MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL

BOARD OF GOVERNORS STANDING ORDERS 2026-27

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1. Composition of the Governance Board

1.1 The Governance Board is constituted under the School Governance Constitution Regulations 2012 (and subsequent amendments). As set out in the Instrument of Government for the school the Board comprises:

2 Parent Governors
1 Staff Governor
1 Headteacher
1 Local Authority Governor
7 Co-opted Governors

1.2 Governors are appointed for a term of 4 years which may be renewed.

2. Election / Appointment of Governors

2.1 **Co-opted Governors** are people who, in the opinion of the Board, have the skills required to contribute to the effective governance and success of the school. Candidates will be asked to provide a statement outlining their suitability for the post. The Chair or another delegated governor will meet the candidate and, if content that the person meets the Board's criteria, will propose that person for appointment at the next full Board meeting. The appointment of a Co-opted governor must be an agenda item at a full Board meeting and agreed by governors present. The Board should carry out a regular skills audit to inform the selection of co-opted governors.

2.2 **Parent Governors** are elected by a secret ballot of other parents/carers. The Headteacher will act as Returning Officer. When a vacancy occurs a letter will be sent informing parents/carers and inviting nominations. Nomination forms will be included and a minimum of 5/10 school days allowed for their return. If there is more than one candidate an election will be required and ballot papers will be sent out as soon as possible with a minimum of 5/10 days allowed for their return. The count will take place that day and the result displayed on the school notice board and included in the next newsletter. Ballot papers will be held in school for 7 days in case there is a disputed result. If there are no candidates the Board may appoint a parent governor who meets the criteria as noted in The School Governance Constitution Regulations 2012.

2.3 **Staff Governors** are elected by a secret ballot of all staff. The Headteacher will act as Returning Officer. When a vacancy occurs a notice will be posted in the staff room or a letter sent out to inform all staff. Nomination forms will be available from the school office and 5/10 days will be allowed for their return. If an election is required ballot papers will be circulated as soon as possible and 5/10 days allowed for their return. The count will take place that day and the result displayed in the staff room. Ballot papers will be held in school for 7 days in case there is a disputed result.

2.4 **Local Authority Governors** are nominated by the local authority and appointed by the Board. The Board will provide the Local Authority with criteria to inform their

nomination (based on the most recent skills audit). The Chair or another designated governor will meet the Local Authority nominee and, if content that person meets the Board's criteria, will propose their appointment at the next full Board meeting. The appointment of a local authority governor must be an agenda item at a full Board meeting and discussed and agreed by governors in attendance.

2.5 **Associate Members** are not governors but may be appointed to serve on a committee to supply expertise currently missing from the Board. The appointment of an Associate Member must be an agenda item at a full Board meeting and agreed by governors in attendance. The Board must also decide whether the Associate Member will be given voting rights on the committee they will join. Associate Members may attend full Board meetings but will not have voting rights at Board meetings. They are subject to the same terms under regulation as a full governor.

3. Chair and Vice-Chair

3.1 The Board will elect from amongst its number a Chair and Vice-Chair (excluding any school employee). The term of office for the Chair and Vice-Chair is 1-4 years.

3.2 The first item on the agenda of the first full Board meeting of the year will be the appointment of the Chair and Vice-Chair. The process at the meeting is as follows:

- The Clerk will chair the meeting until the election of the Chair.
- The Clerk will ask governors if they wish to nominate themselves or another governor for the role of Chair
- The candidate(s) will be asked to withdraw whilst a vote takes place (the Clerk should ensure the meeting remains quorate)
- Voting will be by a show of hands.
- The newly elected Chair will then chair the meeting from this point onwards, including election of the Vice-Chair, which will follow the process above.

3.3 The Chair and Vice-Chair will cease to hold office if they cease to be a governor of the school.

3.4 If both the Chair and Vice-Chair are absent from a meeting, governors in attendance will elect a Chair for that meeting.

3.5 If the Chair resigns or must relinquish office for any reason, the Vice-Chair will act as Chair until a successor is appointed at the next full Board meeting. The election of Chair will be the first item on the agenda of that meeting.

3.6 If the Vice-Chair resigns or must relinquish office for any reason, a successor will be appointed at the next full Board meeting.

