

STANDING ORDERS OF THE GOVERNING BODY OF WEOBLEY PRIMARY SCHOOL

1. Context

- 1.1 These standing orders should be used in conjunction with the school's Statutory Instrument, general advice issued in the Department of Education Circulars, the Head of School's Contract and Conditions of Employment and, where appropriate, the policies of the local authority.

Convening and Planning Meetings, and the Conduct of Business

2. Chair and Vice Chair

- 2.1 The governing body will elect from among its number a Chair and a Vice Chair. The Chair and Vice Chair of Governors will have a term of office of **two** years and the term of office will end on the date of the first meeting of the governing body after the **second** anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.
- 2.2 If the Chair or Vice Chair resigns, the governing body will elect a new Chair or Vice Chair at the next meeting.
- 2.3 The Chair will conduct all meetings of the whole governing body except where, in his or her absence, the chair will be taken by the Vice Chair.
- 2.5 If both the Chair and Vice Chair are absent from a meeting or have resigned, the governing body will elect from its number a Chair for that meeting.
- 2.6 If both the Chair and Vice Chair resign, the governing body will hold a special meeting **within 14 days** to elect their successors.
- 2.7 The governing body resolves that the following process will apply to the election of Chair and Vice Chair:

Governors will be able to submit written nominations prior to the full meeting of the governing body and verbal nominations at the meeting. A governor may nominate him/herself for office and does not need to be present at the meeting to be considered.

The Nominee(s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. If a secret ballot is agreed, the clerk will tally the votes.

The nominee(s) will return to the meeting.

The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

In the event of a tie, each candidate will be given an opportunity to speak to the governors about their nomination and a further vote will be taken. If there is still a tie, governors will discuss the strengths of the nominees further and another vote will be taken. The process will repeat until a nominee polls a majority of the votes.

3. Calendar of meetings

- 3.1 The governing body will meet as a whole not less than twice a term.
- 3.2 The governing body will plan its meetings-as far as possible on an annual basis, at the first meeting of the academic year, and subsequently on a meeting to meeting basis as necessary

4. Timing of meetings

- 4.1 Meetings will start at times which are acceptable to the full governing body and will be limited to three hours duration.
- 4.2 Where business has not been completed within the time stated in paragraph 4.1 above, those present at a meeting may resolve to extend the meeting for a given time in order to deal with the specified business.

5. Quorum

- 5.1 For meetings of the full governing body the number of governors required to pass resolutions and to make decisions is one half (rounded up to a whole number) of the total membership of the governing body not including any vacant positions. There are no exceptions.
- 5.2 A meeting cannot be held if it is inquorate and, therefore, decisions may not be made.
- 5.3 If during the course of a meeting it becomes inquorate it will be discontinued.
- 5.4 A meeting may be discontinued at any time by resolution of the governing body.
- 5.5 When a meeting is discontinued or inquorate any items remaining on the agenda will be placed on the agenda of a subsequent meeting.

6. Convening meetings

- 6.1 All meetings will be convened by the Clerk who must also comply with any direction of the Chair, and with any requisition signed by three members of the governing body

7. Notice of meetings

- 7.1 Written notice of meetings and the agenda will be sent to members at their registered addresses, the Head of School, if not a governor, and the Director of Children's Services (in the case of a school maintained by the LA) so that they may be received seven clear days before the meeting. For an extraordinary meeting called by the Chair or by requisition, written notice may be sent within a shorter time.
- 7.2 Non-receipt of notice of a meeting will not invalidate the meeting.

8. Agenda

- 8.1 The Agenda will be organised by the Clerk in consultation with the Chair and Head of School, together.
- 8.2 Items may be placed on the Agenda by individual, or groups of, governors by contacting the Clerk. A call for agenda items will be made 10 days in advance of the meeting.
- 8.3 Papers which inform Agenda items will be sent to Governors with the Agenda 7 days in advance of the meeting.

9. Late items/Any Other Business

9.1 Any other business will not appear on the Agenda

9.2 Urgent business may be raised as 'Late items' with prior notification to the Clerk and/or Chair and may be heard with the agreement of the governing body.

