STANDING ORDERS FOR THE GOVERNING BODY OF ST ALDHELM'S CHURCH OF ENGLAND PRIMARY SCHOOL

(These standing orders incorporate regulations on procedures under "The School Governance (Procedures) (England) Regulations 2003", "School Staffing (England) Regulations 2003" and subsequent amendments) REVISED 2017

1. Appointment of Chair/Vice Chair

1.1 The governing body agrees that the term of office for chair and vice chair will be One year.

1.2 As a result of 1.1 the present term of office for chair and vice chair will expire on (see technical note +):

Chair First meeting of the academic year
Vice Chair First meeting of the academic year

1.3 **Chair of Governing Body's term of office broken**

1.3.1 If the chair ceases to be a governor, the vice chair will assume the role of chair of the governing body until the next full governing body meeting.

At the next meeting an election will take place, following the procedures outlined in 1.4. The newly elected chair will fulfil the previous term of office for the post, as outlined in 1.2.

(**For example**: chair of governing body's term of office officially ends in September 2015, but chair resigns in November 2014. The election would take place at the next meeting, which might be in December 2014, and the person elected continues to serve as chair until 31st August 2015).

If the vice chair is elected chair, an election for vice chair will take place at the next governing body meeting and the person elected will serve the remainder of the term of office for vice chair.

1.4 **Election Procedures**

1.4.1 Election of chair and vice chair (clerk to governing body chairs the meeting for the election of the chair):

Written nominations to be invited in advance of the meeting, with names of nominees listed on the agenda of that meeting. Governors can nominate themselves or another governor. Nominations can be accepted at the meeting.

1.4.2 **Election Process**

The election process will be by secret ballot. The nominees will leave the room during the discussion and vote. Election is by a simple majority of those governors present at the meeting and eligible to vote. Proxy and postal vote will not be accepted. Should the ballot result in a tie, the vote will be repeated.

In the event of a single nomination, the governing body will still vote on the nomination.

1.5 **Delegation of functions to the chair or vice chair in cases of urgency**

The chair or vice-chair (if the chair is not available) has the power to carry out functions of the governing body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil or their parents, or a person who works at the school. In an emergency, meetings can be called with less than 5 days notice and every attempt will be made to notify all governors.

1.6 **Removal from office**

The governing body can remove the chair or vice chair from office, (Unless the chair has been nominated by the Secretary of State).

A motion to remove the chair or vice chair must be an agenda item for a governing body meeting and circulated to governing body members 5 days in advance.

The governor proposing removal must state reasons and chair or vice chair must be given the opportunity to respond, before both the proposer and the chair or vice chair concerned withdraw for the discussions and the vote on the proposal.

1.7 **Election of Parent and Staff Governors**

In the event that there is an election of parent or staff governors, and there is a tied vote, the governing body has agreed that the winner will be decided by drawing lots. Candidates in an election will be invited to attend the ballot count.

2. **Functions of the Clerk(s)**

2.1 Name of the clerk to the governing body:

Pauline Tuggey

3. **Committees of governing bodies**

3.1 The governing body will run without the Finance and Premises and Learning and School Improvement committees for the academic year 2016-2017 because of reduced governor numbers. There are effectively 4 vacancies at present.

There will be more Full Governing Body Meetings, ten in all. Standing committees will be convened when necessary to discuss specific issues such as pay and personnel.

3.2 The governing body may at any time change the structure of the meetings and disband or reintroduce committees.

3.3 The quorum for any committee meeting and vote shall be defined in the committee's terms of reference. For a committee meeting to be quorate there must be at least 3 committee members present. For quorum purposes the number of governor committee members must always

exceed the number of associate members of the committee at the meeting.

3.4 The governing body must determine the constitution, membership, terms of reference and delegated powers of any committee it decides to establish, review and approve them annually – recording their decision in the minutes of a full governing body meeting.

Minutes and Papers of Committee / Full Governors Meetings

3.5 The clerk must give at least 5 days notice of the meeting date and the agenda and papers must be circulated 5 days before the meeting.

3.5.1 Minutes must be drawn up by the clerk and signed by the chair when they have approved them at the next meeting.

3.5.2 The clerk will provide draft approved minutes at least 10 school days before the next meeting of the governing body, so that they can be circulated to all members of the governing body.

3.5.3 The governing body must make available for inspection to any interested person the agenda, signed minutes and reports considered at committee meetings. Items should only be considered confidential if they meet one or more of the Exemption criteria under the Freedom of Information Act 2000.

