



**STANDING ORDERS FOR  
THE PROCEDURAL WORKINGS OF  
THE MANAGEMENT COMMITTEE and SUB-COMMITTEES OF  
CRANBURY COLLEGE**

**As of October 2018**

**1. The Management Committee**

The Full Management Committee (MC) has agreed to meet at least **four** times in each school year.

The Resources and the Quality of Provision and Standards Sub-committee will each meet at least **three** times in each school year.

Dates of the meetings for the year to be decided in advance and published at the beginning of the academic year.

The agreed starting times for meetings and the aim will be to limit each to 2 hours maximum.

Governors may claim expenses as outlined in the Governors' Expenses Policy which is reviewed annually.

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

Any governor can attend an operational committee meeting but will not have voting rights unless appointed to the committee.

The Clerk will keep a record of all persons attending a meeting. If a governor fails to attend meetings without the consent of the management committee for a period of 6 months, they will be disqualified from holding office as a governor.

The management committee or sub-committee meetings will maintain a Register of Business Interests. At the start of each meeting governors will be required to declare any personal interests in an agenda item

Draft minutes will be sent to the Chair for checking where ever possible within 10 days of the meeting; once approved by the Chair, these will be sent to governors within 7 days where ever possible.

Those matters that the Governing Body determines shall remain confidential will be minuted separately as Part 2 minutes and will not be made publicly available, unless requested under GDPR.

Members of the Management Committee recognise that all decisions other than those delegated to a committee or to an individual must be made by the full Management Committee.

The Chair of the Management Committee can act in cases which may be deemed urgent, i.e. where a delay\* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school.

*(\*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of the Management Committee or of a committee to which the function in question has been delegated, to be held").*

## **Cranbury College Management Committee Standing Orders 2018/19**

Terms of Reference for each operational committee will be reviewed and agreed annually at the beginning of each academic year.

The Decision Planner defining the delegation of matters to committees or individuals will be reviewed and agreed annually.

The Policy and Document Review listing statutory and additional policies, and the committee or individuals with responsibility for monitoring and reviewing each policy, will be agreed annually.

The Headteacher has a statutory duty to keep the Management Committee fully informed and will present a written report to each termly meeting of the Full management committee

The Management Committee agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.

Day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy is delegated to the Headteacher.

### **2. Terms of office**

The Management Committee resolves that the Chair and Vice Chair(s) of the Committee will have a term of office of **one year** and the term of office will end on the date of the first meeting of the Management Committee after the anniversary of his/her election or at the end of his/her term of office as a member, whichever date is earlier.

The Chair and Vice Chair(s) may be nominated for subsequent terms of office.

### **3. Election of chair and vice-chair**

The Management Committee resolves that the following process will apply to the election of Chair and Vice-Chair(s):

- The Governing Body cannot conduct its business without an elected Chair.
- The Clerk will take the chair for that part of the meeting when the Chair is being elected.
- Governors may self-nominate or may nominate a fellow governor for Chair/Vice Chair. If there is more than one nominee, an election will take place.

## **Cranbury College Management Committee Standing Orders 2018/19**

- Members will be able to submit written nominations prior to the full Management Committee and verbal nominations at the meeting. A member can nominate him/herself for office and does not need to be present at the meeting to be considered.
- Nominee(s) will be asked to leave the room whilst the election process takes place.
- If there is more than one nominee, the remaining members will take a vote by a secret ballot. The Clerk will tally the votes at the meeting.
- The nominee(s) will return to the meeting.
- The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie, each candidate will be given the opportunity to speak to the members about their nomination and a further vote would be taken.
- If there is still a tie, members should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### **4. Relationships**

The Management Committee and head teacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The Management Committee will use staff and governor time appropriately, sensitively and effectively.

The Management Committee will, in the way it conducts its business, have regard to the need for the head teacher and staff to maintain a reasonable work/life balance.

In planning the frequency and times of meetings the Management Committee will have regard to the equality of opportunity to serve of current and future governors.

