


Governors Standing Orders	Grazeley Parochial C of E (Aided) Primary School 	Adopted: Feb 2015
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Review cycle:	12 months
Next review due:	September 2015

1 Governors Standing Orders.

To be reviewed and approved at first Full Governing Body meeting at start of academic year.

Associated documents:


- a) For details of ***The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013***, see

<http://www.legislation.gov.uk/ukxi/2013/1624/contents/made>

2 Chair and Vice-Chair

- a) The governing body will decide the term of office of the chair and vice – chair (minimum 1 year, maximum 4 years) and record its decision.
- b) When the chair and vice-chair are due for election, the governing body will elect both positions from among its number (though excluding any employee of or a pupil at the school).
- c) The governing body will decide in advance of the election the process of election for either or both positions that will be in accordance with school governance regulations.
- d) If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- e) The clerk will take the chair when the chair is being elected. Otherwise the chair will conduct all meetings of the governing body except that, in his/her absence, the vice-chair will take the chair.
- f) 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.
- g) If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.
- h) 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 body. The election of chair will be a specific item of business on the agenda for that meeting.
- i) If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.
- j) If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 14 days to elect their successors.

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- k) The chair can be removed from office by the governors following procedures set out in Regulation 9 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

3 Calendar of Meetings

- a) The governing body will meet at least three times per academic year.
- b) Committees will meet at a frequency determined by the governing body.
- c) The governing body will set the dates for its meetings, including those of any committee and/or working group for the next school year at the first meeting of the school year.

4 Timing and Duration of Meetings

- a) Meetings will start at times which are acceptable to the governing body and will be limited to 2.5 hours duration.
- b) Where the business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.
- c) A meeting may be discontinued at any time if the governing body so resolves. 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.

5 Quorum

- a) The quorum for all business of the full governing body is one half of the total number of governors in place; not including any governor vacancies.
- b) Meetings which become inquorate will be discontinued.
- c) Quorum for other committees is addressed by the relevant Terms of Reference for that committee.


6 Withdrawal from meetings

- a) 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.
- b) 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 governing body.

7 Convening 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 a matter is urgent and (b) any requisition signed by three governors.

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8 Notice of Meetings

- a) 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) governors at their registered addresses, (b) the headteacher, if not a governor, and (c) for voluntary schools, the Diocesan Director of Education.
- b) Non-receipt of notice of a meeting will not invalidate the meeting.
- c) Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

9 Agenda

- a) The agenda will be prepared by the clerk in accordance with any determination of the governing body and in consultation with the chair and the headteacher.
- b) Any governor may place an item on the agenda by writing to the clerk.
- c) Papers that inform agenda items will be sent to governors with the agenda.

10 Late Items/Any Other Business

- a) 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.
- b) The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

11 Suspension of Governors

The governing body will 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.


12 Governors' Expenses

The governing body will prepare a policy on the payment of expenses of governors in accordance with regulations.

13 Attendance

- a) The clerk will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.
- b) Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned).

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- c) The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

14 Minutes of Meetings

- a) The minutes of meetings will be kept in a binder on consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record.
- b) Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.
- c) Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- d) *Within 15 school days of the meeting*, the draft minutes will be sent by the clerk to the chair for checking.
- e) Copies of the draft minutes, once ‘approved’ by the chair, will be sent to all members of the governing body within 30 school days of the meeting.
- f) The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.
- g) Those matters which the governing body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.
- h) 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.
- i) Minutes made available for inspection will include papers forming part of the meeting.
- j) A copy of the signed minutes will be sent to the LA if requested and also, for voluntary schools, to the Diocesan Director of Education.


15 Confidentiality of Proceedings

Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

16 Correspondence

- a) All incoming correspondence to the governing body (other than any concerning a complaint) is for the attention of the whole governing body, even if addressed to the chair and/or the clerk. Significant items will be circulated to all governors as and when received/presented to each meeting of the governing body for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.

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- b) The governing body will determine by resolution who may write letters on behalf of the governing body, either generally or on specific issues.

17 Information and Advice

- a) The headteacher has a statutory duty to keep the governing body fully informed, and will present a written report to each termly meeting of the governing body.
- b) A representative of the LA will be invited to attend meetings in order to inform and advise the governing body when considered appropriate.
- c) At the autumn term meeting each year the governors will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results.
- d) Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.
- e) Where information required by the governing body is not readily available, reasonable time will be given for its production.
- f) Where expertise is needed but not available within the governing body, the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members.


18 Discussion and Debate

- a) The chair will ensure that all governors enjoy equality of opportunity to express their views.
- b) The governing body will receive and note, *without debate*, any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.
- c) Recommendations received from working groups will be recorded in the minutes, together with any related governing body resolution.

19 Decision-making

- a) 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 to an individual.
- b) Only governors present at a meeting may vote; proxy voting is not allowed, except for consideration of a change of name of the school, when special procedures will apply as set out in the Regulations.
- c) A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting or second vote – except in the case of a selection panel deciding who, if any, candidate to recommend to the governing body for appointment as head/deputy.
- d) 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,

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unless one or more governors request a secret ballot. There is no second or casting vote in the election of chair.

