

STANDING ORDERS FOR THE GOVERNING BODY OF HUNTSPILL COMMUNITY FEDERATION 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 SEPTEMBER 2014

1.	Appointment of Chair/Vice Chair (Regulation 5)	<u>Technical Notes</u>
1.1	The governing body agrees that the term of office for chair and vice chair will be one year.	<i>[Terms of office minimum 1 year, maximum 4 years]</i>
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: September 2015 Vice Chair: September 2015	<i>[Persons employed at the school can not be elected as Chair or Vice Chair]</i>
1.3	Chair of Governing Body's term of office broken	<i>+ [Chosen number of years for Chair or Vice Chair not to exceed the term of office of the person elected – e.g. The governing body determines that the term of office of the (vice) chair will be 1 year, however, the term of office for the governor elected ends in 6 mths, therefore the newly elected (vice) chair's term of office also ends in 6 mths unless reappointed with continuous service]</i>
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 January 2015, and the person elected continues to serve as chair until September 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. Only when no names appear on the agenda can nominations be accepted at the meeting.	
1.4.2	Election Process	

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.

[The nominees will leave the room for the discussion and vote]

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 (Regulation 6)

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 7 days notice and every attempt will be made to notify all governors.

*[*The following functions are excluded: matters related to the alteration and closure of schools; changes of school category; approval of the budget, discipline policies and admissions]*

1.6 Removal from office (Regulation 7)

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

[Chair or vice chair must leave the meeting for governing body to vote on the proposal]

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 7 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) – (Regulation 9)

2.1 Name of the clerk to the governing body :

Louise Cahill

2.2 Name of the clerk(s) to the governing body committees: [The governing body appointed clerks to its committees].

[Governors, associate members and the headteacher cannot be appointed as clerk to GB]

Committee	Clerk
Business	Heather Dixon

Teaching and Learning	Rotational amongst gobs
Welfare	Angela Fey
Pay	TBC
<p>3. Committees of governing bodies – (Regulation 20)</p> <p>3.1 Committee chairs elected annually by the committee.</p>	
Committee	Chair
Business	John Micklewright
Teaching and Learning	Jo Bryant
Welfare	John Micklewright
Pay	TBC

[The G.B. can delegate most of its functions to a committee, a governor or the HT. The G.B. cannot delegate functions relating to: the constitution of G.B., appointment/removal of chair/vice chair, appt of clerk, suspension of governors, delegation of functions, establishment of committees]

[Individuals or committees with delegated functions must report decisions to the G.B]

3.2 The governing body may at any time remove the committee chair from office.

[The G.B. can still perform functions it has delegated]

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.

[Decisions must be determined by a majority of votes of those governors and associate members present and voting]

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. The terms of reference of each committee shall be attached to these standing orders.

[Membership may include associate members, provided that the majority of the committee members are governors]

Minutes and Papers of Committee Meetings

[G.B. can give

3.5	The committee clerk must give at least 7 days notice of the meeting date and the agenda and papers must be circulated 7 days before the meeting.	<i>voting rights to associate members who are 18 or over]</i>
3.5.1	Minutes must be drawn up by the committee clerk and signed by the committee chair when the committee has approved them at their next meeting.	<i>[Associate members may not vote on decisions re admissions, pupil discipline, election/appt of governors, budget or finance]</i>
3.5.2	The committee clerk will provide the governing body clerk with draft approved committee minutes at least 10 school days before the next meeting of the full governing body, so that the governing body clerk can circulate these 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.	<i>(The governing body will seek professional advice on this issue)</i>
3.5.4	<p>Confidential Minutes (<i>The School Governance (Procedures) (England) Regulations 2003 – Statutory Instrument 1377 Minutes and Papers 13 (3)</i>)</p> <p>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:</p> <ul style="list-style-type: none"> • 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. Be circulated to all members of the governing body or committee who were present at the meeting (in a sealed envelope clearly marked CONFIDENTIAL • 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 <p>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.</p>	

