



# **St Andrew the Apostle Greek Orthodox School**

## **Standing Orders of The Local Governing Body**

***September 2018***

## **STANDING ORDERS OF THE LOCAL GOVERNING BODY OF ST ANDREW THE APOSTLE GREEK ORTHODOX SCHOOL**

### **PART ONE:**

- 1. MEETINGS OF THE GOVERNING BODY** 'Governing Body' is used to describe the St Andrew the Apostle Greek Orthodox School local governing body of the Russell Education Trust (07452885)

The Governing Body will meet five times in each school year.

Ordinary Governing Body meetings will be held at the School, will start at 5:30pm and will be limited to 2 hours.

Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

### **2. TERMS OF OFFICE**

The terms of office for all governors is 4 years (either from appointment or election of parents).

The Chair of Governors will have a term of office of **1** year and the term of office will end on the 31<sup>st</sup> August each year.

The Vice-Chair of Governors will have a first term of office of 1 year and the term of office will end on the 30<sup>th</sup> September each year.

The term of office for all other governors, will now expire on **31<sup>st</sup> August 2021** (unless their appointment is withdrawn).

### **3. APPOINTMENT OF CHAIR AND VICE-CHAIR**

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

The Chair and Vice-Chair will be appointed each year by RET. This will be done by notifying the Clerk in writing after the Chair and Vice Chair have accepted their appointments.

### **4. TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR**

Other than the Headteacher, the Governing Body resolves to have the same term for all categories of Governor. The agreed term is 4 years.

### **5. APPOINTMENT AND REMOVAL OF LOCAL GOVERNORS**

Local Governors i.e. all other than Parent Governors (see below) are appointed (up to eight) and may be removed by Russell Education Trust. They may also be removed by a vote of the Governing Body in the case of a disbarring act or impropriety.

### **6. Parent Governors**

Parent Governors (two) are elected by all parents of students at the School. The election is organised by RET and the School. Parent Governors have four year terms of office like all other Governors

### **7. APPOINTMENT OF THE CLERK**

The Governing Body resolves that the Clerk to the Governing Body is provided by Russell Education Trust and remunerated from Core Services payment.

The Clerk to the governing body should ensure that the work of the governing body complies with the RET scheme of Delegation for St Andrew and the Standing Orders. S/he will liaise with Russell Education Trust to ensure appropriate advice about the responsibilities of the Governing Body is communicated regularly.

## **8. AGENDA**

The Agenda will be organised by the Clerk in consultation with Headteacher, RET Lead Adviser and Chair. Chair will finalise Agenda with Clerk, the Clerk will be advised by the RET Head of Governor Services or CEO.

The Clerk will send out a reminder regarding items for the agenda two weeks before each meeting.

The Agenda will be circulated at least 7 days before the meeting, with accompanying papers. The Chair only, can occasionally allow papers to be circulated at short notice if s/he deems it to be essential to the effectiveness of the Governing Body.

Papers will only be tabled at meetings when their consideration is urgent for the effective, safe or compliant running of the school.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting. 'AOB' will not be a recurrent agenda item.

## **9. ATTENDANCE**

Apologies should be sent to the Clerk in advance.

The time of arrival and/or departure of any governor will be recorded in the minutes.

RET officers and directors can attend any meeting of the Governing Body meeting as observers/ advisers.

## **10. MINUTES**

Within 5 days of the meeting, the draft minutes will be sent by the Clerk to the Chair, Vice Chair and Headteacher for checking.

Those minutes which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available (Part Two minutes) but may be available in some cases if FOI request received.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the Part One minutes will be held in the school office.

## **11. CORRESPONDENCE**

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors and must be sent to the Clerk. No governor will enter into any correspondence without the knowledge and approval of the Clerk

The Clerk will receive and log all correspondence to the Governing Body. The Clerk will forward all correspondence to the Chair or to the Headteacher as appropriate, who will in turn keep him informed of the action they take. Where the correspondence has arrived to him via a Governor, he will keep this Governor informed of actions taken in response.

