



Hazelmere Junior School Governing Body

STANDING ORDERS

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and Governors' Handbook 2014.

1. CHAIR AND VICE-CHAIR

- 1.1 The term of office for the Chair and Vice-Chair will last for two years
- 1.2 The Governing Body cannot conduct its business without an elected Chair
- 1.3 When the Chair and Vice-Chair are due for election, the Governing Body will elect both positions from among its members
- 1.4 The Governing Body will decide in advance of the election the process of election for either or both positions
- 1.5 If nobody has indicated willingness to stand for the office of Chair, the meeting will be adjourned until a Chair can be elected
- 1.6 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
- 1.7 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
- 1.8 If both the Chair and Vice-Chair are absent from a meeting, the Governing Body will elect a Chair for that meeting
- 1.9 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
- 1.10 If the Vice-Chair resigns, or has to relinquish the office for any reason, the successor will be elected at the next meeting of the Governing Body
- 1.11 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 10 working days to elect successors
- 1.12 The Chair and/or Vice-Chair can be removed from office by resolution of the Governing Body, unless the Chair has been nominated by the Secretary of State pursuant to Section 67 of the EIA 2006
- 1.13 A resolution to remove the Chair or Vice-Chair from office will not take effect unless the matter is specified as an item of business on the agenda. The Governor proposing the removal must state his/her reasons for doing so at the meeting. The Chair or Vice-Chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the Governing Body votes on the proposal to remove the Chair or Vice-Chair from office

2. CALENDAR OF MEETINGS

- 2.1. The Governing Body will meet at least three times per academic year
- 2.2. Committees will meet at a frequency determined by the Governing Body (see Terms of Reference for Committees)

3. TIMING AND DURATION OF MEETINGS

- 3.1. Meetings will start at times which are acceptable to the Governing Body and will be limited to three hours duration with two hours being the ideal
- 3.2. 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 or make arrangements for a further meeting to complete the business
- 3.3. Governors may only participate or vote at meetings which they attend at the venue stated on the agenda;
or
- 3.4. The Clerk will physically attend the meeting in order to record the minutes

4. QUORUM

- 4.1. The quorum for all business of the Governing Body is one half (rounded up to a whole number) of the total number of Governors in place; not including any Governor vacancies
- 4.2. Meetings which become inquorate will be discontinued

5. CLERKING

- 5.1. The Governing Body will determine the arrangements for appointing a Clerk for meetings of the full Governing Body and Committees
- 5.2. Governors and the Headteacher cannot be Clerk to the Governing Body
- 5.3. The Headteacher cannot be appointed as Clerk to a Committee
- 5.4. If the Clerk does not attend a meeting the Governors present at the meeting can appoint a member of the Governing Body or Committee (but not the Headteacher) to act as Clerk for that meeting
- 5.5. The Governing Body can remove their Clerk from office by resolution at a Governing Body meeting

6. ASSOCIATE MEMBERS

- 6.1. The Governing Body can appoint Associate Members to serve on one or more Governing Body Committees and attend full Governing Body meetings
- 6.2. An Associate Member may be removed from office by the Governing Body at any time
- 6.3. Associate Members are appointed as members of Committees established by the Governing Body or as members of the Governing Body. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not Governors and are not recorded on the Instrument of Government
- 6.4. Associate Members do not have the right to vote at Governing Body meetings. The Governing Body can give limited voting rights to Associate Members on Committees at the time of appointment
- 6.5. Associate Members cannot count towards a quorum for any meeting of the full Governing Body or Committee on which they serve

7. WITHDRAWAL FROM MEETINGS

- 7.1. 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
- 7.2. 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

8. CONVENING MEETINGS

- 8.1. 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

9. NOTICE OF MEETINGS

- 9.1. 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) each Governor, (b) the Headteacher (whether or not he/she is a Governor), (c) any Associate Member and (d) the Local Authority where an agenda item for the meeting involves consideration of a change of school category
- 9.2. Non-receipt of notice of a meeting will not invalidate the meeting
- 9.3. 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

10. AGENDA

- 10.1. 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 and with the Chair and Headteacher in respect of Committees
- 10.2. Any Governor may place an item on the agenda by writing to the Clerk
- 10.3. Wherever possible papers that inform agenda items will be sent to Governors with the agenda