All governors will contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.

The Management Committee believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view. Where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current Regulations.

New governors will be welcomed and provided with appropriate induction and training.

All governors will share the workload and take on additional responsibility at an appropriate time.

All governors will undertake training relevant to their role.

**5. Term of office for each category of member**

Currently, the normal term of office for all members (irrespective of category) is four years. A shorter term of office may be allowed with the agreement of the Management Committee. Members may stand for re-election to further terms of office.

**5.1 Associate members**

Associate members are appointed by the management committee to serve on one or more committee. They may also attend full management committee meetings. They are not governors and therefore do not have a vote in governing body decisions, but may be given a vote on decisions made by committees to which they are appointed.

Associate members should be appointed because of the specific expertise and experience they can contribute to the effective governance and success of the school. Subject to the disqualifications set out in the 2012 Constitution Regulations, the management committee may appoint a pupil, school staff member, or any other person as an associate member so that they can contribute their specific expertise. This can help to address specific gaps identified in the skills of governing body members, and/or help the governing body respond to particular challenges that they may be facing.

**6. Appointment of the clerk**

The Management Committee will appoint a Clerk to the Management Committee. It is anticipated that the role of Clerk will involve approximately 240 hours of work in an academic year. There will be a Job Description for this role.

The Clerk of the Management Committee should ensure that the work of the Management Committee complies with the regulations.

Agendas and papers should be circulated to all members at least **seven** days in advance of the meeting.

Minutes of the full Committee should be circulated to all members within **two weeks** of the date of the meeting.

Minutes should be signed by the Chair at the next Management Committee meeting to verify that the minutes are a true record.

Summary reports of Sub-committee meetings should be circulated to all members (not just those on the sub-committee) and be presented to and received by the next Management Committee meeting.

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### 7. Quorum

The Management Committee notes the requirements in respect of a quorum.

<b>Full Management Committee</b>	<b>QUORUM REQUIREMENT</b>
13 Members, including the Headteacher	Half of number in post rounded down to nearest whole number.
<b>Resources Committee</b>	
Up to 6 Members, including the Headteacher	3
<b>Quality of Provision and Standards Sub-committee</b>	
Up to 6 Members, including at least one member of the Senior Leadership Team	3
<b>Headteacher's Performance Management Panel</b>	
2 members and the School Partnership Advisor	2

### 8. Functions which cannot be delegated

The following functions will not be delegated:

- the constitution of the Management Committee
- the appointment or removal of the Chair or Vice-Chair(s)
- the appointment of the Clerk
- the suspension of members
- the establishment of Sub-committees and delegation of functions.
- The Management Committee can still perform functions it has delegated. This enables the Management Committee to take decisions on matters that are discussed at meetings on functions that have been delegated.

### 9. Staff appointments and dismissals

The Management Committee has overall responsibility for all staff appointments and dismissals. The Management Committee agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, with advice from the Chair and a representative from the LA Human Resources (HR). All appointments and dismissals are subject to the adoption of appropriate HR policies.

In exceptional circumstances an individual member or group of members, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

**The exceptional circumstances are as follows:**

- where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness to particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions should be considered on a case by case basis in the light of circumstances.
- appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Management Committee may also lead in the appointment of support staff with senior management responsibilities.
- a Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction
- where the LA has made representations to the Chair of the Management Committee on grounds of serious concerns about the performance of the Headteacher
- where the Headteacher has failed to abide by financial limits agreed by the Management Committee for any school purpose.

**10. In the exceptional circumstances outlined above the following arrangements will apply:**

- the Management Committee will, when necessary, form a Sub-committee that will be responsible for staff appointments and the Staff Disciplinary Sub-committee will be responsible for initial staff dismissal issues.

**11. Appointment of Headteacher and Deputy Headteacher**

- The Management Committee will be responsible for selecting an Appointments Panel (of at least 3 Members) to lead on the appointment of a Headteacher and Deputy Headteacher