



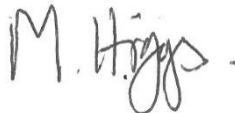
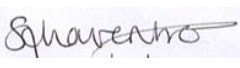
Full Governing Body Standing Orders Aldermaston CE Primary School

Version: 1

Reviewed by: Full Governing Body

Date adopted by FGB: October 2021

Review by: October 2022 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	October 2021
Chair of Governing Board	Mrs S Chaventre 	October 2021

1. Purpose

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
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2012
- The latest version of the Governors' Handbook

2. Meetings of the Governing Body

The full governing body (FGB) will meet four times in each school year in October, January, March and July. Other meetings may be called by the Co-Chairs as required.

3. Convening the 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.

4. Notice of Meetings

Meetings will be planned prior to the start of the school year and placed on the GovernorHub calendar. Written notice of meetings, together with the agenda and all associated documents, will be sent, so as to arrive seven days before the meeting to (a) each governor, (b) the Head Teacher (whether or not that person is a governor), and (c) any associate member, except when a committee meeting is held in the week preceding a full governor meeting (associated documents will then be provided as soon as practical) or where the Chair calls an urgent meeting at short notice. Where the FGB has agreed to use a digital process, associated documentation will instead be posted into the FGB electronic GovernorHub database for all to access.

If any person has not received the notice of the meeting, or fails to access the documentation, the meeting is not invalidated.

5. Attendance

The Clerk will keep a record of those governors and all other persons present at meetings of the governing body. The following persons have the right to attend any meeting of the governing body:

- a governor;
- the Head Teacher of the school, whether or not that person is a governor;
- an associate member;