3.5.4 **Confidential Minutes**

The governing body will be open and transparent in conducting its business. Its guiding principle will be that all minutes and papers are public documents and available for anyone to see on request. However, occasionally an item of business at a governing body or committee meeting may need to be designated confidential.
The governing body has agreed that confidential minutes will:

- be recorded on a separate sheet on coloured paper
- have the same heading as the main minutes plus CONFIDENTIAL – CIRCULATION RESTRICTED TO …..
  be noted in the main body of the minutes that will state that the next item was made confidential.
- have restricted circulation:
  - the chair of governors
- Circulation to anyone beyond should be discussed with the chair of the governing body or the committee
- will never be sent to governors via email
- be stored in a secure file in school

Governors are required to return confidential minutes to the clerk for destruction once the matter has been resolved, and/or the confidential minute approved at the next meeting of the full governing body or the committee.

3.6 **Appointment of Staff**

3.6.1 Non-Teaching Support Staff - The governing body delegates authority to

(1) Headteacher plus School Business Manager

3.6.1b Teaching Assistants and Higher Level Teaching Assistants

(2) Headteacher: Mrs Tess Kaunhoven

3.6.2 Teachers – The governing body delegates authority to
One or more governors and the Headteacher Mrs Tess Kaunhoven.

3.6.3 Headteacher and Deputy Headteacher
The governing body will appoint a selection panel of at least three of its members to undertake the selection process and recommend to the governing body for appointment one of the applicants interviewed by them

For Deputy Head appointments the current substantive Head teacher should also be part of the panel

3.7 **Dismissal of Staff**

Should dismissal be considered, the chair and headteacher will seek guidance from their HR Advisers on whether the headteacher has been too involved in the process leading to the dismissal to make the decision. If so, a dismissal panel will be convened and a second panel will hear any appeal.

3.7.1 Non-Teaching Support Staff, TAs and HLTAs – The governing body delegates authority to
One or more governors and the headteacher:

Where the headteacher does not have delegated responsibility for dismissal, ie options (3), the headteacher has the right to attend in an advisory capacity.

3.7.2 Teachers/Deputy Headteachers/Leadership Team – The governing body delegates authority to one or more governors and the Headteacher Mrs Tess Kaunhoven.

3.7.3 Headteacher – Where the headteacher is the subject of the disciplinary process the governing body delegates authority to a panel of at least 3 governors.

3.7.4 **Lifting of suspensions**

	A decision on the lifting of a suspension can only be made by the governing body and will be delegated to a panel. ***(See Regulation 4 Delegation of Authority).***
4.	**Convening governing body meetings**
4.1	The full governing body will aim to meet at least 6 times per annum.
4.2	Number of governing body meetings per term: Autumn 2 Spring 2 Summer 2 Any changes to this will be discussed and minuted in a full Governing Body meeting.
4.3	Under normal circumstances the length of governing body meetings will be no longer than $2^{1/2}$ hours unless the governors present at the meeting agree that exceptional or urgent items of business need to be discussed. Where business has not been completed after 2½ hours, the Governors present will vote on extending the meeting for a further 30 minutes. After that, any unfinished business will be taken forward to the next appropriate meeting of the Governors.
4.4	The clerk shall give written notice of the meeting, a copy of the agenda for the meeting and any other reports or other papers to be considered at the meeting will be sent at least 5 clear days in advance to all members of the governing body. Additional meetings may be called if required.
5.	**Proceedings of the governing body**
5.1	*The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, shall be* ***one half (rounded up to a whole number)*** *of the membership of the governing body* ***EXCLUDING*** *vacancies, and associate members, who are not entitled to vote.*
6.	**Minutes and Papers**
6.1	Standard statement on all agendas for governors to declare interests (pecuniary or otherwise)
6.2	Standard statement on all agendas to designate confidential items.
6.3	The clerk will circulate draft approved committee minutes to all governors and associate members within 14 calendar days of the meeting.
7.	**Suspension of governors**

[G.B. can suspend a governor for up to 6 months on the following grounds:

If a governor is:

- ***paid to work at the school and is the subject of disciplinary hearings re their employment;***
- ***the subject of any court/tribunal proceedings, the outcome of which may be that they are disqualified under Schedule 6 of the Constitution regulations;***
- ***has acted in a way that is inconsistent with the school's ethos or with the religious character and has brought/is likely to bring the school/GB office of governor into disrepute;***
- ***is in breach of their duty of confidentiality to the school/staff/pupils.***

7.1 Model Code of Conduct adopted for governors.
Yes

8. **Delegation of function**

8.1 Governing body delegates specific functions to committees, the headteacher or a governor as per the terms of reference attached – see item 3.4

8.2 Governing body delegates responsibility for responding to requests for information in respect to Freedom of Information Act to the headteacher. The headteacher will report to the governing body annually on requests received, complied with and denied.

