



# GOVERNING BODY STANDING ORDERS

<b>Policy Status</b>	<b>Statutory</b>
<b>Governing Body Approval</b>	<b>11 07 2018</b>
<b>Ownership</b>	<b>FGB</b>
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The governing body must approve Standing Orders annually.

1. **Composition of the Governing body**

1.1. The governing body is composed of:

3 parent governors

1 staff governors

1 headteacher governor

1 LA governor

6 co-opted governors

(as detailed in the Instrument of Government for the school).

1.2. The term of office of a governor is 4 years.

2. **Election / Appointment of Governors**

2.1. **Co-opted Governors.** When a vacancy occurs for a co-opted governor, the governing body is responsible for appointing a replacement. Governors should be notified of the vacancy for inclusion in the agenda of the next governors' meeting. A candidate should be proposed and seconded by governors and the governing body should approve the appointment.

2.2. **Parent Governors.** The Head Teacher/LA governor will act as Returning Officer. The election will be by secret ballot of parents. When a vacancy occurs, a letter will be sent informing parents and inviting nominations. Nomination forms will be included and a minimum of 10 school days allowed for their return. If an election is required, ballot papers will be sent out as soon as possible and a minimum of 10 school days allowed for their return to the school. The count will take place that day and candidates will be invited to the count. The result will be displayed on the school notice board and included in the next newsletter to parents. The ballot papers will be held in school for 7 days in the event of a disputed result.

If there are no candidates following an election the governing body can appoint a candidate who meets the criteria as noted in "The Governors' Handbook".

2.3. **Staff Governor.** The head teacher will act as returning officer. The election will be by secret ballot of all staff. When a vacancy occurs, a notice will be posted in the staff room or a letter sent out to inform the staff. Nomination forms will be available from the school office and 10 school days will be allowed for their return. If an election is required, ballot papers will be circulated as soon as possible and 10 school days allowed for their return. The count will take place that day and the result displayed in the staff room. The ballot papers will be held in school for 7 days in the event of a disputed result.

3. **Chair and Vice-Chair**

3.1. The governing body will elect from among its number a chair and vice-chair (excluding any employee of or a pupil at the school).

3.2. The term of office of the chair and vice-chair is one year.

3.3. The process for the election of chair and vice-chair is:

- governors may self nominate or may nominate a fellow governor for chair and/or vice-chair at the first meeting of the academic year. The permission of the nominee must be sought.

Nominees for the position of chair must leave the room whilst the governing body takes a vote.

The clerk will chair the meeting until the election of chair.

3.4. The newly elected chair will then chair the meeting from this point onwards, including election of vice-chair:

- nominees for the position of vice-chair must leave the room whilst the governing body takes a vote.

3.5. The chair and vice-chair will cease to hold office if they cease to be a governor of the school.

3.6. If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.

3.7. If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is appointed at the next meeting of the governing body. The election of chair will be a specific item of business on the agenda for the meeting.

3.8. If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.

3.9. If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 7 days to elect their successors.

3.10. The chair can be removed from office by the governors following procedures set out in the School Governance (Procedures) (England) Regulations 2013.

#### **4. Chair's Urgent Action**

4.1. The chair, or in his/her absence the vice chair, has authority to take certain urgent actions if:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, the pupil's parents, or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and
- the matter is one which can be delegated to an individual.

4.2. Any actions taken in such circumstances must be notified to the full governing body at the next meeting.

4.3. The following actions cannot be taken (in emergency) without reference to the full governing body:

- matters relating to the alteration or closure of schools;
- change of school category;
- change of school name;
- approval of the budget;
- discipline and admissions policies.

#### **5. The Clerk to the Governing Body**

- 5.1. The full governing body must approve the appointment of the clerk.
- 5.2. The clerk's role is to:
- convene meetings;
  - draw up, with the chair and head teacher, the agendas;
  - ensure that all meetings are minuted;
  - issue minutes;
  - maintain a register of members of the governing body and to report vacancies to the governing body;
  - manage the Governors' Virtual Office (GVO);
  - record attendance and any apologies tendered and accepted;
  - provide information to the governing body;
  - chair the meeting pending the election of the chairman;
  - be responsible for convening meetings as required eg exclusions, appeals and staffing;
  - ensure that minutes are available for public inspection;
  - receive relevant correspondence;
  - send out papers for the election of parent governors, or ensure the school undertakes this process.

