



Full Governing Body Standing Orders **Aldermaston CE Primary School**

Version: 1

Reviewed by: FGB

Date adopted by FGB: September 2020

Review by: September 2021 (1 year)

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

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 Chair 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;



- such other persons as the governing body may determine.

6. 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.

7. Alternative arrangements for governor participation at meetings

Apologies for non-attendance should be sent, in the usual manner, to the Clerk ahead of the meeting.

Governors may attend FGB remotely, say via Skype, subject to prior agreement with the Chair and use of common sense, so that a quorum of governors are physically present.

8. 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.
- 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.



9. Minutes of meetings

The Clerk is to ensure that draft minutes of the governing body meeting are drawn up and presented to the Chair and Head Teacher for review within 5 days following a meeting. Once checked by the Chair and Head, the minutes will be made available to all governors within 1 week of that meeting and all comments are to be returned within 12 days of the meeting. Once all comments have been received and approved, the final draft version will then be made available to all within 2

weeks of the meeting to allow actions to be carried out in a timely manner; any further comments will be expected within 1 week of the final draft release. The agreed minutes will then be finalised and signed off by the Chair and posted to the electronic folder. Given the time between FGB meetings, this approval process via email is accepted by the governing body as an effective method of finalising documentation. Formal acceptance will also be provided at the beginning of each FGB meeting for capture in the minutes.

All signed off minutes, and associated papers and/or attachments are also to be kept in a folder, arranged by the Clerk and which is held in the School Office, and should be made available on request. The Clerk is also to ensure the signed off minutes are posted to the school website within 1 week of formal ratification at each FGB meeting.

Minutes timeline:

Meeting = Minutes taken

Meeting + 5 days = Clerk to provide draft minutes to Chair & HT

Meeting + 7 days = Chair to make draft minutes available to all on GovernorHub.

Meeting + 12 days = All comments received.

Meeting + 14 days = Clerk to post final draft in GovernorHub

Meeting + 21 days = Any further comments received by exception. Minutes finalised and signed off by Chair

Meeting + 28 days = Minutes placed in school file.

10. 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 Head Teacher cannot be Clerk to the governing body.

11. 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 FGB meeting. Before an election takes place, the FGB



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.

This FGB agrees that nominations will be sought, via email, within 2 weeks of the FGB meeting at which the election is to take place and the names of nominees will be declared on the agenda for that meeting. If only one nomination is received for either the Chair or Vice Chair, a show of hands will suffice for voting purposes and the result will be declared. In the event of more than one nomination being received for the position of Chair, a secret ballot will be held and the Clerk will distribute plain paper slips for which governors must hand-write the name of their favoured nominee and return to the Clerk, who will then declare the result. This same process will be used by the Chair when electing the Vice Chair. Email voting as per section 7.

12. Declaration of Interest

Governors will declare any pecuniary interest or conflict of interest with any agenda item *at the beginning of the meeting*.

13. Business Interests

The governing body will maintain a register of business interests of its members. These documents are reviewed annually by the Clerk, during the autumn term, and are filed within the Governors' Personnel file which is kept in a locked cabinet in the school office.

14. Code of Conduct for West Berkshire governors

Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors. This will be redone if any changes are made to the Code of Conduct, as advised by the Clerk.

15. Governors' Expenses

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

*Aldermaston CE Primary School – POLICY FOR PAYING GOVERNOR ALLOWANCES – Ref ALLOWANCES Issue 2 refers.

16. Associate Members

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



17. Committees and Sub-Committees

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 FGB meeting and minuted. The governing body remains responsible for any decisions taken by committees and these decisions must be reported back to the FGB at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a FGB meeting. The Chair of each committee must also be appointed annually and is to provide an annual report to the FGB at the end of the school year.

Quorum of committees The minimum quorum is 3 governors. Associate members are not included in calculating the quorum.

Head Teacher The Head Teacher has the right to attend any committee meetings except the HTPM Committee or any complaints/appeals sub-committee where the Head Teacher is involved.

The Head Teacher cannot Clerk committee meetings.

Clerk The governing body or committee chair must appoint a Clerk to each committee; this does not have to be the Clerk to Governors.

There are 3 main committees:

Finance, Curriculum & People

Sub-Committees

There are 5 sub-committees established and these meet as required at a given time or in response to external input. The sub-committees are:

- Head Teacher's Performance Management Committee (HTPM)
- Staff Disciplinary panel
- Complaints Committee
- Appeals Committee
- Exclusions

Governors are pre-identified to be members of these sub-committees to allow adequate training and preparation as necessary. Committee and sub-committee construct, members, terms of reference for committees and role specs for the sub-committees are kept in the Policies folder, together with this document. This folder is stored in the school office and should be made available on request.

18. Role Governors

Certain areas of focus require specific attention but don't warrant a committee, therefore individual governors are identified and nominated to fill key roles and report back to the FGB or appropriate committee as required. There are 4 identified areas of special attention:

- Pupil Premium & Sports Grant
- Health & Safety
- Safeguarding
- Special Educational Needs (SEN)

Role specs are provided for the nominated governors filling these roles.



19. 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 nor have any delegated powers. A working party can only bring recommendations to the FGB (or a relevant committee if responsibility has been delegated to a committee) for approval. A lead governor or associate will be assigned and a working party role spec will be provided by the FGB if a working party is established.