- e) Decisions of the governing body are binding upon all its members.
- f) Decisions of the governing body (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.

20 Urgent Action

- a) The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:
 - i. a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
 - ii. a meeting could not be called in sufficient time to deal with the matter; and
 - iii. the matter is one which can be delegated to an individual under government regulations.
- b) If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing body.


21 Public Statements

Public statements on behalf of the governing body will be made only by those delegated to make them.

22 Access to Meetings of the Governing Body

- a) Apart from governors, the only people entitled to attend a meeting of the governing body are the headteacher (where he/she has chosen not to be a governor), the clerk and, where appropriate, associate members. No substitute members are permitted.
- b) Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.
- c) 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 head, the deputy has been appointed acting headteacher).
- d) The governing body will decide who, other than those entitled to attend, may be admitted to a meeting and which of its meetings, if any, will be open to parents/the public.
- e) The governing body can require any non-governor present at a meeting to leave at any time.
- f) If a meeting is to be opened to parents/the public, reasonable notice will be given.

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- g) The headteacher/s will delegate a member of the senior leadership team to attend meetings of the governing body as observer/observers, as part of their professional development.

23 Pecuniary and Personal Interest

- a) The governing body will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose leaf sheets, each sheet being a statement completed and signed by the relevant governor.
- b) As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.
- c) Anyone who is ordinarily entitled to attend governing body or committee meetings (that is, governors, members of committees, associate members or headteachers) must withdraw and not vote on the issue if:
- i. there could be conflict between the interests of that person and the interests of the governing body; or
 - ii. where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter.
- d) When a committee is considering:
- i. disciplinary action against an employee or against a pupil; or
 - ii. 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.


24 Complaints and Staff Discipline

- a) The governing body will establish procedures for dealing with general *complaints* and will abide by the LA's curriculum complaint arrangements.
- b) The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

25 Delegation of Functions

- a) No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 20.a) (Urgent Action) unless authority to do so has been delegated formally by resolution of the governing body.
- b) Where required under the school government regulations *and in other cases* in order to ensure the most efficient conduct of its business, the governing body will:
- i. delegate work to committees, individual members of the governing body and/or the headteacher, if not a governor;
 - ii. set up working groups to provide information and/or make recommendations to the governing body.

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- c) The arrangements for delegating functions will be reviewed annually by the full governing body.
- d) In delegating functions to individuals, the governing body will have regard to the restrictions set out in Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

26 Committees

- a) Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation.
- b) When establishing committees the governing body will ensure compliance with the regulations concerning the constitution of the committees and will:
 - i. determine the membership (including non-governors where permitted and appropriate);
 - ii. determine the reserve membership to cover for the absence of ordinary members;
 - iii. appoint the chair of each committee annually/allow the committee to elect its chair;
 - iv. establish and record terms of reference;
 - v. review the membership and terms of reference annually;
 - vi. decide whether or not to confer voting rights on any or all non-governors for those matter where non-governors are not prohibited from voting under the procedures regulations;
 - vii. determine when the committees shall meet or allow the committees to determine their own timetables within given limits;
 - viii. determine arrangements for reporting back;
 - ix. review the need for, and the membership of, committees annually; set the quorum for each committee (minimum quorum is 3)
- c) The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.
- d) Associate governors cannot vote on issues relating to admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body, and cannot serve on committees relating to staff appointments, grievance, discipline and dismissal.
- e) The governing body will establish committees for the following purposes:
 - i. pupil admissions (aided and foundation schools only)
 - ii. personnel/staff matters (pay, discipline and grievance)
 - iii. school finance/budget
 - iv. performance management of the headteacher
 - v. teaching and learning
 - vi. public relationship
 - vii. sites and buildings (including health and safety)
 - viii. ICT strategy
 - ix. a staff dismissal appeal
 - x. a pupil discipline (exclusions)
 - xi. pay appeals

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xii. complaints

- f) Where the headteacher has not been delegated the responsibilities, for dismissal of staff under the School Staffing (England) Regulations 2009, a dismissal committee must be appointed.
- g) All committees and individuals with delegated powers will report in writing to the next meeting of the governing body about any decisions made or action taken.
- h) All committees with delegated powers will keep formal minutes, and copies will be presented to the next meeting of the governing body.
- i) All meetings of committees will be clerked by a person who is not the headteacher.

27 Working Groups

- a) In establishing working groups the governing body will:
 - i. determine the membership, including non-governors, and the method of appointing the chair;
 - ii. establish and record terms of reference;
 - iii. determine when working groups must meet or allow working groups to determine their own timetables within given limits;
 - iv. determine procedures for reporting back.
- b) The headteacher has the right to attend any working group meeting.
- c) Working groups established for specific purposes will be discontinued when their work has been completed.
- d) All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body.

28 Safeguarding Pupils

- a) 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.
- b) Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

29 Code of Conduct

Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the (*autumn*) term meeting.