

# STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

## Theale Church of England Primary School

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Governors' Handbook 2019.

### 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

### Meetings of the Governing Body

The full governing body will meet once every half term or more often if deemed necessary but at least three times in each school year.

Meetings to generally take place in October, November, January, March, April (for budget) and July.

### 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.

### Notice of Meetings

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting, they will also be placed on Governor Hub – 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), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

### Attendance

The clerk will keep a record of those governors and all other persons present at meetings of the governing body and any of its committees.

The following persons have the right to attend any meeting of the governing body: a governor; the headteacher of the school, whether or not that person is a governor; an associate member; and such other persons as the governing body may determine.

## **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.

## **Alternative arrangements for governor participation at meetings**

The Governing Body will allow participation in meetings by telephone or video conferencing only in exceptional circumstances eg the calling of an emergency meeting at short notice or where it is not possible for the FGB to be quorate and important decisions are required. The Chair or Vice chair will take this decision in consultation with the Clerk and Headteacher.

Governors should satisfy themselves that participation of the 'remote governor' is secure, not within public surroundings or spaces and that consideration is given to the confidentiality of discussions.

Participation of the 'remote governor' can be just for one agenda item. However, quoracy of the meeting must be adhered to and checked by the Clerk to Governors, at all times, noting times of participation/attendance and leaving the discussion.

No governor may attend more than 2 meetings in a row remotely without attending a meeting in person.

## **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; voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the governing body have adopted alternative arrangements for governor participation as set out above.

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.

## **Withdrawal from meetings**

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

If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

## **Minutes of meetings**

The clerk must ensure that minutes of the governing body meeting are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting. A copy of the signed minutes will be held in the school office and placed on Governor Hub.

As soon as possible after the meeting, the clerk will forward the draft minutes to the chair for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair and headteacher, will be sent to all members of the governing body.

## **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 headteacher cannot be clerk to the governing body.

Reviewed September 2020

If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the governing body (but not the headteacher) to act as clerk for that meeting.

### **Election of the chair and vice-chair**

The governing body must elect a chair and a vice-chair at the first full governing body meeting of the academic year. The chair and vice-chair of Governors will have a term of office of 1 year and the term of office will end on the date of the first meeting of the new academic year. 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.

### **Declaration of Interest**

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

### **Business interests**

The governing body will maintain a register of business interests of its members.  
The register of business interests will be held/saved for inspection in the school office.

### **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. A signed copy will be held with the register of business interests in the school office.

### **Governors' Expenses**

The governing body may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.  
Copy of Governor Expenses Policy is held in school office.

### **Committees, working parties and appeal panels**

#### **Associate members**

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

#### **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 full governing body meeting and minuted. The governing body remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a full governing body meeting. The Chair of each committee must also be appointed annually.

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

Headteacher                        The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.

Clerk                                 The governing body must appoint a clerk to each committee.

Finance Committee            –    M Carpenter, R Clifford (Chair), C Morley, L Park, ANO (tbc), J Mures (Clerk)

Pay Committee                    –    R Clifford (Chair), J Houghton, M Carpenter - J Mures (Clerk)

Terms of Reference for these committees are held in the school office, and a copy placed on Governor Hub.

**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 or have any delegated powers. A working party can only bring recommendations to the full governing body (or a relevant committee if responsibility has been delegated to a committee) for approval.

**Appeal panels**

Under certain circumstances, the governing body will be required to establish a panel of governors to hear an appeal. The relevant policy our governing body has adopted will detail how the appeal panel is made up and how it functions.

**Parent and Staff Governor Elections**

The governing body has adopted the election processes as recommended by West Berkshire Governor Services and the headteacher has been appointed as the returning officer.

This document was reviewed: September 2021

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signature:  
(Chair)

Date of signature: 20.09.2021