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STANDING ORDERS FOR THE GOVERNING BODY

Roles of the Governing Body and Headteacher

The functions of the governing body include the following core functions:

- ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- ensuring that the Headteacher performs his or her responsibilities for the educational performance of the school; and
- ensuring the sound, proper and effective use of the school's financial resources.

In exercising their functions the governing body shall:

- act with integrity, objectivity and honesty and in the best interests of the school; and
- be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.
- the governing body must appoint a clerk with a view to ensuring their efficient functioning and must have regard to advice from the clerk as to the nature of the governing body's functions.

The Headteacher's responsibilities include:

- the internal organisation, management and control of the school;
- the educational performance of the school.

The Headteacher is accountable to the governing body for the performance of all his or her responsibilities.

The Headteacher must comply with any reasonable direction of the governing body.

1. Election and removal of Chair and Vice Chair

1.1 The term of office of the Chair and Vice Chair will be one year and will expire at the first full governing body meeting of the autumn term.

1.2 The Chair or Vice Chair may resign at any time and a new Chair/Vice Chair elected. If the Chair or Vice Chair resigns mid-term the new Chair or Vice Chair will be elected for the full term of office agreed by the Governing Body. Decisions must be recorded by the clerk in the minutes.

1.3 The Clerk should manage the election procedures. Any governor who is paid to work at the school may not be Chair or Vice Chair of the Governing Body.



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1.4 Written or oral nominations should be notified to the Clerk before the meeting at which the election will take place. Additional nominations can be received on the day. All nominations can be self-nomination or nominations from colleagues.

1.5 All candidates must withdraw whilst the election process is undertaken and shall not vote. Elections should be by secret ballot. If only one candidate, the ballot should either accept or decline the candidate. In the event of a tie, the decision will be based on the toss of a coin.

2. Urgent action

2.1 The Chair (or the Vice Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interest of:-

- the school;
- any pupil at the school (or their parent);
- any person who works at the school.

2.2 A meeting can be called in less than seven days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting could be called.

2.3 Emergency action should only be used in extreme circumstances.

3. Appointment and removal of the Clerk

3.1 The Governing Body shall appoint the Clerk to the Governing Body and can remove a clerk by resolution. The Clerk to the Governing Body must not be:

- a) a governor;
- b) head teacher of the school.

3.2 In an emergency a governor (not the head teacher) may clerk for that meeting only.

3.3 The clerk to the Governing Body must:

- a) convene meetings by circulating the agenda;
- b) attend meetings of the Governing Body and ensure minutes of the proceedings are produced;
- c) maintain a register of members of the Governing Body and of associate members and report any vacancies to the Governing Body; and
- d) perform such other tasks as may be determined by the Governing Body from time to time.



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4. Meetings and proceedings of the Governing Body

4.1 The following persons have a right to attend all meetings of the Governing Body:

- head teacher (whether or not that person is a governor)
- all governors (unless suspended)
- clerk to the Governing Body
- associate members of the Governing Body (unless the Governing Body requires them to leave for items relating to an individual member of staff or pupil)
- in certain circumstances the local authority may also have a right to attend

4.2 The Governing Body may invite other persons to attend at their discretion. Meetings will not be open to the public.

4.3 The Governing Body will decide whether to have associate members and who they shall be. The Governing Body can also remove associate members. Associate members have voting rights on committees where they are members.

4.4 The Local Authority must be invited to the meeting and sent an agenda where the governing body is considering changing the category of the school

4.5 There must be at least three meetings of the full Governing Body each school year.

4.6 Meetings of the full Governing Body must be convened by the Clerk.

4.7 The agenda/reports/papers shall be sent to the governors seven days before the meeting. Ideally items for the agenda should be notified to the Chair or clerk two weeks before the meeting. Papers are to be tabled at meetings only in exceptional circumstances.

4.7 A governor who, without the consent of the Governing Body, fails to attend full Governing Body meetings for a period of 6 months is disqualified. A record (in the minutes of the meeting) of Governing Body consent or otherwise for absence is essential in order to invoke disqualification. If no apology is received then no consent can be granted.

4.8 Governors may only participate or vote at meetings which they attend at the venue stated on the agenda (except in exceptional circumstances).

5. Quorum

5.1 The quorum for the Governing Body needs to be calculated as 50% of those governors in post, rounded up to the nearest whole number. Vacancies are not included in the calculation.



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5.2 Associate members are not to be included in the calculation for quorum.

5.3 The clerk will advise the Chair of the current quorum at the start of each meeting.

6. Voting

6.1 All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional casting vote. An exception is in the election of the Chair or Vice Chair when it is decided by the toss of a coin.