The Clerk will present all significant items to the next meeting of the Governing Body.

## **12. DECISION MAKING**

- All decisions must be made by the Governing Body except those delegated to the Headteacher, another individual or a Committee. The Governing Body cannot instruct Russell Education Trust, or the Archbishop nor can the Governing Body take any decisions that conflict with RET's articles.
- The Governing Body's chief adviser is the Headteacher. The Governing Body is also advised by the school's Lead Adviser and other RET officers as appropriate.
- Decisions of the Governing Body are binding on all its members.

## **13. PUBLIC STATEMENTS**

With the exception of the Chair, Vice-Chair and Headteacher, no governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

## **14. DELEGATION OF FUNCTIONS**

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

## **15. COMMITTEES**

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation. The Governing Body may only delegate functions which have been delegated to it, by The Russell Education Trust Board under the school's RET Scheme of delegation.

When establishing Committees, the Governing Body will:

- Determine the membership
- Allow that membership to select the Committee Chair (who must be a governor)
- Establish the terms of reference
- Determine procedures for reporting back.

The Governing Body may allow non-governors to attend Committees when needed but they may not form a majority, and have no vote.

The Headteacher is a member of every Committee. He may delegate his role to a member of SLT with the agreement of the Governing Body.

## **16. WORKING GROUPS**

When establishing Working Groups, the Governing Body will:

- Determine the membership (or agree membership determined by another body for the benefit of the School)
- Establish the terms of reference
- Determine procedures for reporting back.

The Headteacher has a right to attend any Working Group meeting.

- Advisory Groups. The Governing Body or Headteacher may, at RET's request, nominate governor advisers for functions retained by RET (e.g. Capital projects)

## **17. QUORUM**

Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present.

The quorum requirement for full governing body meetings equates to **4** or one third (rounded up to a whole member) of the total number of Governors holding office at the date of the meeting

whichever is the greater. One of these governors must be the Headteacher or in his/her absence, the CEO of RET.

**18. CONFIDENTIALITY**

All governors have a duty not to discuss any confidential item of governors' business outside the meeting. Neither should they discuss or reveal more detail than is recorded in the minutes.

## **PART TWO:**

### **Delegation to Committees and Individuals**

There are four committees in two 'pairs' reporting to every meeting of the full Governing Body:

- Community and Worship – pair one
- Students and Curriculum – pair one
- Finance and Buildings – pair two
- Staffing and Development – pair two.

There are four named governors for monitoring specific aspects of the School's provision and reporting annually to the relevant Committee and Governing Body as follows:

- Special Educational Needs (SEN) – to ensure that provision is in accordance with the Governors' policy on SEN;
- Sex and Relationships Education (SRE) – to ensure that provision is in accordance with the Governors' policy on SRE;
- Child Protection – to ensure that provision is in accordance with the Governors' policy on Child Protection;
- Health and Safety – to ensure that provisions is in accordance with the Governors' policy on Health and Safety

### **Other Committees**

- Admissions Committee – delegated to Students and Curriculum Committee
- Hearings Committee(s)
- Appeals Committee(s)
- Pay

### **Working Groups**

None designated at this stage.

### **Religious Designation**

The RET St Andrew the Apostle Greek Orthodox School Agreement with Greek Orthodox Archdiocese of Thyateira and Great Britain is attached to these Standing Orders.

### **Terms of Reference – Community and Worship (CW) Committee**

To consider and advise the governing body on the matters relating to the school as a Greek Orthodox and Christian community, its ethos, the delivery of religious and spiritual education, and its duty to its local community.