8.3 Governing body delegates responsibility for approving Category 'A' external visits/activities to the headteacher. The chair of governors has signed the Outdoor Education Activities Delegation Form, which has been returned to the local authority.

8.4 Governing body delegates responsibility for completing the school's Annual Racist Incidents Report to the headteacher, who will report annually to the governing body – including nil returns.

8.5 Governing body delegates responsibility for completing the Annual Safeguarding Children Report to the headteacher and approves the Report annually.

9. **Restrictions on taking part in meetings**

9.1 A governor declaring a pecuniary interest must withdraw from discussion and vote on any question with respect to the contract or matter.

9.2 A governor is not allowed to vote where the subject of consideration is
(a) his/her own appointment, reappointment, suspension or removal as a member of the governing body

(b) his/her own appointment or removal from office as clerk to, or chair or vice-chair of, the governing body.

	The relevant person shall withdraw from the meeting during the consideration or discussion of the matter in question and shall not vote on any question with respect to that matter.
9.3	Persons who work at the school (except the Headteacher) will withdraw and not vote when the subject of consideration is the pay or appraisal of any person employed to work at the school. The headteacher must withdraw when the subject of consideration is her own pay or appraisal.
10.	**Quorum**
10.1	If the number of members of the governing body who are present at the time and place appointed for a meeting are insufficient to make that meeting quorate, the meeting shall not be held.
10.2	A meeting of the governing body shall be terminated if the governing body so resolves, or if the number of members present ceases to constitute a quorum for that meeting.
11	**Correspondence**
11.1	The Chair, Headteacher and Clerk will agree which items of incoming correspondence will be presented for discussion at the full Governing Body. Any letters of complaint sent to the Clerk should not be dealt with under 'correspondence', but will be dealt with through the school's Complaints Procedure.
11.2	The Governing Body will determine who should write letters, policy papers or discussion documents on its behalf. No Governor should write such a letter or policy paper or make a public statement without the authority of the full Governing Body.
12.	**Debate, Discussion and Decision**
12.1	The Chair will ensure that all Governors enjoy equality of opportunity to express their views, and that debate is not dominated by a small minority of Governors to the exclusion of others.
12.2	Working Parties only make recommendations, unless the Governing Body have specifically authorised them to take action. These recommendations require the approval of the full Governing Body before they can be implemented.
12.3	We are a corporate body, with corporate responsibility for our decisions. Any decision of the full Governing Body is binding on all of us.
12.4	The full Governing Body will not debate or discuss any matter which is likely, subsequently, to be the subject of a disciplinary hearing.
13	**Voting**
13.1	We will operate in a friendly and informal manner commensurate with

	effective decision-making. Normally decisions will be agreed by the Chair seeking a consensus view at the end of a discussion.
13.2	Where the Chair, or another Governor, considers it appropriate to take a vote (such as where the School Improvement Plan, Budget or Annual Report are adopted) this will normally be by show of hands.
13.3	All resolutions put to a vote (except the election of Chair and Vice-Chair) will be decided by a simple majority of those eligible to vote. In the event of a tie, the Chair has a second, casting vote. No postal or proxy votes can be accepted. The Clerk will record the voting figures including abstentions. Information on how individuals voted is confidential to the meeting.
13.4	A decision of the Governing Body can only be amended or rescinded subsequently if the proposal to amend appears as a separate item.
14	**Visitors**
14.1	The Governing Body will decide who (in addition to the Headteacher, Clerk and voting Governors) will be eligible to attend meetings as visitors or observers.
15	**Annual Review**
15.1	Once a year we will review the overall operation of the Governing Body, including its efficiency and effectiveness. We will consider the frequency and timing of meetings, Committee/Working Party structure, terms of reference and membership of Committees/Working Parties, the continuing relevance of our Induction Pack for new Governors, Code of Conduct and standing Orders.
16	**Distribution**
16.1	A copy of these standing orders will be given to every Governor and the Headteacher and subsequently to each new Governor who joins the Governing Body
	Signed S Blomfield **Chair of governing body** **Date of meeting Standing Orders agreed** 27/9/17 Copied to: All members of governing body of St Aldhelm's Church of England Primary School Clerk to governing body of St. Aldhelm's Church of England Primary School