## **6. Committees and Working Parties**

- 6.1. Where required under the school government regulations, and in other cases in order to ensure the most efficient conduct of its business, the governing body will:
- delegate work to committees, individual members of the governing body and/or the head teacher, if not a governor;
  - set up working groups to provide information and/or make recommendations to the governing body.
- 6.2. The arrangements for delegating functions will be reviewed annually by the full governing body.
- 6.3. The governing body will review the membership and terms of reference of such committees at the first meeting in each academic year.
- 6.4. When establishing committees the governing body, in addition to ensuring that at least three governors are appointed to each, will:
- determine the membership and the method of electing the chair of each committee;
  - establish and record terms of reference;
  - allow working parties and committees to determine their own timetables within given limits;
  - determine procedures for reporting back.
- 6.5. The membership of any committee of the governing body may include persons who are not members of the governing body. The governing body shall determine whether such persons shall be entitled to vote in any proceedings of the committee.
- 6.6. The head teacher has the right to attend any meeting of the governing body or any of its committees or working parties subject to the statutory rules of withdrawal.
- 6.7. A committee will provide minutes showing its decisions and actions to the next meeting of the full governing body.

- 6.8. The relevant committee will approve the minutes of a committee meeting and a copy will be presented to the next meeting of the governing body for information and filing.
- 6.9. Committee meetings will be clerked by a person who is not the head teacher.
- 6.10. In establishing working parties the governing body will:
- determine the membership, including that of non-members of the governing body, and the method of appointing the chair of each working party;
  - establish and record terms of reference;
  - allow working parties to determine their own timetables within given limits;
  - determine their procedures.
- 6.11. If the governing body establishes working parties to make recommendations or provide information they will be discontinued when their work has been completed.
- 6.12. A working party will present either written recommendations or progress reports to the next meeting of the full governing body.

## 7. **Conducting Meetings**

- 7.1. The chair will conduct all meetings of the full governing body except where, in his or her absence, the chair will be taken by the vice-chair.
- 7.2. It is the role of the chair to ensure that governor business is conducted in an effective and efficient manner.

## 8. **Calendar of Meetings**

- 8.1. The whole governing body will meet at least three times per year.
- 8.2. The governing body will plan the dates and times of its meetings as far in advance as practical.

## 9. **Timing of Meetings**

- 9.1. The full governing body will agree meeting start times and will aim to limit each meeting to 2 hours maximum.
- 9.2. Where the 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.
- 9.3. A meeting may be discontinued at any time if the governing body so resolves. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

## **10. Quorum**

- 10.1. For meetings of the full governing body the quorum will be one half, rounded up to a whole number, of the complete membership of the governing body, excluding any vacancies.
- 10.2. The quorum for a committee will be at least three governors who are members of the committee.
- 10.3. A meeting may continue if it is inquorate but no decisions can be made. If during the course of a meeting it becomes inquorate, no further decisions can be made. A record of business discussed and recommendations made should still be prepared.

## **11. Agenda**

- 11.1. The agenda will be organised by the clerk in consultation with the chair and head teacher.
- 11.2. Individuals or groups of governors may put forward items for the agenda by contacting the chair at least 10 working days before the meeting.
- 11.3. Items that have not been included on the agenda can be discussed at the meeting if the full governing body agrees to their discussion under any other business or, if appropriate, deferred to a subsequent meeting.
- 11.4. Written notice of meetings, together with the agenda and available paperwork, will be posted on the GVO seven clear days before the meeting – except where the chair calls an urgent meeting at short notice.
- 11.5. Non-receipt of notice of a meeting will not invalidate the meeting.
- 11.6. Notices of meetings, and the accompanying agenda and corresponding papers, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

## **12. Attendance**

- 12.1. The clerk will keep a record of all persons attending a meeting of the governing body or any of its committees.
- 12.2. The minutes will also record the names of governors who have sent apologies, which have been accepted. Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes.
- 12.3. The point of arrival of any person attending the meeting late and departure of any person leaving before the end of a meeting will be recorded in the minutes.
- 12.4. If a governor fails to attend meetings without the consent of the governing body for a period of six months they will be disqualified from holding office as a governor. The six-month period commences from the date of the first meeting he/she fails to attend.

### 13. **Suspension of Governors**

- 13.1. The governing body can suspend a governor for a period of up to six months under circumstances set out in the School Governance (Procedures) (England) Regulations 2013.

### 14. **Governors' Expenses**

- 14.1. The governing body will prepare a policy on the payment of expenses of governors in accordance with regulations.

### 15. **Governor Discussions**

- 15.1. The governing body will receive, but not debate, decisions that it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.
- 15.2. The full governing body will not debate or discuss any matter that is likely, subsequently, to be the subject of a complaint, appeal or disciplinary hearing.

### 16. **Confidentiality of Proceedings**

- 16.1. Discussions, proceedings and voting at meetings of the governing body and committees will be treated as confidential and not revealed to anyone other than a governor.