- To consider specifically how religious education is delivered as a discrete subject at the school – schemes of work, timetable arrangements, grouping, staffing and overall aims.
- To oversee more broadly how religious education is delivered through the curriculum as a whole.
- To oversee the maintenance and development of a Christian ethos which should permeate all aspects of life at the school. In particular, to ensure that this is adequately reflected in the school's development planning.
- To support the Church, by monitoring the implementation of the RET St Andrew the Apostle Greek Orthodox School Agreement with Greek Orthodox Archdiocese of Thyateira and Great Britain.
- To ensure nonetheless that the ethos is a tolerant one in which the views and interests of those of other recognised faiths and none are respected and allowed to flourish at the school.
- To oversee the worshipping life of the school – daily acts of worship, assemblies and services.
- To ensure positive and vibrant relationships with the rest of the local Christian community, specifically primary and secondary schools, and Churches.
- To oversee all other aspects of relationships between the school and the local community, including the mutual use by each of the other as a learning resource.
- To take charge of marketing by the school including that aimed at pupil recruitment – i.e. prospectus, Open Days/Evenings.

#### **Membership**

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors.

#### **POLICIES**

(A) Collective Worship

(A) Charities

#### **Religious Designation**

(M) RET St Andrew the Apostle Greek Orthodox School Agreement with Greek Orthodox Archdiocese of Thyateira and Great Britain

### **Terms of Reference – Curriculum and Students Committee**

To consider and advise the governing body on matters related to curriculum, students and standards.

- To consider the advice of the Headteacher and RET and other relevant sources and then advise the governing body about the curriculum policy of the School; and related curriculum policies;
- To monitor student progress and report to the governing body;
- To review test and examination results and consider and advise the governing body about strategies to raise attainment;
- To consider curriculum and standards issues which have implications for Finance and Staff and report this to the governing body (alerting the other Committees through the minutes of this Committee);
- To monitor procedures and approaches underpinning the curriculum (e.g. setting, marking, assessment and reporting, SEN and exceptionally able support) and advise the governing body;
- To ensure provision of RE and Collective Worship is consistent with current guidelines;
- To approve all school visits which include activities as follows:
  - Residential
    - Adventurous or hazardous
    - Overseas
- To receive reports about reviews of subjects and other curriculum areas, teaching and learning, and standards and make recommendations to the governing body;
- To consider the policies listed below, on a cyclical (or on some occasions, urgent) basis and make recommendations to the governing body.

#### **Delegated**

- To act as the Admissions Committee for the Governing Body
- To direct reinstatement of excluded students as agreed by the Discipline Committee following a hearing and review;
- To review external directions to admit certain students;
- To monitor the provision of free school meals; and quality and VFM of school meal provision and report actions to governing body;

#### **Membership**

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors

#### **POLICIES**

##### **Curriculum**

(A) L - Assessment

L - Collective Worship

- (A) L - Curriculum
- L - Drugs Education
- (A) – Drugs Incident Procedure
- L - Exam Entry
- L - Exam Internal Appeals
- L - Extra-curricular
- L - Homework
- (A) L - Learning and Teaching
- (A) L - Off-site Educational visits
- (A) L - SEND
- (A) L - Sex and Relationship Education
- (A) – Students with Medical Needs
- (A) L - First Aid inc. Medical Needs

**Pupil**

- M - Admissions
- (A) L - Anti-bullying
- (A) L - Anti drugs
- (A) L - Attendance
- (A) L - Behaviour
- M - Child Protection - Policy
- (A) L - Child Protection - Procedure
- (A) L - Exclusions
- (A) L – Home School Agreement
- (A) Mental Health
- M L – Reasonable Use of Force
- L - Uniform

(A) = RET Advisory Core Policy

L = School Content

M = Mandatory RET policy – school version approved by Lead Adviser

### **Terms of Reference – Finance and Buildings Committee**

To consider and advise the governing body on matters related to finance, building and premises:

