

**Governing Board Standing Orders**

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and Governance Handbook 2019.

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| **1** | **Chair and Vice-Chair** |
| 1.1 | The governing board must set the term of office for the chair and vice chair before the election takes place. This can be between one and four years. The term of office for each will end on a date agreed by the governing board. |
| 1.2 | The governing board cannot conduct its business without an elected chair. |
| 1.3 | When the chair and vice-chair are due for election, the governing board will elect both positions from among its number (though excluding any employee of, or a pupil at the school). |
| 1.4 | The governing board will decide the process of election for either or both positions in advance of the election. |
| 1.5 | If nobody has indicated a willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected. The business of the meeting can be completed whilst chaired by the previous chair or a governor appointed as a chair for the purpose of the meeting. A further meeting date must be set for election of a chair. |
| 1.6 | The clerk will take the chair when the chair is being elected. Otherwise the chair will conduct all meetings of the governing board except that, in his/her absence, the vice-chair will take the chair. |
| 1.7 | If the election of the chair or vice-chair is contested, it will be decided by secret ballot. Governors standing for election will withdraw and not vote. There is no statutory requirement to use any specific system for governor elections. The LA will advise on the system to be used. [[1]](#footnote-1) In the event of the election being held remotely, the governing board will agree on the remote voting system to be used. |
| 1.8 | If both the chair and vice-chair are absent from a meeting, the governing board will elect a chair for that meeting. |
| 1.9 | 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 board. The election of chair will be a specific item of business on the agenda for that meeting. |
| 1.10 | If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be elected at the next meeting of the governing board. |
| 1.11 | If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing board will hold an extraordinary meeting within 14 days to elect their successors. |
| 1.12 | The chair and/or vice-chair can be removed from office by resolution of the governing board (Regulation 9) unless the chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006. |
| 1.13 | A resolution to remove the chair or vice-chair from office will not take effect unless the matter is specified as an item of business on the agenda. The governor proposing the removal must state his/her reasons for doing so at the meeting. The chair or vice-chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the governing board votes on the proposal to remove the chair or vice-chair from office. |
| **2** | **Calendar of Meetings** |
| 2.1 | The governing board will meet at least three times per academic year. |
| 2.2 | Committees will meet at a frequency determined by the governing board. |
| 2.3 | The governing board will set the dates for its meetings, including those of any committee and/or working group, for the next school year at the final meeting of the previous school year. |
| **3** | **Timing and Duration of Meetings** |
| 3.1 | Meetings will start at times which are acceptable to the governing board and will aim to be of no longer than 2 hours duration. |
| 3.2 | A meeting may be discontinued at any time if the governors so resolve. 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. |
| **4** | **Alternative arrangements for governor participation at meetings** |
| 4.1 | The governing board may approve alternative arrangements for governors to participate or vote at meetings.  *Governors may participate and vote at meetings via video conferencing facility if they have indicated this in advance of the meeting and this facility is available If governors participate/vote at meetings but are not in attendance due regard will be paid to confidentiality and fair and equal contribution to the meeting.* |
| 4.2 | No recording of a virtual meeting may be made without the approval of the governing body and may only be done so for a specific purpose. |
| 4.3 | The clerk will physically/virtually attend the meeting in order to record the minutes. |
| **5** | **Quorum** |
| 5.1 | The quorum for all business of the governing board is one half (rounded up to a whole number) of the total number of governors in place; not including any governor vacancies. |
| 5.2 | Meetings which are or become inquorate will be discontinued or will becontinued but with no legal decisions being made. |
| **6** | **Clerking** |
| 6.1 | The governing board will determine the arrangements for appointing a clerk for meetings of the full governing board and committees. |
| 6.2 | Governors and the headteacher cannot be clerk to the governing board. |
| 6.3 | The headteacher cannot be appointed as clerk to a committee. |
| 6.4 | If the clerk does not attend a meeting the governors present at the meeting can appoint a member of the governing board or committee (but not the headteacher) to act as clerk for that meeting. |
| 6.5 | The governing board can remove their clerk from office by resolution at a governing board meeting. If the school does not have a delegated budget, the local authority may dismiss the clerk and appoint a substitute, but the local authority must consult the governing board before doing so. |
| **7** | **Associate Members** |
| 7.1 | The governing board can appoint Associate Members to serve on one or more governing board committees and attend full governing board meetings. |
| 7.2 | An associate member may be removed from office by the governing board at any time. |
| 7.3 | Associate Members are appointed as members of committees established by the governing board or as members of the governing board. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not governors and are not recorded on the Instrument of Government. |