### 17. **Decision Making**

- 17.1. Members of the governing body accept that only a full meeting of the governing body must make all decisions unless an individual or a committee has been delegated to deal with a specific issue.
- 17.2. A simple majority through a show of hands will be made after full discussion and decision unless any member requests a secret ballot. Only governors present at a meeting may vote; proxy voting is not allowed.
- 17.3. A decision of the governing body is binding upon all its members. Any governor publicly dissociating themselves from a decision may result in that governor being suspended for a period of up to six months.
- 17.4. If there is a tied vote at the end of a discussion the chair has a casting vote.
- 17.5. Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the full governing body.

### 18. **Minutes of Meetings**

- 18.1. The minutes of meetings will be drawn up on consecutively numbered loose-leaf pages, each page signed by the chair of the meeting where they are approved.
- 18.2. A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more persons present.
- 18.3. Copies of the draft minutes will be checked for accuracy by the chair and the head teacher.

- 18.4. The minutes of a meeting will be considered for approval or amendment at the next meeting of the full governing body.
- 18.5. Actions will be taken on the basis of unapproved/draft minutes and need not await the approval of minutes at the next meeting.
- 18.6. Those matters that must by law remain confidential or which the governing body decides shall be confidential will not be published in the main minutes of any meeting but will be recorded separately and made available to governors only.
- 18.7. Minutes of meetings will be available for public inspection once they have been approved by the full governing body and signed by the chair.

## 19. **Access to Meetings of the Governing Body**

- 19.1. Apart from governors, the only people entitled to attend a meeting of the governing body are the head teacher (where he/she has chosen not to be a governor) and the clerk. The governing body will decide, who, other than those stated who will be admitted to its meetings.
- 19.2. When the head teacher is absent, the head teacher's nominee may attend the meeting.
- 19.3. If a meeting is to be open to parents/the public, reasonable notice will be given.
- 19.4. A teacher may be invited to attend meetings of the full governing body as part of his or her professional development.
- 19.5. The chair, on behalf of the governing body, may ask a visitor to leave the meeting. If the person refuses to leave when asked, that person is trespassing and the chair has the right to have him or her removed.

## 20. **Correspondence**

- 20.1. All incoming correspondence, excluding any concerning a complaint, is for the attention of the whole governing body. Significant items will be presented to each meeting of the governing body, including any upon which the chair has already taken urgent action, so that the need for, and the nature of any action may be decided or confirmed.
- 20.2. The governing body will determine by resolution who should write letters, policy papers or discussion documents on behalf of the governing body. No governor should write such a letter or policy paper without the delegated authority of a committee or the full governing body.

## 21. **Head Teacher's Role**

- 21.1. The head teacher has a statutory duty to keep the governing body fully informed, and will present a written report to each of the three annual meetings of the governing body.
- 21.2. Where important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.



21.3. Where information is required by the governing body but is not so readily available, reasonable time will be given for its production.

21.4. Where expertise or contribution to discussion is needed but not available within the governing body, the governing body may consider appointing an associate member from amongst pupils, staff or the community.

## 22. **Public Statements**

22.1. Public statements will only be made by agreement by the full governing body, notwithstanding provisions above (see item 20.2).

## 23. **Pecuniary and Personal Interest**

23.1. The governing body will maintain a register of the pecuniary interest of its members signed by all members.

23.2. A governor will be required to withdraw from a meeting, if he or she:

- stands to gain financially from a matter under consideration;
- has a personal interest in a matter under consideration;
- is a relative of a pupil, a parent or an employee being discussed.

23.3. Governors who have declared a personal interest must be allowed to attend a meeting of a committee or the governing body to give evidence if they have made relevant accusations or are witnesses in the case, when it is discussing:

- disciplinary action against an employee or against a pupil;
- matters arising from an alleged incident involving a pupil.

23.4. Governors will be required to withdraw from a meeting under circumstances set out in the School Governance (Procedures) (England) Regulations 2013.

23.5. If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governing body.

## 24. **Complaints and Staff Discipline**

24.1. The governing body will establish procedures for dealing with general complaints and for curriculum complaints.

24.2. The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

## 25. **Delegation of Functions**

25.1. An individual governor may take no action unless authority to do so has been delegated formally by the full governing body.

25.2. The governing body will determine the extent to which it will delegate its functions to an individual or to a committee but will not delegate decision making on those matters which must be decided by the whole governing body to either an individual or to a committee. The levels of delegation will be recorded in the governing body minutes and reflected in any committee terms of reference.

25.3. The governing body may delegate discipline and grievance procedures to one or more governors, to the head teacher or to one or more governors and the head teacher together, but they must not allow any outside body or persons to take decisions for them.

26. **Review**

26.1. Amendments to these Standing Orders may be made only by the governing body at its first meeting of any academic year.

27. **Distribution**

27.1. One copy of these Standing Orders will be presented to each member of the governing body, new governors when they join, and the clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended. Once agreed the chair should sign and date the last page and initial those preceding.

28. **GVO**

28.1 Any item posted by the clerk on the GVO for discussion and/or approval should be reviewed by everybody and done so within a week.