- To consider the school's indicative funding, notified annually first by the EFA and then by RET Head of Finance, and to assess its implications for the school, in consultation with the headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year in the school's delegated budget, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the priorities set out in the development plan and the RET/LGB scheme of delegation.
- To consider and then recommend acceptance of the allocations within the school's delegated budget, at the start of each financial year.
- To liaise with and receive reports from the Curriculum, Students and Standards and the Staffing and Development committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them. In particular, to contribute to the formulation of the school's development plan, through the consideration of financial priorities and proposals for use of the delegated budget, in consultation with the Headteacher and the first review by the Staff and Development Committee.
- To monitor, review and challenge agreed budget expenditure on a regular basis and ensure compliance with the overall financial plan and financial procedures of the school (and with the financial regulations of the EFA and RET), drawing any matters of concern to the attention of the governing body. To review virements or proposed virements in accordance with the school's financial procedures.
- To assist RET to review procedures for ensuring the effective implementation and operation of financial procedures.
- To review the school's list of preferred suppliers and oversee procurement/or contractor appointments in line with the school's financial procedures.
- To review the internal audit (Responsible Officer's) reports.
- To review health and safety within the school.
- To have delegated power to make emergency decisions to advise RET about issues in matters related to the school buildings and contract award – unless these decisions can be practically delayed until the next full Governing Body.
- To receive the reports of RET and the Design User Group and associated matters, until this group's work is concluded.

#### **Membership**

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors

**Policies**

**Finance**

Accessibility plan

(M) Anti-bribery

(M) Best Value

(A) CCTV

(A) Charging and Remissions (including use of Pupil Premium)

(A) Critical Incident

(M) Privacy Notices (GDPR)

(M) Data Protection Policy

(M) School Staff Expenses

(M) Fraud and Corruption

(M) Gifts and Hospitality

(M) Governors' Allowances

(A) Health & Safety

(A) Lettings

Minibus

(M) Procedures Handbook

(A) Risk Assessment

(A) Security

(A) Sponsorship

### **Terms of Reference – Staffing and Development (SD) Committee**

To consider and advise the governing body on matters relating to staffing, remuneration, performance and development (within the context of RET mandatory policy).

- To review the staffing structure in relation to the Curriculum, School Development Plan and Financial context and advise governing body;
- To make recommendation to the Finance Committee (and through them the governing body) about staff related expenditure;
- To ensure RET Pay Policy is being properly implemented and advise the governing body;
- To ensure RET performance management policies and procedures; are being properly implemented and report to the governing body;
- To monitor the impact of performance management in school;
- To agree the first draft of the annual School Development Plan to be circulated to other Committees and Governing Body;
- To work with RET to support panels for Grievance, Disciplinary, Capability, Appeal, staff Absence and all Termination of Employment (except Head) procedures;
- To note the decision of Headteacher Pay and Performance group;
- To monitor the impact of professional development opportunities and advise governing body;
- To review the (mostly mandatory) policies listed below, on a cyclical basis and make recommendations to the governing body and CEO of RET about potential amendments for RET consideration.

#### **Membership**

Four governors appointed by the Governing Body and both the Headteacher and Chair of Governors as ex-officio (if Chair not 'appointed').

Quorum = Headteacher and two appointed governors.

**Disqualification:** Any person employed to work at the school other than as Headteacher, when the subject for consideration is the pay or performance of any person employed to work at the school.

#### **POLICIES**

##### **Personnel**

Capability - procedure

Capability - guidance

Code of Conduct

Complaints

Cover

Disciplinary

Equal Opportunities

Equalities Information and Objectives

Freedom of Information

Grievance

Leave of Absence

Part time working

Pay

Recruitment and Selection

Managing Organisational Change

Maternity and Paternity Policy/Procedure

Shared Parental Leave Policy/Procedure

Sickness Procedure

Smoke Free

Teacher Appraisal and Capability

Whistle Blowing

### **Terms of Reference – Pay Committee**

To support RET and the Headteacher in ensuring that St Andrew's Pay Policy is fairly applied in a way that is consistent with agreed policy.

