

ENGLEFIELD CE PRIMARY SCHOOL

Standing Orders For the Procedural Workings of the governing body

Adopted by the full governing body on 14th December 2015

These Standing Orders are established in accordance with the School Governance Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2007, the School Governance (Constitution) (England) Regulations 2012 and the Governors' Handbook 2014.

Related documents:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Membership list for committees
- Agreed calendar of meeting dates for the academic year
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2007 or School Governance (Constitution) (England) Regulations 2012 (delete as appropriate)
- The latest version of the Governors' Handbook

MEETINGS OF THE GOVERNING BODY

The full governing body will meet 5 times in each school year.

The dates of the meetings are as per the agreed list of meetings for each academic year.

CONVENING MEETINGS

All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, 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 seven 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 body and any of its committees.

The following persons have the right to attend any meeting of the governing body:

- 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 body may determine.

QUORUM

The quorum for a meeting of the governing body 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 body are not included.

In calculating the quorum associate members are not counted.

Meetings which become inquorate will be discontinued.

ALTERNATIVE ARRANGEMENTS FOR GOVERNOR PARTICIPATION AT MEETINGS

The governing body has agreed that in exceptional circumstances alternative arrangements such as use of speaker-phone telephone or video conferencing can be put in place to allow those governors not able to be present at the meeting to participate or vote.

DECISION-MAKING

Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or individual.

Every question to be decided at a meeting of the governing body 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 body 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 body 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 governing body meetings are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting. The signed-off minutes are kept in the school office.

Within 15 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing body within 20 school days of the meeting.

CLERK TO THE GOVERNING BODY

The governing body must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing body's functions.

Governors and the headteacher cannot be clerk to the governing body.

If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the governing body (but not the headteacher) to act as clerk for that meeting.

ELECTION OF THE CHAIR AND VICE-CHAIR

The governing body must elect a chair and a vice-chair. When the position of chair or vice-chair falls vacant the governing body must elect a new chair or vice-chair at the next full governing body meeting. Before an election takes place the full governing body 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 process agreed by the full governing body for electing a chair and vice-chair is as follows:

1. The clerk shall invite governors to submit written nominations prior to the election meeting which is deemed to be the first full governing body meeting of the academic year;
2. A governor may nominate him/herself for office;
3. Nominations shall be noted on the agenda for the election meeting;
4. Verbal nominations shall only be considered at the election meeting if no written nomination has been received for the post in question;
5. If there is a single nomination for any office the nominee shall be considered elected;
6. If there is more than one nominee for a post, nominees will leave the room while the election process takes place;
7. The remaining governors shall vote in person by secret ballot (there will be no absent voting);
8. The clerk will tally the votes and his/her decision as to whether or not to admit a vote shall be final;
9. The nominee polling the majority of votes shall be duly elected;
10. If there is a tie each candidate will be given the opportunity to speak to the governors about their nomination, after which a further vote will be taken;
11. If there is a further tie, governors will discuss the strengths and skills of the nominees further and another vote will be taken;
12. This process will repeat until a nominee polls a majority of the votes.

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 body will maintain a register of business interests of its members. The register is held in the school office.

CODE OF CONDUCT FOR WEST BERKSHIRE GOVERNORS

Every governor (and associate member) will read and agree to follow the Englefield Primary School's Code of Conduct for Governors.

GOVERNORS' EXPENSES

The governing body may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

This governing body has agreed the following:

- Governors may claim for exceptional travel expenses to formal courses and any postage costs incurred;
- Reimbursement of costs incurred by the Chair of the Governing Body must be approved by the Chair of the Finance Committee;
- Reimbursement of costs incurred by any other governor must be approved by the Chair of the Governing Body;
- Reimbursement of costs incurred by any governor will be reported to the Governing Body on an annual basis by the Chair of the Finance Committee

COMMITTEES, WORKING PARTIES, APPEAL PANELS and ASSOCIATE MEMBERS

The governing body may appoint associate members to serve on one or more committees (and to attend full governing body meetings). Associate members are not governors.

- **Committees**

A committee of the governing body is set up with delegated powers, with the governing body 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 body meeting and minuted. The governing body remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a full governing body meeting. The Chair of each committee must also be appointed annually.

Quorum of committees

The minimum quorum is three governors. Associate members are not included in calculating the quorum.

Headteacher

The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.

Clerk

The governing body must appoint a clerk to each committee.

Committees: Admissions
Development Committee
Finance, Premises & Staff
Foundation Governors
Pay

Membership: As per the list of committee membership.

Committee terms of reference are kept in the school office.

- **Working parties**

A working party of the governing body may be set up with the governing body 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 body (or a relevant committee if responsibility has been delegated to a committee) for approval.

- **Appeal panels**

Under certain circumstances, the governing body 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 body will agree the rules of the election and appoint a returning officer.
 - The rules of any election are kept by the clerk and will be published on the school website (parent governor election) or on the staffroom noticeboard (staff governor election).
 - The returning officer will be the clerk to governors unless otherwise agreed.
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REVIEW

These Standing Orders will remain in effect until such time as the governing body is required to make any such alteration as a result of changes to school governance procedures, constitutions or regulations.

The clerk will ensure that each governor is provided with a copy of these Standing Orders upon appointment to the governing body.