



Spurcroft Primary School & Nursery

STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD

To be adopted by the full Governing Board on 24th September 2025.

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Maintained Schools Governance Guide 2024 (Updated June 25).

Related documents:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Register of Business Interests
- Scheme of Delegation
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2013
- The latest version of the Maintained Schools Governance Guide 2024

THESE STANDING ORDERS COVER INFORMATION ABOUT:

- Meetings of the Governing Board
- Appointment of the Clerk
- Quorum for Governing Board
- Term of office of Chair and Vice-Chair
- Election process for Chair and Vice-Chair
- Term of office for each category of Governor
- Committee membership and terms of reference
- Delegation of functions

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

MEETINGS OF THE GOVERNING BOARD

Legal requirement: The full Governing Board must meet at least three times in each school year

The Governing Board meets at least eleven (11) times per year. Subject to the business requirements, it is anticipated that meetings will be held on 24th September 25, 22nd October 25,

26th November 25, 17th December 25, 28th January 26, 25th February 26, 25th March 26, 22nd April 26, 20th May 26, 24th June 26, and 15th July 26.

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 five 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 and associate members are not included. Meetings which become inquorate will be discontinued.

The Governing Board notes the requirements in respect of a quorum.

SIZE OF GOVERNING BOARD (governors in post)	QUORUM REQUIREMENT
10 governors	5
11 governors	6
12 governors	6
14 governors	7

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 by telephone or video conference and may have voting rights

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. Electronic signing of the minutes is accepted in line with the resolution made on 22/03/2021.

Copies of the signed FGB minutes are placed on The Governor Hub and available on request.

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 or the Chair) to act as clerk for that meeting. If a meeting is held virtually, the meeting can be recorded provided all attendees are made aware and that recording used solely for the purposes of drafting minutes, prior to its deletion. The recording will not constitute a formal record of the meeting and will not be made accessible to anyone other than the clerk.

The Governing Board resolves that the clerk to the Governing Board is Kirsty Warren

ELECTION OF CHAIR / CO-CHAIRS AND VICE-CHAIR

The Governing Board must elect a chair (or co-chairs) and a vice-chair in September on an annual basis. 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.

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

A governor should nominate themselves for office. The governor can submit a written nomination in advance of the meeting or make a verbal nomination at the meeting. The governor does not need to be present at the meeting to be considered.

Governors who have nominated themselves 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 show of hands. The clerk will tally the votes and the governor with the most votes will be duly elected.

The governors will be asked to re-join the meeting.

The clerk will announce the result.

If there is a tie, each candidate will be given an opportunity to speak to the governors about their nomination and governors should discuss the strengths of the nominated governors.

A further vote would be taken.

If there is still a tie, the process would repeat until there is a majority vote for one nominated governor.

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

The term of office of all governors is 4 years.

The Governing Board can choose whether to appoint associate members of the Governing Board and would need to agree what voting and attendance rights any Associate Member was granted. These decisions must be taken at a full Governing Board meeting and be minuted.

The Governing Board resolves to offer voting rights to Associate Members at committee meetings

Associate members are not governors and are not shown on the Instrument of Government.

The Governing Board can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full Governing Board meeting.

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. The register is held on Governor Hub and 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.*

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 minimum quorum is four governors. Associate members are not included in calculating the quorum.
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Headteacher	The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.
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Clerk	The Governing Board must appoint a clerk to each committee.
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The committees are:

Staffing (Pay)

The terms of reference and membership of the committees are in Appendix A.

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.

PARENT AND STAFF GOVERNOR ELECTIONS

The Governing Board must agree the rules of the election and appoint a returning officer, usually the Clerk to Governors.

The rules of the election are kept on Governor Hub. The returning officer is the Clerk, Kirsty Warren;
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DECLARATION

This Governing Board, at its meeting on 24 th September 2025 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the Governing Board for the formal Governing Board records and a copy has been retained at the school for reference.

Signature (Chair)	Date Approved
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Spurcroft Primary School & Nursery

APPENDIX A

STRUCTURE AND TERMS OF REFERENCE

The role of the chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and West Berkshire Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of 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. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction
- To line manage the clerk of governors

Disqualification – Headteacher, Staff Governors, Staff Members

The role of the clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To maintain a register of Business Interests
- To maintain a register of attendance and report attendance to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Terms of Reference of the Governing Board:

The Governing Board needs to take a strategic role, holding the School Leadership Team to account for school improvement. The Governing Board must be accountable for its decisions. It

should set aims and objectives and agree, monitor and review targets, priorities and policies and ensure public money is used responsibly.

- To agree constitutional matters as set out in the Scheme of Delegation.
- To adopt the West Berkshire Code of Conduct for governors, and confirm the expectation that all governors will act in accordance with the Code, including expectations in relation to governor visits and reporting.
- Ensure there is a clear direction and strategy linked to school improvement and to monitor implementation of this strategy.
- Challenge the school constructively in order to ensure the needs of children are met and identifying clear action.
- To approve the school targets in the School Improvement Plan.
- To approve the budget.
- To monitor the disadvantaged pupils 'strategy including attainment, progress, impact and associated finances.
- To receive an annual report on Safeguarding from the Designated Officer and to ensure a nominated Governor monitors safeguarding arrangements termly
- To understand the views of key stakeholders including pupils, parents and the community and to ensure the school acts upon these.
- To monitor other matters in the School Improvement Plan which are not delegated to a Committee.
- Advising and supporting the decision-making process including the recruitment and appointment of the Senior Leadership Team.
- To appoint Governors to link roles based on statutory responsibilities and the School Development Plan.
- To ensure the school has a set of statutory policies and to maintain and review the policies allocated to the Full Governing Board on the Spurcroft Statutory Policies Tracker.
- To undertake self-evaluation of the effectiveness of the Governing Board and its governance arrangements.
- To ensure statutory arrangements with regard to the website are complied with.
- Supporting the school at challenging times and celebrating successes.
- To draft and keep under review the staffing structure in consultation with the Headteacher and SBM, including any changes resulting in staff reductions.
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
- To ensure risk management strategies are in place. To ensure that new risk assessments have been made when circumstances have changed.
- Annually to ensure inspection of premises and grounds. Be satisfied that a statement of priorities for maintenance and development linked to the RAP has been prepared and agreed with the SBM.