3.7 If both the Chair and Vice-Chair resign or must relinquish office for any reason, the Board will hold a special meeting within 10 days to elect their successors.

4. Chair's Urgent Action

4.1 The Chair, or in their absence the Vice-Chair, has the authority to take certain urgent actions if:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, a pupil's parents or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and
- the matter is one which can be delegated to an individual

Any actions taken in such circumstances must be notified to the full Board at the next meeting.

4.2 The following actions cannot be taken in emergency without reference to the full Board:

- Matters relating to the alteration or closure of schools
- Change of school category
- Change of school name
- Approval of the budget
- Discipline and admissions policies

5. The Clerk to the Board of Governors

5.1 The full Board must approve the appointment of a Clerk to advise on the exercise of its functions. The Clerk must not be a governor or the Headteacher. However, if the Clerk is unable to attend a meeting another governor may act as Clerk for that meeting.

5.2 The Clerk's role is to:

- ensure the efficient functioning of the Board
- provide advice to the Board on the exercise of its functions
- convene meetings (including exclusions, appeals and staffing)
- liaise with the Chair and Headteacher to agree agendas
- issue notices of meetings, agendas and associated papers 7 days in advance of meetings
- record attendance and any apologies tendered and accepted
- produce draft minutes of meetings for comment by the Headteacher and Chair within 7 days of each meeting
- ensure that approved minutes are held securely and available for public inspection
- maintain registers of Board members' interests and attendance
- monitor terms of appointment and report vacancies to the Board
- chair the Board meeting pending the election of the Chair
- receive relevant correspondence
- send out papers for the election of Parent Governors, or ensure the school undertakes this process.

6. Committees and Working Parties

6.1 Where required under relevant legislation and governance regulations - and in other cases to ensure the most efficient conduct of its business - the Board will:

- delegate work to committees, individual members of the Board and/or the Headteacher
- set up working parties to provide information and/or make recommendations to the Board.

Committees

6.2 The arrangements for delegating functions will be reviewed annually by the full Board which will review the membership and terms of reference for committees at the first meeting of each academic year.

6.3 When establishing committees, the Board will:

- ensure that at least 3 governors are appointed to each
- determine the membership and the method of electing the Chair of each committee
- agree terms of reference
- allow committees to determine their own timetables within given limits
- determine procedures for reporting back to the Board.

6.4 The membership of any committee may include people who are not members of the Board, such as Associate Members. The full Board shall determine their term of office and whether they are entitled to vote in any committee's proceedings.

6.5 The Board will appoint a Clerk to the committee who is not the Headteacher. A committee will provide minutes showing its decisions and actions to the next full Board meeting. Committees will approve their own minutes.

Working Parties

6.6 In establishing working parties the Board will:

- determine the membership, including that of non-members of the Board, and the method of appointing the Chair of each working party
- agree terms of reference (optional but clarity must be given on the remit of the working party)
- allow working parties to determine their own timetables within given limits
- receive progress reports or recommendations at the next full Board meeting.

6.6 If the Board establishes working groups to make recommendations or provide information they will be discontinued when their work has been completed.

7. Conducting Meetings

7.1 The Chair will conduct all full Board meetings. In their absence, the chair will be taken by the Vice-Chair. It is the role of the Chair to ensure that governor business is conducted in an effective and efficient manner.

8. Calendar of Meetings

8.1 The full Board will meet at least 5 times per year and agree meeting dates as far ahead as is practical.

9. Timing of Meetings

9.1 The full Board will agree meeting start times and will aim to limit each meeting to 2 hours maximum. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting to deal with the business notified on the agenda. A meeting may be discontinued at any time if the Board so resolves. A meeting must be abandoned if it ceases to be quorate, in which case a further meeting should be called as soon as practical to complete unfinished business.

10. Electronic Participation

10.1 This Board has agreed that governors can participate in and vote at full Board and committee meetings electronically. This will include, but not be limited to, telephone or video conferencing. Attendance electronically to any meeting will be conducted in line with its protocols for electronic participation.