10. Attendance

10.1 A record will be kept of all persons attending a meeting of the governing body

10.2 The time of departure of any member leaving before the end of a meeting will be recorded in the minutes.

10.3 The Clerk will record those governors for whom apologies have been received and also record in the minutes the names of those governors not present, whether consent for absence has been given or not. If the governing body does not approve the absence, the Clerk will send a copy of the minutes advising the governor concerned. A governor (except Ex-Officio governors) will be disqualified if absent from meetings for a continuous period of six months. This sixth month rule commences from the date of the first meeting that a governor fails to attend. The disqualification will not apply to attendance at committees. Any foundation, LA representative, partnership or co-opted governor who has been disqualified for non-attendance under the 6 month rule cannot be re-appointed in the same category for a period of 12 months immediately following their disqualification.

11. Minutes of meetings

11.1 The Minutes of meetings will be drawn up on consecutively numbered loose leaf pages, each page initialled by the person signing them as a true record.

11.2 A dissenting view will be recorded in the Minutes of the meeting, if that is the wish of one or more of those present.

11.3 Copies of the draft Minutes checked for accuracy by the Chair and the Head of School, will be sent to all members of the governing body at least 2 weeks after the meeting.

11.4 The Minutes of a meeting will be considered for approval or amendment at the next meeting.

11.5 Action will be taken on the basis of decisions and need not await the approval of Minutes at the next meeting.

11.6 Those matters which must by law remain confidential or which the governing body decides shall be confidential will be minuted separately and not made available for public inspection.

11.7 A copy of the signed Minutes, excluding any confidential matters, of any meeting will be available for public inspection at reasonable times by arrangement with the Clerk.

11.8 A copy of the signed Minutes of any or all meetings will be sent to the Director of Children's Services on request.

12. Correspondence

- 12.1** All incoming correspondence, excluding any concerning a complaint, is for the attention of the Head of School, and Chair. Significant items will be presented to each meeting of the governing body, 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.
- 12.2** The governing body will determine by resolution who should write letters on behalf of the governing body.

13. Information and Advice

- 13.1** The Head of School, has a statutory duty to keep the governing body fully informed and will present a written report each term to the governing body.
- 13.2** The Director of Children's Services or their nominee will be invited to attend meetings in order to inform and advise the governing body when considered appropriate by the full body.
- 13.3** Where important information required by the governing body is given orally, it will be recorded in the Minutes in appropriate detail.
- 13.4** Where information is required by the governing body but is not readily available, reasonable time will be given for its production in consultation with the head teacher.
- 13.5** Where expertise is needed but not available within the governing body, the governing body may consider appointing an Associate member to a committee or, in the case of there being no appropriate committee, asking an individual to act as an adviser to the governing body.

14. Discussion and debate

- 14.1** The Chair will consult the governing body on matters raised where they appear to be not relevant to the agenda or for which no due notice has been given.
- 14.2** The Chair will ensure that all governors enjoy equality of opportunity to express their views.
- 14.3** Recommendations received from working parties will be recorded in the written Minutes.
- 14.4** The governing body will receive, but not debate, decisions which it has delegated to a committee or to an individual. Decisions will be recorded in the Minutes.

15. Decision making

- 15.1** Members of the governing body recognise that all decisions must be made by a full meeting of the governing body unless an individual or a committee /panel has been delegated to deal with a specific issue.
- 15.2** Decisions will be made after full discussion and by a simple majority by a show of hands unless one member, or more, requires a secret ballot.
- 15.3** A decision of the governing body is binding upon all its members.
- 15.4** Voting on a decision to ballot parents will be by secret ballot.
- 15.5** If there is a tied vote at the end of a discussion, the Chair may vote a second time to determine the issue.
- 15.6** Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the governing body when the proposal to amend or rescind appears as a separate agenda item.

16. Urgent action

- 16.1** The Chair, or in his or her absence the Vice Chair, has authority to take urgent action between meetings provided that the following conditions exist:
- 16.1.1** delay in dealing with the matter would be seriously detrimental to a pupil, or potential pupil, or his or her parents, or to a member of staff or a potential member of staff; and
 - 16.1.2** a meeting could not be called in sufficient time to deal with the matter without being seriously detrimental as described in 16.1.1.
- 16.2** If any urgent action is taken by the Chair between meetings the facts will be reported to the next meeting of the governing body.

17. Public statements

- 17.1** Public statements will be made by the Head of School, and the Chair **only**.

18. Access to meetings of the governing body

- 18.1** Those persons entitled to attend a meeting of the governing body are any of its members, the Head of School, whether or not a member of the governing body and the Clerk.
- 18.2** When the Head of School, is absent his or her place will be taken by the Head of School's appointed deputy.
- 18.3** The governing body will decide who, other than a governor, the Head of School, or the Clerk, will be admitted to a meeting.
- 18.4** The governing body will determine its procedures for responding to those seeking permission to attend meetings.
- 18.5** The governing body will decide which of its meetings, if any, will be open to the public.
- 18.6** If a meeting is to be opened to parents/the public, reasonable notice will be given.
- 18.7** The Head of School's appointed deputy will be invited to attend meetings of the full body as part of his or her professional development.