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations and any legislation updated thereafter.

Spurcroft Governors at 24th September 2025:

Governor Type	Status	Name	Position	Start Date	End Date
Co-opted	Filled	Phil Spray	Chair	19/01/22	18/01/26
Co-opted	Filled	Kelly Burnham	Vice-Chair	21/10/21	20/10/25
Co-opted	Filled	Aniko Breadmore	Ordinary	27/11/24	26/11/28
Co-opted	Filled	Sara Dutfield	Ordinary	23/10/24	22/10/28
Co-opted	Filled	Nina Hopkinson	Ordinary	24/03/23	23/03/27
Co-opted	Filled	Richard Jarjes-Pike	Ordinary	30/01/23	29/07/27
Co-opted	Filled	Lisa Kinder-Parr	Ordinary	29/01/24	28/01/28
Co-opted	Filled	Anthony Wood	Ordinary	21/07/23	20/07/27
Co-opted	Vacant		Ordinary		
Parent	Vacant		Ordinary		
Parent	Filled	Michael Warren	Ordinary	02/04/25	01/04/29
Staff	Filled	Nicola Carroll	Staff	14/07/22	13/07/26
Headteacher	Filled	Kate Flowerdew	Headteacher		
Local Authority	Filled	VACANT	Ordinary		
Non-Voting Clerk	Filled	Kirsty Warren	Clerk	20/02/2023	

SPURCROFT SCHOOL COMMITTEE STRUCTURE

FULL GOVERNING BOARD

Holding the School to account

Vision and Values, Ethos

Strategic/Long Term issues. E.g. School structures

Headline Data Analysis & Target Setting

Headline Quality of Teaching Analysis

Headline Budget Analysis & Budget Approval

Disadvantaged pupils (PP) - Narrowing the Gap – Impact Analysis (Data and Financial) Leadership and Management

Safeguarding (including Wild Wood Club)

Health and Safety (including premises)

Equalities

Attendance

Personal Development and Well being

Behaviour

Community Cohesion

British Values

Parental

liaison Pupil

Voice

Communication

Website compliance

Marketing

HR

Partnerships

Finance

Quality of Education

Disciplinary Panel/Appeals Panel – convened as necessary

Behaviour Issues Appeals Panel – convened as necessary

Staffing Issues Committee (including Pay and HR PM)

Staffing Appeals Committee – convened as necessary

STAFFING COMMITTEE

Terms of Reference

Membership, Meeting and Quorum

- Membership will be the Head Teacher plus up to four Governors.
- **Disqualification** Any relevant person employed to work at the school other than as Headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.
- An Autumn term meeting will take place. Other meetings may be called as necessary. · Quorum will be three Governors.

The Governing Board has overall responsibility for staffing matters including deciding the number of the staff (both teaching and support staff)

- The full Governing Board must not discuss the performance of individual members of staff.
- The Full Governing Board should:
 - Ensure that a performance management policies are in place and working effectively and reviewed on an annual basis.
 - Annually receive the Head teachers report on performance management.

Responsibilities delegated to the Staffing Committee.

- To establish a Pay Policy, discussed with staff and be responsible for its administration and annual review (statutory), Staffing committee to review then FGB to sign off;
- To be responsible in consultation with the Head Teacher for the placement of staff on the appropriate point of the relevant pay scale;
- To support the recruitment and retention of a high-quality teaching workforce; enabling the school to recognise and reward teachers appropriately for their contribution to the school;
- To help ensure that decisions on pay are managed in a fair, just and transparent way;
- Annually make decision with respect to the pay progression of teachers (including the head teacher and deputy head teachers)
- The committee will have regard to the recommendations of the head teacher (and senior leadership team) in making these decisions;
- To establish, review and ensure effective operation of a Teacher Appraisal Policy for all staff; Staffing committee sign off.
- To have arrangements for hearing staff grievances or appeals about pay; · To maintain minutes of meetings.

Members of the Staffing Committee
Anthony Wood (Chair)
Kelly Burnham
Phil Spray

Kate Flowerdew (Headteacher)

These terms of reference agreed by the Governing Board
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24 th September 2025

HEADTEACHER'S PERFORMANCE MANAGEMENT PANEL

Terms of reference:

Membership – 3 Governors

Disqualification – The Headteacher and Staff Governors **Responsibilities:**

- To arrange to meet with the SIP to discuss the Headteacher's performance targets, in line with the Raising Attainment Plan
- To decide, with the support of the SIP, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the FGB in respect of awards for the successful meeting of targets set
- To set the next round of annual targets in line with the school's strategic plan
- *Additional items which the Governing Board may wish to include*

Name of Governor

Phil Spray (Chair of Governors)

Kelly Burnham (Vice-Chair of Governors)

Anthony Wood

These terms of reference agreed by the Governing Board
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24 th September 2025