10.2 Meetings may be conducted wholly via electronic means or a hybrid of physical and electronic attendance.

11. Quorum

11.1 For all full Board meetings the quorum will be one half, rounded up to a whole number, of the complete membership of the Board, excluding any vacancies.

11.2 For all committee meetings the quorum will be at least three governors who are members of the committee, excluding Associate Members and including those attending electronically.

11.3 If, due to governors leaving early, a meeting becomes inquorate, no further decisions can be made. A record of business discussed and recommendations made should still be made up to the point the meeting became inquorate.

12. Agenda

12.1 The agenda will be prepared by the Clerk in consultation with the Chair and Headteacher. It will be issued to governors by the Clerk, together with accompanying papers, 7 days before each meeting. Less notice may be given for an extraordinary meeting.

12.2 Any governor may put forward items for the agenda by contacting the Clerk at least 5 working days before the meeting. A decision on whether to include the item rests with the Chair.

12.3 Items that have not been included on the agenda can be discussed at the meeting under Any Other Business, if the Board or committee agrees, or deferred to another meeting.

12.4 Non-receipt of notice of a meeting will not invalidate the meeting.

12.5 Notices of meetings, the accompanying agenda and corresponding papers, will be made available for inspection by anyone wishing to see them, excluding any confidential items.

13. Attendance

13.1 The Clerk will record in the minutes the names of all those attending a Board or committee meeting – whether in person or electronically. Apologies for absence should be submitted to the Clerk in advance of a meeting and these will also be recorded in the minutes. Where a governor sends an apology for absence with reason, the Board or committee will decide whether to 'consent' to the absence and the Clerk will record the decision in the minutes.

13.2 The point of arrival of any person attending the meeting late and departure of any person leaving before the end of a meeting will be recorded in the minutes, whether they are attending in person or electronically.

13.3 If a governor fails to attend meetings without the consent of the Board for a period of six months, they will be disqualified from holding office as a governor. The six-month period commences from the date of the first meeting they fail to attend where either no apologies were submitted or any apologies submitted were not accepted by the Board.

13.4 The Clerk will also maintain an attendance register for the Board and committees which will be published on the school website.

14. Suspension of Governors

14.1 The Board of Governors can suspend a governor for a period of up to six months under circumstances set out in Regulation 17 of the School Governance (Roles,

Procedures and Allowances) (England) Regulations 2013, or in the event of a serious breach of the Code of Conduct (see below).

15. Governor Allowances

15.1 Governors and Associate Members may claim reasonable expenses incurred in performing their role subject to the restrictions set out in the Governor Allowances Policy and in accordance with procedure regulations 2013.

16. Governor Discussions

16.1 The Board will be notified of, but not debate, decisions it has delegated to a committee or an individual. Decisions will be recorded in the minutes. The full Board will not debate or discuss any matter that is likely to be the subject of a complaint, appeal or disciplinary hearing.

17. Confidentiality of Proceedings

17.1 Discussions, proceedings and voting at meetings of the Board and committees will be treated as confidential and not revealed to anyone other than a governor, until they become a matter of public record. The Board must understand and comply with its responsibilities and duties regarding data protection and the general data protection regulation.

18. Code of Conduct

18.1 Governors are asked to sign up to the Board's Code of Conduct which is reviewed annually at the first full Board meeting of each academic year.

19. Decision Making

19.1 Decisions can only be made at a full Board meeting unless specific issues have been delegated to an individual or a committee or unless a decision is made under Chair's Urgent Action (see section 4).

19.2 A simple majority vote through a show of hands will be made after full discussion and decision unless any member requests a secret ballot. Only governors present in at a meeting (either in person or electronically) may vote; proxy voting is not allowed.

19.3 A decision of the Board is binding upon all its members. Any governor publicly dissociating themselves from a decision may result in their suspension for a period of up to six months.

19.4 If there is a tied vote at the end of a discussion the Chair, or person acting as Chair for that meeting, has a casting vote.

19.5 Decisions of the Board may only be amended or rescinded at a subsequent full Board meeting.

20. Minutes of meetings

20.1 The Clerk will send draft minutes to the Headteacher within 7 days of a meeting to check for accuracy, and then to the Chair for comment. The minutes will be considered for approval or amendment at the next meeting. The Chair will mark the minutes as signed on GovernorHub once the minutes have been approved.