| 7.4 | Associate Members do not have the right to vote at governing board meetings. The governing board can give limited voting rights to Associate Members on committees at the time of appointment. |
| 7.5 | Associate Members cannot count towards a quorum for any meeting of the full governing board or committee on which they serve. |
| **8** | **Withdrawal from meetings** |
| 8.1 | Governors will be required to withdraw from a meeting under circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. |
| 8.2 | If there is a dispute about a person attending a governing board meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting. |
| **9** | **Convening meetings** |
| 9.1 | All meetings will be convened by the clerk, in accordance with the arrangements made by the governing board, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors. |
| **10** | **Notice of Meetings** |
| 10.1 | Written notice of meetings, together with the agenda, 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), (c) any Associate Member and (d) the local authority, where an agenda item for the meeting involves consideration of a change of school category.  *For the purpose of this standing order, clear days do not include the day of despatch or the day of the meeting.* |
| 10.2 | Non-receipt of notice of a meeting will not invalidate the meeting. |
| **11** | **Agenda** |
| 11.1 | The agenda will be prepared by the clerk in accordance with any determination of the governing board and in consultation with the chair and the headteacher and where the clerk is also the clerk to any committees the chair of the committee and the headteacher. |
| 11.2 | Papers that inform agenda items will be sent to governors with the agenda. In the event of the late circulation of a paper, the meeting will be asked to take a view on whether the item is to be taken at that meeting or deferred to the next meeting to allow time to read the paper and prepare any questions. |
| **12** | **Late Items/Any Other Business** |
| 12.1 | The agenda will include ‘Notification of AOB’ immediately after ‘Apologies for Absence’ and any governor wishing to raise an urgent meeting item must give notice at this time. |
| 12.2 | The governing board will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting. |
| **13** | **Suspension and Removal of Governors** |
| 13.1 | The governing board may suspend a governor for a period of up to six months under circumstances set out in Regulation 17. The governing body may remove a governor from the governing body under the circumstances set out in Regulations 20-24A and 25 of The School Governance (Constitution and Federations) (England) Regulations 2012 (as amended 2017). |
| 13.2 | The governing body will adopt a procedure for dealing with complaints against governors. A governor can only be suspended if one or more of the following grounds apply:   * the governor is paid to work in the school and is the subject of disciplinary proceedings in relation to his/her employment * the governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a governor under Schedule 4 of the Constitution Regulations * the governor has acted in a way that is inconsistent with the school’s ethos or with the religious character and has brought or is likely to bring the school or the governing board or his/her office into disrepute * the governor is in breach of his/her duty of confidentiality to the school or the staff or to the pupils |
| 13.3 | A governor can only be removed if one or more of the following grounds apply:   * The governor’s actions have had a large negative impact on the school’s or the governing body’s ability to operate. * The governor has committed gross misconduct. * The governor has acted in a way that undermines the 7 principles of public life or British values. * There have been repeated grounds for suspension. |
| 13.4  13.5  13.6 | Any motion to suspend or remove a governor must be specified as an agenda item of the meeting for which at least seven days’ notice must be given.  The governor subject to the removal must then be given the opportunity to make a statement in response.  A resolution to **remove** a governor must not be enacted until it has been confirmed at a second meeting of the governing body held not less than 14 days after the first meeting. The removal of the governor must be specified as an item on the agenda for the second meeting; at the second meeting, the removal will need to be confirmed by a vote of the governors. |
| 13.7  13.8 | A governor who is suspended will continue to receive notice of meetings, agendas, reports, papers and minutes for any meetings during their suspension. This includes confidential minutes of meetings.  *Governing bodies will be expected to provide an appeals procedure to enable any removed governor to test the reasonableness of the governing body’s decision to remove them. It is advised that an independent panel will conduct the appeal process ie this panel could include a governor from another school, and/or a suitable official from the local authority, or a suitable diocesan representative. It is important that an appeal mechanism is in place as the individual in question is entitled to natural justice and so, should be provided a fair chance to make representations to defend themselves before the panel.*  Where the governing body resolves to remove a governor (by a majority vote at the second meeting), they will cease to hold office immediately, |
| **14** | **Governors’ Expenses** |
| 14.1 | The governing board will prepare a policy on the payment of expenses of governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.  *Included in the Financial Regulations and Scheme of Delegation Policy* |
| **15** | **Attendance** |
| 15.1 | The clerk will keep a record of those governors and all other persons present at meetings of the governing board or any of its committees. |
| 15.2 | Where a governor sends an apology for absence with reason, the governing board will decide whether to ‘consent’ to the absence and the clerk will record the decision in the minutes. |