19. Pecuniary and personal interest

- 19.1** The governing body will maintain a register of pecuniary interests of its members, which will be updated annually, in the form of a statement completed and signed by the relevant member. The register of interests will be published on the school website.
- 19.2** Members will draw attention as appropriate to their declared pecuniary or personal interests at any subsequent meeting.
- 19.3** A governor will be required to withdraw from a meeting, if he or she:
- 19.3.1** stands to gain financially from a matter under consideration;
 - 19.3.2** has a personal interest in a matter under consideration; or
 - 19.3.3** is a relative of a pupil, a parent or an employee being discussed.
- 19.4** Governors who have declared personal interest must be allowed to attend a meeting of a committee /panel of the governing body to give evidence if they have made relevant accusations, or witnesses in the case, when it is discussing:
- 19.4.1** a disciplinary action against an employee or against a pupil; or
 - 19.4.2** a matter arising from an alleged incident involving a pupil.

20. Complaints and Staff Discipline

- 20.1** The governing body will establish procedures for dealing with general complaints and will abide by the local educational authority's procedures for dealing with curriculum complaints.
- 20.2** The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

21. Delegation of Functions

- 21.1** The governing body stresses that no action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the full governing body.
- 21.2** The governing body will determine the extent to which it will delegate its functions to an individual or to a committee, panel or working group
- 21.3** The governing body will decide as occasion arises whether it will delegate its functions in relation to the dismissal of a member of staff to a committee /panel but not to an individual.
- 21.4** The governing body will decide as occasion arises whether it will delegate its functions in relation to the exclusion of a pupil to a committee /panel but not to an individual.

22. Committees

- 22.1** At this moment the governing body have determined that they will not have committees/panels other than those required for a specific purpose.
- 22.2** In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the governing body will, where it is proper and appropriate to do so:
- 22.2.1** set up committees to provide information and/or make recommendations to the whole governing body.
 - 22.2.2** delegate work to committees with the power to make decisions on behalf of the whole governing body;
 - 22.2.3** delegate work to individual members of the governing body and/or the head teacher, if not a Governor.
- 22.2** Committees will have delegated authority to make decisions on behalf of the governing body only where delegation is included in that committee's terms of reference.
- 22.3** When establishing committees the governing body, in addition to ensuring that at least three governors (not including the Head of School,) are appointed to each, will:
- 22.3.1** determine the membership, quorum, and method of appointing the Chair of each committee;
 - 22.3.2** determine the reserve membership of each committee to cover for the absence of ordinary members;
 - 22.3.3** establish and record terms of reference;
 - 22.3.4** allow committees to determine their own timetables within given limits;
 - 22.3.5** determine procedures for reporting back;
 - 22.3.6** review the need for, and the membership annually.
- 22.4** The governing body may co-opt associate members to committees but they may not vote on any matter except those decided by the governing body excluding any prohibited by law.
- 22.5** The Head of School, has the right to attend any meeting of the governing body or any of its committees subject to the statutory rules laid down in respect of exclusions and staff disciplinary matters.

- 22.6** The governing body will also establish a committee to deal with appeals against any decision of a committee.
- 22.7** The membership of the appeal committee will not include any member of the relevant committee or a governor who had any previous involvement with the matter under appeal.
- 22.8** The governing body will ensure that the appeal committee will have no fewer members than the relevant committee.
- 22.9** The governing body will appoint a clerk to each committee. This may a governor but not the Head of School.
- 22.11** A committee will provide a written report of its decisions and action to the next meeting of the full body.
- 22.12** The Minutes of a committee meeting will be approved by the relevant committee and a copy will be presented to the next meeting of the governing body for information and filing.

23. Safeguarding Pupils

- 23.1** All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body.
- 23.2 Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

24. Code of Conduct

- 24.1 Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the first full meeting of any academic year.

25 Review

- 25.1 Amendments to these Standing Orders may be made only by the governing body at its first full meeting of any academic year.

26. Distribution

- 26.1** One copy of these Standing Orders will be presented to each member of the governing body, new governors when they join, the Head of School, if not a governor, and the Clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended. Once agreed, the Chair should sign and date the last page and initial those proceeding.

Signed Date