7. Minutes and papers

7.1 Minutes should be prepared by the Clerk and signed minutes must be available for public inspection. This excludes confidential items which refer to an individual parent, pupil or member of staff or other items the Governing Body deems confidential.

7.2 Once approved at the next meeting, the Governing Body's minutes will be available on the school notice board, on the school website and from the school office.

7.3 Draft minutes that have been approved by the Chair should be made available as soon as possible after the meeting. These should be marked 'subject to ratification'. This excludes confidential items.

7.4 Confidentiality should be restricted to a few very sensitive items. The way individual governors vote, and their opinions, should be regarded as confidential.

8. Restrictions on participation

8.1 Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.

8.2 An annual register of interests must be established and updated annually. The date for the annual update of the register is 31st December each year.

8.3 Each governor must declare at the start of any meeting if there is an item on the agenda which poses a potential conflict of interest or where a fair hearing is required and his/her impartiality is in doubt. In such a case, the governor concerned must withdraw from the discussion and may not vote.

8.4 In the event of a dispute the Governing Body decides whether the individual should withdraw.

9. Suspension



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- 9.1 The Governing Body can suspend a member of the Governing Body for a limited number of prescribed reasons for a period not exceeding 6 months .
- 9.2 This should be used as a last resort.
- 9.3 All governors will be required to adopt the Governing Body's Code of Conduct.

10. Delegation to committees and individuals

- 10.1 The full Governing Body, in accordance with regulations, must annually decide any delegation to committees or individuals.
- 10.2 These requirements do not apply to other working groups without delegated powers.
- 10.3 The Governing Body shall establish every year such committees as are required in accordance with the regulations.
- 10.4 Any governor, Headteacher or committee who has been given delegated authority to carry out a Governing Body function must report any decisions or actions to the Governing Body. The committee minutes will appear on the agenda of the Governing Body meeting and are recorded by the clerk as being 'received and noted'.
- 10.5 The committee shall decide the quorum which must be at least 3 governors.
- 10.6 A chair shall be appointed annually to each committee by the committee.
- 10.7 All governors should be notified of the committee agendas and be able to contribute in writing or by attending with the permission of the committee chair.
- 10.8 The Governing Body must agree which committees associate members are members of. Where associate members are members of a committee they have voting rights. But may be excluded from any confidential item concerning a member of staff or pupil.
- 10.9 All committees must be clerked but this can be undertaken by a governor who is a member of the committee or an associate member. The Headteacher is not permitted to clerk a committee.
- 10.10 Seven days notice must be given for all committee meetings and agendas circulated.
- 10.11 Minutes of all committee meetings to be circulated to all governors. Confidential minutes are confidential to those present at the meeting only.



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10.12 Delegated decisions taken by committees should be reported to the Governing Body but not re-debated except where a decision might be rescinded.

11. Governors' Allowances

The governing body has adopted a policy on the payment of expenses to governors.

12. Composition and membership of the Governing Body

12.1 All governing bodies are responsible for their size and composition. Governing bodies should ensure that it has the required skills and knowledge to be effective and dynamic.

12.2 The governing body will:

- make all prospective governors aware of the skills needed, commitment disqualifications and expectations of the role
- make all prospective governors aware of the need to publically disclose information about their business interests and connections to the school
- use a skills audit to identify gaps and training needs
- pro-actively state the skills it is looking for when seeking to elect or appoint governors
- keep the size and effectiveness of the governing body under review.

13. Publication of Governor's Details and register of Interests

13.1 Governors hold an important public office and their identity should be known to their school and wider community. In the interests of transparency, the governing body will publish on its website up-to-date details of its governance arrangements in a readily accessible format.

13.2 This will include:

- the structure and remit of the governing body and committees, and the full names of the chair of each
- for each governor who has served at any point over the past 12 months their full names, date of appointment, term of office, date they stepped down (where applicable) and the appointing body
- relevant business and pecuniary interests (as recorded in the register of interests) and also including governance roles in other educational institutions and any relationships between governors and school staff (including spouses, partners and close relatives)
- their attendance record at governing body and committee meetings over the last academic year

13.2 The same information needs to be disclosed for associate members making it clear if they have voting rights on a committee.



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14. Failure to Provide Information for Disclosure

14.1 Any governor failing to provide information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body will consider suspending the governor. In the case of associate members the governing body can remove them.

14.2 The governing body will make it clear in its code of conduct that this information will be published on their governors and any associate members.

14.3 The code of practice will be signed by all governors and associate members annually.

15. DBS Checks for Governors

15.1 All governors must hold an enhanced criminal record certificate (DBS). Where a governor is elected or appointed and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election.

Ratified by the Governing Body 20 September 2019