| 15.3 | The arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes. |
| **16** | **Minutes of Meetings** |
| 16.1 | A copy of the signed minutes of meetings consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record will be held at the school. |
| 16.2 | Any dissenting views will be recorded in the minutes of the meeting if that is the wish of one or more governors present. |
| 16.3 | Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting. |
| 16.4 | Within 10 school working days of the meeting, the draft minutes will be sent by the clerk to the chair with copy to the headteacher |
| 16.5 | Copies of the draft minutes, once commented on by the chair, will be sent to all members of the governing board within 15 school days of the meeting. |
| 16.6 | The approval of the minutes of the previous meeting will be on the agenda of every ordinary meeting of the governing board and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair. In the event that the meeting is held virtually, this may be by an electronic signature. |
| 16.7 | Those matters which the governing board determines shall remain confidential will be minuted separately and such minutes will not be made publicly available. |
| 16.8 | Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them. |
| 16.9 | Minutes made available for inspection will include papers forming part of the meeting. |
| 16.10 | A copy of the signed minutes will be sent to the LA if requested |
| **17** | **Confidentiality of Proceedings** |
| 17.1 | Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting. |
| **18** | **Information and Advice** |
| 18.1 | The headteacher has a statutory duty to keep the governing board fully informed and will present a written report to the governing board on a termly basis**.** |
| 18.2 | Where important information required by the governing board is given orally, it will be recorded in the minutes in appropriate detail. |
| 18.3 | Where information required by the governing board is not readily available, reasonable time will be given for its production. |
| 18.4 | Where expertise is needed but not available within the governing board, the governing board may consider inviting appropriate non-governors to attend meetings or appointing Associate Members. |
| **19** | **Discussion and Debate** |
| 19.1 | The chair will ensure that meetings are run effectively, focussing on priorities and making best use of the time available and ensuring that all governors enjoy equality of opportunity to express their views and participate in decision making. |
| 19.2 | The governing board will receive and note, without debate, any decisions on matters which it has delegated to a committee or to an individual. |
| 19.3 | Recommendations received from working groups will be recorded in the minutes, together with any related governing board resolution. |
| **20** | **Decision-making** |
| 20.1 | Members of the governing board recognise that all decisions must be made by the governing board unless the governing board has delegated the function to a committee or to an individual. |
| 20.2 | Every question to be decided at a meeting of the governing board is to be determined by a majority of the governors present (including those participating remotely) and voting on the question; proxy voting is not allowed. |
| 20.3 | Where there is an equal division of votes the chair (or the person acting as chair for the purpose of the meeting) has a second or casting vote – except in the case of a selection panel deciding which, if any, candidate to recommend to the governing board for appointment as headteacher or deputy. There is no second or casting vote in the election of chair. |
| 20.4 | Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors request a secret ballot. |
| 20.5 | Decisions of the governing board are binding upon all its members. |
| 20.6 | Decisions of the governing board (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing board only if a proposal to amend or rescind appears as a specific agenda item.  *There is no provision under the current legislation to make decisions via email as the use of email is considered to be correspondence and not a forum for discussion. In the event of it not being possible to hold physical meetings, every effort will be made to organise virtual meetings.* |
| **21** | **Urgent Action** |
| 21.1 | The chair, or in his/her absence the vice-chair, has authority to take urgent action between meetings only where:   * a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents/carers, or a member of staff * a meeting could not be called in sufficient time to deal with the matter * the matter is one which can be delegated to an individual under regulations |
| 21.2 | If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing board. |
| **22** | **Public Statements** |
| 22.1 | Public statements on behalf of the governing board will be made only by the chair or those delegated to make them. |
| **23** | **Access to Meetings of the Governing Board** |
| 23.1 | Apart from governors, the only people entitled to attend a meeting of the governing board are the headteacher (whether or not they are a governor), the clerk, where appropriate, Associate Members and any such other persons as the governing board may determine. No substitute members are permitted. |
| 23.2 | Associate Members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed. |
| 23.3 | When the headteacher is absent, the deputy headteacher will attend in his/her place but will have no vote (unless in the long-term absence of the headteacher, the deputy has been appointed acting headteacher). |
| 23.4 | The governing board can require any non-governor present at a meeting to leave at any time. |
| 23.5 | If a meeting is to be opened to parents/the public, reasonable notice will be given. |
| 23.6 | The headteacher or governing body may invite staff (deputy headteacher, bursar, head of department etc.) to attend meetings on an occasional or regular basis. All staff members are there in an advisory role and have no voting rights unless they have an additional role such as staff governor. |