#### **Delegated**

- To ratify the Headteacher's decisions about performance related pay and progression for all staff outside the teachers' leadership group, at the conclusion of the annual performance review round(s)
- To ratify Headteacher's decision about progression to Upper Pay Range
- To receive the recommendations of the Headteacher about the pay of those on the leadership pay range; and to satisfy themselves that these recommendations have been endorsed by RET's CEO or representative (usually Lead Adviser) and to decide on leadership pay in the light of these recommendations
- To ratify the decision of the Headteacher's Performance Management Review Group
- To satisfy itself that RET/St Andrew's Performance Management and Pay Policies have been applied to all staff
- To report to FGB about the pattern of Performance Management and Pay outcomes; and fair application of current policies across St Andrew's and RET
- To receive RET report about cross-Trust moderation of Performance Management judgements

#### **Membership**

Chair of Governors and Chair of all your main Committees and Headteacher

#### **Advisers**

CEO of RET or her representative

Quorum = Headteacher, Chair of Staffing and Development or Chair of Finance and Buildings and Chair of Governors and a RET Adviser/CEO

#### **Performance Management and Pay Appeals**

- To hear appeals against the decision of the Headteacher or the decision of the Pay Committee (Leadership Range) in relation to individual members of staff

#### **Members**

Three governors not on Committee plus RET Adviser

#### **Note**

Throughout these processes it is the duty of governors, as far as possible, to protect information about individual's salaries. Decisions relate to pay progression NOT to pay levels, which are fixed at time of appointment.

**(FINAL) RET St Andrew the Apostle Greek Orthodox School\* Agreement with Greek Orthodox  
Archdiocese of Thyateira and Great Britain**

**1. Legal Basis, Ethos and Values**

- 1.1 St Andrew the Apostle Greek Orthodox School will be a school of Religious Designation, with order agreed by Secretary of State.
- 1.2 St Andrew the Apostle Greek Orthodox School will be conducted in accordance with the principles and practices of the Greek Orthodox Church.
- 1.3 The enduring Christian ethos of the School will be secured through appropriate arrangements with particular reference to the following areas:
  - 1.3.1 Religious designation
  - 1.3.2 Governance
  - 1.3.3 Collective worship and RE Curriculum
  - 1.3.4 Staffing and Leadership
  - 1.3.5 Chaplaincy
  - 1.3.6 Greek Orthodox Community
  - 1.3.7 Admissions
  - 1.3.8 Inspection and compliance (to be agreed under separate guidance)
- 1.4 **Shared Greek Orthodox Church, RET, and St Andrew the Apostle Greek Orthodox School values:** RET, School and the Archdiocese of Thyateira and Great Britain will work together to serve students and families of all faiths and none; and to ensure that every student is cared for and respected as an individual. We will work together to promote understanding and to ensure that every student, irrespective of faith, prior ability or economic circumstances fulfils his or her personal and academic potential.

**2. Governance**

- 2.1 The school's local governing body (LGB) will always include one cleric governor nominated by the Archbishop of Thyateira and Great Britain. RET will ensure that at least five of its nominated local governors are of the Greek Orthodox faith.
- 2.2 RET undertakes not to appoint to the LGB any person who, to their knowledge, is likely to undermine or ignore the religious character and status of St Andrew the Apostle Greek Orthodox School.
- 2.3 The cleric governor of the LGB nominated by the Archdiocese will take an active role in maintaining and developing the Christian ethos of the School and links with local Greek Orthodox Churches. He will play his part in promoting the interests of all students irrespective of their faith.

**3. Collective worship and RE**

- 3.1 St Andrew the Apostle Greek Orthodox School will comply with guidance of the Archdiocese of Thyateira and Great Britain concerning collective worship policy and RE Curriculum policy and will consult with the Archdiocese on these and other policies and practices relevant to St Andrew the Apostle Greek Orthodox School's religious and spiritual character.