20.2 Actions will be taken based on unapproved/draft minutes and need not await the approval of minutes at the next meeting.

20.3 Those matters that must by law remain confidential or which the Board or committee decides shall be confidential will not be published in the main minutes of any meeting but will be recorded separately and made available to governors only.

20.4 Minutes of meetings will be available for public inspection on request once they have been formally approved at the following meeting.

21. Access to Meetings of the Governing Body

21.1 Apart from governors, the only people entitled to attend a Board meeting are the Headteacher (where they have chosen not to be a governor), Associate Members and the Clerk. The Board will decide, who, other than those stated will be admitted to its meetings.

21.2 When the Headteacher is absent their nominee may attend the meeting but will not have a vote (when the Headteacher is a governor and entitled to a vote), unless they are acting as Interim Headteacher during the substantive Headteacher's absence.

21.3 If a meeting is to be open to parents/the public, reasonable notice will be given.

21.4 A teacher may be invited to attend full Board meetings as part of his or her professional development, or if the Board requests them to attend to present.

21.5 The Chair, on behalf of the Board, may ask a visitor to leave the meeting. If the person refuses to leave when asked, that person is trespassing, and the Chair has the right to have them removed.

22. Correspondence

22.1 All incoming correspondence, excluding any concerning a complaint, is for the attention of the whole Board. Significant items will be presented to each meeting of the Board, including any upon which the Chair has already taken urgent action, so that the need for, and the nature of, any action may be decided or confirmed.

22.2 The Board will determine by resolution who should write letters, policy papers or discussion documents on their behalf. No Governor should write such a letter or policy paper without the delegated authority of a committee or the full Board.

23. Headteacher's Role

23.1 The Headteacher is accountable for the educational performance within the school to the Board and has a statutory duty to keep the Board fully informed. The Headteacher will present a written report at least termly to full Board meetings.

23.2 Where important information required by the Board is given orally, it will be recorded in the minutes in appropriate detail. Where information is required by the Board but is not readily available reasonable time will be given for its production.

24. Pecuniary and Personal Interest

24.1 The Board will maintain a register of the pecuniary and personal interests of its members and information will be published on the school website.

24.2 A governor will be required to withdraw from a meeting, if they or a family member:

- stand to gain financially from a matter under consideration
- have a personal interest in a matter under consideration
- are a relative of a pupil, a parent or an employee being discussed
- are a staff governor and the pay or appraisal of another member of staff is under discussion.

24.3 Governors who have declared a personal interest must be allowed to attend a meeting of a committee or the full Board to give evidence if they have made relevant accusations or are witnesses in the case, when it is discussing:

- disciplinary action against an employee or against a pupil
- matters arising from an alleged incident involving a pupil.

24.4 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 16 and Schedule 1 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

24.5 If there is a dispute about a person attending a Board or committee meeting being required to withdraw, the matter of withdrawal shall be determined by the Board or committee.

25. Complaints and Staff Discipline

25.1 The Board will establish procedures for dealing with:

- general complaints
- curriculum complaints
- staff disciplinary matters

- staff grievances

26. Delegation of Functions

26.1 An individual governor may take no action unless authority to do so has been delegated formally by the full Board or is taken under Chair's Action in an emergency (see section 4).

26.2 The Board may delegate many of its functions to a committee, an individual governor or to the Headteacher. It must review its delegation arrangements annually. The Board will not delegate decision making on those matters which must be decided by the whole Board. The levels of delegation will be recorded in the Board minutes, Scheme of Delegation document and reflected in any committee terms of reference.

26.3 The Board may delegate discipline and grievance procedures to one or more governors, to the Headteacher or to one or more governors and the Headteacher together. On occasion there may not be sufficient governors to serve on a statutory committee (staff discipline and grievance, complaints, exclusions) and so within the relevant policies and procedures allowances may be made for an independent governor from another school to serve on these committees.

27. Review

27.1 Substantive amendments to these Standing Orders may only be made by the Board. The Board will review the Standing Orders annually at its first meeting of the academic year.

28. Distribution

28.1 A copy of these Standing Orders will be accessible to Governors on GovernorHub.

Next Review – September 2027