****09/10/25**