| **24** | **Pecuniary Interests and Other Specified Conflict of Interest** |
| 24.1 | The governing board will maintain a register of the pecuniary and personal interests of its members on a clearly laid out document. Each year all governors will complete a full declaration and copies of each of these will be kept for that year. |
| 24.2 | As appropriate, governors will, when attending meetings of the governing board or its committees, draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not. |
| 24.3 | The contents of the register of interests will be published on the website and reviewed on a regular basis to ensure that details are up to date. |
| 24.4 | A governor must withdraw from a meeting if he/she (or a close relative or partner):   * 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 * is a school employee, other than the headteacher, and the pay or performance of school employees is under discussion * is the headteacher and the pay or performance of the headteacher is under discussion |
| 24.5 | When a committee is considering:   * disciplinary action against an employee or against a pupil or * a matter arising from an alleged incident involving a pupil   a governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations or is a witness in the case. |
| **25** | **Complaints and Staff Discipline** |
| 25.1 | The governing board will establish procedures for dealing with complaints. |
| 25.2 | The governing board will establish procedures for dealing with staff disciplinary matters and staff grievances. |
| **26** | **Delegation of Functions** |
| 26.1 | No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 21.1) unless authority to do so has been delegated formally by resolution of the governing board. |
| 26.2 | Where required under the school governance regulations and in other cases in order to ensure the most efficient conduct of its business, the governing board will:   * delegate work to committees, individual members of the governing board and/or the headteacher, if not a governor * set up working groups to provide information and/or make recommendations to the governing board |
| 26.3 | The arrangements for delegating functions will be reviewed annually by the full governing board. |
| 26.4 | In delegating functions to individuals, the governing board will have regard to the restrictions set out in Regulations 18 and 19 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. |
| **27** | **Committees** |
| 27.1 | Committees to which the governing board has delegated any of its functions will act strictly in accordance with the terms of delegation. |
| 27.2 | When establishing committees, the governing board will ensure compliance with the regulations concerning the constitution of the committees and will:   * determine the membership (including non-governors where permitted and appropriate) * appoint the chair of each committee annually * establish and record terms of reference * review the membership and terms of reference annually * decide whether or not to confer voting rights on any or all non-governors for those matters where non-governors are not prohibited from voting under the regulations * determine arrangements for meeting and reporting back to the full board of governors. * set the quorum for each committee (minimum quorum is 3). |
| 27.3 | The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. |
| 27.4 | No governor who served on the relevant first committee or had any previous involvement with the matter under appeal may serve on an appeal committee. |
| 27.5 | All committees with delegated powers will keep formal minutes, and copies will be circulated to all governors for information. |
| 27.6 | All meetings of committees will be clerked by a person who is not the headteacher. |
| **28** | **Working Groups** |
| 28.1 | In establishing working groups, the governing board will:   * determine the membership, including non-governors, and the method of appointing the chair * determine when working groups must meet or in the event of undertaking a specific piece of work allow working groups to determine their own timetables within given limits * determine procedures for reporting back |
| 28.2 | The headteacher has the right to attend any working group meeting. |
| 28.3 | Working groups established for specific purposes will be discontinued when their work has been completed. |
| **29** | **Safeguarding Pupils** |
| 29.1 | All governors are required to hold an enhanced Disclosure and Barring Service (DBS) check certificate. |
| 29.2 | Where a governor is elected or appointed and does not currently hold a DBS certificate, the governing board will apply for such a certificate in respect of that governor within 21 days after his/her appointment or election. |
| 29.3 | Any governor refusing to undertake the checks will be disqualified from membership of the governing board. |
| 29.4 | Every governor will be supplied with a copy of the Government’s guidance on Keeping Children Safe in Education (KCSIE) and be required to confirm they have read at least parts 1 and 2 of the guidance. |
| **30** | **Code of Conduct** |
| 30.1 | Every governor will be requested to sign the Code of Conduct declaration at the first appointment and each subsequent year of appointment at the autumn term meeting. |

1. The local authority advises that a nomination form should be sent to all governors to collect in advance of the meeting. The meeting is advised of the nominations received. If there is only one nominee for Chair/Vice Chair this needs to be ratified as acceptable to members.

   If there is more than one name for either position a confidential ballot is held and names counted as to who has won on votes. This then needs ratification.

   If a ballot is needed, the candidates for the position should vote first (as they will obviously vote for themselves) then they should leave the room and wait to be called back with the outcome. [↑](#footnote-ref-1)