11. LATE ITEMS/ANY OTHER BUSINESS

- 11.1. 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
- 11.2. The Governing Body will decide whether such items be dealt with at the meeting or deferred

12. SUSPENSION OF GOVERNORS

- 12.1. The Governing Body may 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
- 12.2. A Governor can only be suspended if one or more of the following grounds apply:
 - the Governor is paid to work in the school and is the subject of disciplinary proceedings in relation to his/her employment
 - the Governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a Governor under Schedule 6 of the Constitution Regulations
 - the Governor has acted in a way that is inconsistent with the school's ethos and has brought or is likely to bring the school or the Governing Body or his office into disrepute
 - the Governor is in breach of his/her duty of confidentiality to the school or the staff or to the pupils
- 12.3. Any motion to suspend a Governor must be specified as an agenda item of the meeting for which at least seven days' notice must be given
- 12.4. A Governor who is suspended must be given notice of any meetings and must be sent agendas, reports and papers for any meetings during their suspension

13. GOVERNORS' EXPENSES

- 13.1. The Governing Body will prepare a policy on the payment of expenses of Governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

14. ATTENDANCE

- 14.1. 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
- 14.2. 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)
- 14.3. The time of arrival and/or departure of any Governor not in attendance throughout any meeting will be recorded in the minutes

15. MINUTES OF MEETINGS

- 15.1. 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
- 15.2. Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more Governors present
- 15.3. Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting
- 15.4. Within ten school days of the meeting the draft minutes will be sent by the Clerk to the Chair for checking and to the Headteacher
- 15.5. Copies of the draft minutes, once 'approved' by the Chair, will be sent to all members of the Governing Body within seven school days of the meeting
- 15.6. 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
- 15.7. Those matters which the Governing Body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available
- 15.8. 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
- 15.9. Minutes made available for inspection will include papers forming part of the meeting
- 15.10. 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

16. CONFIDENTIALITY OF PROCEEDINGS

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

17. CORRESPONDENCE

- 17.1. All incoming correspondence to the Governing Body (other than that 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 on any correspondence which he/she has already taken urgent action upon.

18. INFORMATION AND ADVICE

- 18.1. 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
- 18.2. A representative of the LA will be invited to attend meetings in order to inform and advise the Governing Body when considered appropriate
- 18.3. 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. This will be facilitated by the Pupil Related Committee as part of its performance monitoring role
- 18.4. Where (exceptionally) important information required by the Governing Body is given orally, it will be recorded in the minutes in appropriate detail
- 18.5. Where information required by the Governing Body is not readily available, reasonable time will be given for its production
- 18.6. 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

19. DISCUSSION AND DEBATE

- 19.1. The Chair will ensure that meetings are run effectively, focussing on priorities and making best use of time available and ensuring that all Governors enjoy equality of opportunity to express their views and participate in decision making
- 19.2. 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
- 19.3. Recommendations received from a Working Group will be recorded in the minutes, together with any related Governing Body resolution

20. DECISION MAKING

- 20.1. 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
- 20.2. Every question to be decided at a meeting of the Governing Body is to be determined by a majority of the votes of the Governors present and voting on the question; proxy voting is not allowed. (Voting by telephone or video conferencing is only permitted if the Governing Body have adopted alternative arrangements for Governor participation as set out in Section 4 above)
- 20.3. Where there is an equal division of votes the Chair (or the person acting as Chair for the purpose of the meeting) has a second or casting 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
- 20.4. 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, unless one or more Governors request a secret ballot. There is no second or casting vote in the election of Chair
- 20.5. Decisions of the Governing Body are binding upon all its members
- 20.6. 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

21. URGENT ACTION

- 21.1. The Chair, or in his/her absence the Vice-Chair, has authority to take urgent action between meetings only where:
 - 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
 - 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 under regulations
- 21.2. 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

22. PUBLIC STATEMENTS

- 22.1. Public statements on behalf of the Governing Body will be made only by the Chair or those delegated to make them

23. ACCESS TO MEETINGS OF THE GOVERNING BODY

- 23.1. Apart from Governors, the only people entitled to attend a meeting of the Governing Body are the Headteacher, the Clerk, where appropriate, Associate Members and any such other persons as the Governing Body may determine. No substitute members are permitted
- 23.2. Associate Members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil(s) are discussed
- 23.3. When the Headteacher is absent, the Deputy Headteacher will attend in his/her place
- 23.4. The Governing Body can require any non-governor present at a meeting to leave at any time
- 23.5. If a meeting is to be opened to parents/the public, reasonable notice will be given
- 23.6. The Deputy Headteacher/s can be invited to attend meetings of the Governing Body as observer/s, as part of their professional development
- 23.7. The Headteacher may invite officers (Deputy Headteacher, Bursar, Head of Department etc.) to attend meetings on an occasional or regular basis. All officers are there in an advisory role and have no voting rights, unless they have an additional role such as Staff Governor.