3.6	Appointment of Staff (School Staffing Regulations 2003 Guidance)	<i>** Statutory guidance states that other than in exceptional circumstances the GB should delegate responsibility for all appointments outside the leadership group to the HT -governors may be involved</i>
3.6.1	<u>Support Staff</u> - The governing body delegates authority to The Headteacher	
3.6.2	<u>Teachers</u> – The governing body delegates authority to (One or more governors and the Headteacher	<i>[* Where the G.B. has delegated authority to one or more governors, the headteacher may attend and offer advice]</i>
3.6.3	<u>Headteacher and Deputy Headteacher</u> (2) The whole governing body will undertake the selection process.	<i>** Regulations allow for appointments and dismissals to be delegated to an individual governor but this is not good practice</i>
3.7	Dismissal of Staff (Regulations from School Staffing Guidance 2003) 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.	<i>Staff governors are eligible to participate in HT appointments unless they have a vested interest</i> <i>[Note: When appointing an Assistant Headteacher, the governing body may wish to delegate this to the Headteacher & two or more governors]</i>
3.7.1	<u>Support Staff</u> – The governing body delegates authority to The Headteacher	<i>[* Where the G.B. has delegated authority to one or more governors, the Headteacher may attend and offer advice]</i>
3.7.2	<u>Teachers/Deputy Headteachers/Leadership Team</u> – The governing body delegates authority to The whole governing body. Where the head teacher does not have delegated responsibility for dismissal, the headteacher has the right to attend in an advisory capacity.	

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.	<i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i>
3.7.4	<p>Lifting of suspensions</p> <p>A decision on the lifting of a suspension can only be made by the governing body and will be delegated to a panel.</p> <p>(See Regulation 4 Delegation of Authority).</p>	<p><i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i></p> <p><i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i></p> <p><i>(It is usually not appropriate for the Chair of Governors to be part of this group)</i></p>
4.	<p>Convening governing body meetings – (Regulations 11)</p> <p>4.1 The governing body will meet six times per annum.</p> <p>4.2 Number of governing body meetings per term:</p> <p>Autumn 2 Spring 2 Summer 2</p> <p>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.</p> <p>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 7 clear days in advance to all members of the governing body. Additional meetings may be called if required.</p>	<p><i>[Minimum 3 meetings per year]</i></p> <p><i>[The Headteacher and clerk are entitled to attend meetings]</i></p> <p><i>[Any 3 members of G.B. can request a meeting]</i></p>
5.	<p>Proceedings of the governing body – (Regulations 12)</p>	<p><i>[Questions must be</i></p>

5.1	<p>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.</p>	<p>decided by a majority of votes of the governors present and voting]</p> <p>[The Chair shall have a second or casting vote if there is an equal division of votes]</p>
6.	<p>Minutes and Papers – (Regulation 13)</p>	<p>(Clerk to send copy of draft approved full governing body minutes to Governor Services and also Diocese if a church school)</p>
6.1	<p>Standard statement on all agendas for governors to declare interests (pecuniary or otherwise)</p>	
6.2	<p>Standard statement on all agendas to designate confidential items.</p>	
6.3	<p>The clerk will circulate draft approved committee minutes to all governors and associate members within 14 calendar days of the meeting.</p>	
7.	<p>Suspension of governors – (Regulation 15) [G.B. can suspend a governor for up to 6 months on the following grounds:</p> <p>If a governor is:</p> <ul style="list-style-type: none"> • 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.] 	<p>[Suspension should be a last resort when all other options have failed. The Chair will seek professional advice in the first instance]</p>
7.1	<p>Model Code of Conduct adopted for governors. Yes</p>	
7.2	<p>The Code of Conduct has been adopted.</p>	
8.	<p>Delegation of function – (Regulation 16)</p>	

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	<p><i>[See 'A Guide to the Law for School Governors' for technical notes on delegation of functions]</i></p> <p><i>(The extent of delegation is clearly defined in committee terms of reference and MUST be reviewed and approved annually).</i></p>
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 annual to the governing body – including nil returns.	
8.5	Governing body delegates responsibility for completing the Annual Safeguarding Children Report to the headteacher/ child protection governor (delete as appropriate) and approves the Report annually.	
9.	Restrictions on taking part in meetings – (Schedule – Regulation 14)	
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	<p>A governor is not be allowed to vote where the subject of consideration is</p> <p>(a) his/her own appointment, reappointment, suspension or removal as a member of the governing body</p> <p>(b) his/her own appointment or removal from office as clerk to, or chair or vice-chair of, the governing body.</p> <p>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.</p>	
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 his/her own pay or appraisal.	

10. 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.
- 10.1 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.

Signed _____
Chair of governing body

Date of meeting Standing Orders agreed
25th September 2014

Copied to: All members of governing body of Huntspill
Community Federation School

Clerk to governing body of Huntspill Community Federation
School