**4. Staffing and Leadership**

- 4.1 RET will consult the Archdiocese in respect of the recruitment of the Headteacher and Deputy Headteachers. In making appointments, RET will make applicants aware of the Greek Orthodox character and the importance of St Andrew the Apostle's Christian ethos.

St Andrew Local Governing Body meeting 9<sup>th</sup> September. Status: Agreed with his Eminence July 2013.

4.2 All the advertising, application packs, person specifications and job descriptions will make explicit reference to the Christian character of St Andrew the Apostle Greek Orthodox School and the role of senior leaders in nurturing and developing its distinctive Christian ethos.

4.3 RET St Andrew the Apostle Greek Orthodox School will take into account the religious affiliation and beliefs of applicants, particularly for more senior posts in the School and shall, wherever reasonably possible and within the bounds of equal opportunities legislation and RET teaching standards, appoint practising Christians to leadership posts.

\* To be known as St Andrew the Apostle Greek Orthodox School

## **5. Chaplaincy**

5.1 St Andrew the Apostle Greek Orthodox School in consultation with the Archdiocese shall retain or establish chaplaincy arrangements.

## **6. Community**

6.1 St Andrew the Apostle Greek Orthodox School will establish and maintain links with Greek Orthodox churches in the locality and nationally.

## **7. Admissions**

7.1 RET will consult the Archdiocese over any proposed changes to admission arrangements.

## **8. Inspection and compliance**

8.1 The Christian ethos will be monitored formally through a denominational inspection (currently section 48) by RC inspections with an additional inspector from the Archdiocese or RET.

8.2 At any other time, should the school be deemed by the Archdiocese to be in breach of the terms contained in this agreement, the following steps shall be taken;

8.2.1 A representative of the Archdiocese will meet with the headteacher, RET Adviser and the chair of governors to discuss the alleged breach and agree an acceptable resolution

8.2.2 If an acceptable resolution cannot be found, the Archdiocese and RET will commission an external denominational inspection.

8.3 If a RET/denominational inspection confirms a material breach in the terms of this agreement, the headteacher, RET Adviser and the chair of governors must agree a resolution plan with the relevant Archdiocese which will resolve the breach no more than twelve months after the date on which it was confirmed.

8.4 If the breach is still not resolved to the satisfaction of the Archdiocese twelve months after the breach is confirmed, a further denominational inspection may be commissioned by the Archdiocese. If that inspection confirms that the material breach is still in place, the Archdiocese may, at its discretion, write to RET and ask them to approach the Secretary of State for removal of religious designation.

## **9. Other**

9.1 RET and LGB will consult the Archdiocese over any proposed changes to the School's name.

## **10. Communication**

10.1 A joint communication protocol will be agreed between RET and Archdiocese and LGB in relation to St Andrew the Apostle Greek Orthodox School (and any other matter) to ensure effective communication to effect this Agreement.

St Andrew Local Governing Body meeting 9<sup>th</sup> September. Status: Agreed with his Eminence July 2013.

- 10.2 Communications between RET, St Andrew the Apostle Greek Orthodox School and the Archdiocese will be held in confidence.
- 10.3 Neither RET or St Andrew the Apostle Greek Orthodox School will seek to represent the Archdiocese with any third party (school, LA, academy, DfE, Local Community) without first consulting them. Correspondence from third parties which concerns the Archdiocese, sent to RET or St Andrew the Apostle Greek Orthodox School will be shared promptly with the Archdiocese so that a joint response may be agreed if appropriate.
- 10.4 The Archdiocese will not communicate with any third party (school, LA, academy, DfE, community member) about St Andrew the Apostle Greek Orthodox School or seek to represent the academy or Trust's views and interests; or make any public statements; without first consulting RET and St Andrew's Headteacher. Correspondence from third parties, about St Andrew the Apostle Greek Orthodox School or RET, sent to the Archdiocese, will be shared promptly to RET so that a joint response may be agreed.