24. PECUNIARY INTERESTS AND OTHER SPECIFIED CONFLICT OF INTEREST

- 24.1. The Governing Body will maintain a register of the pecuniary interests of its members in a book signed by the relevant Governor when an entry is made
- 24.2. As appropriate, Governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not
- 24.3. A Governor must withdraw from a meeting if he/she (or a close relative or partner):
- stands to gain financially from a matter under consideration
 - has a personal interest in a matter under consideration
 - is a relative of a pupil, parent or employee being discussed
 - is a school employee, other than the Headteacher, and the pay or performance of school employees is under discussion
 - is the Headteacher and the pay or performance of the Headteacher is under discussion
- 24.4. when a Committee is considering:
- disciplinary action against an employee or against a pupil; or
 - 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

25. COMPLAINTS AND DISCIPLINE

- 25.1. The Governing Body will establish procedures for dealing with general complaints
- 25.2. The Governing Body will establish procedures for dealing with staff disciplinary matters and staff grievances

26. DELEGATION OF FUNCTIONS

- 26.1. No action may be taken by an individual Governor (including the Chair or Vice-Chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the Governing Body
- 26.2. Where required under the School Governance Regulations and in other cases to ensure the most efficient conduct of its business, the Governing Body will delegate work to Committees, individual members of the Governing Body and/or the Headteacher
- 26.3. The arrangements for delegating functions will be reviewed annually by the full Governing Body as part of its Good Governance monitoring
- 26.4. 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

27. COMMITTEES

- 27.1. Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of delegation
- 27.2. When establishing Committees the Governing Body will ensure compliance with the regulations concerning the constitution of Committees and will:
- determine the membership (including non-governors where permitted and appropriate)
 - determine the reserve membership to cover for the absence of ordinary members
 - allow the Committee to elect its Chair
 - establish and record Terms of Reference
 - review the membership and terms of reference annually
 - decide whether or not to confer voting rights on any or all non-governors for those matters where non-governors are not prohibited from voting under the regulations
 - determine when the Committees shall meet or allow Committees to determine their own timetables within given limits
 - determine arrangements for reporting back
 - review the need for, and the membership of, Committees annually
 - set the quorum for each Committee (minimum quorum is 3)
- 27.3. the Headteacher has the right to attend any Committee meetings, subject to the statutory rules on withdrawal
- 27.4. associate Members will not serve on Committees which deal with individual named pupils, members of staff, Governors or families and will withdraw from any part of a meeting where named individuals are discussed
- 27.5. the Governing Body will establish Committees or Panels for the following purposes
- a Staff Appeal (Pay, Discipline and Grievance)
 - Staff Matters (Pay, Discipline and Grievance)
- 27.6. 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
- 27.7. No Governor who served on the relevant first Committee or had any previous involvement with the matter under appeal may serve on an Appeal Committee
- 27.8. All Committees with delegated powers will keep formal minutes, and copies will be presented to the next meeting of the Governing Body
- 27.9. All meetings of Committees will be clerked by a person who is not the Headteacher

28. WORKING GROUPS

- 28.1. In establishing Working Groups the Governing Body will:
- determine the membership, including non-governors, and the method of appointing the Chair, determining when Working Groups should meet
 - determine procedures for reporting back
- 28.2. the Headteacher has the right to attend any Working Group meeting
- 28.3. Working Groups established for specific purposes will be discontinued when their work has been completed
- 28.4. All Working Groups will present written reports, including recommendations where appropriate, to the next meeting of the Governing Body/Committee

29. SAFEGUARDING PUPILS

- 29.1. 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
- 29.2. Any Governor refusing to undertake the checks will be disqualified from membership of the Governing Body

30. CODE OF CONDUCT

- 30.1. 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.

Signed:
(Chair of Governors)

Date: 16th November 2016