



FOXMOOR PRIMARY SCHOOL

STANDING ORDERS for the Procedural Workings of the Governing Body.

CONTENT

The Standing Orders cover:

- meetings of the Governing Body;
- term of office of Chair and Vice-Chair;
- election process for Chair and Vice-Chair;
- term of office for each category of Governor;
- appointment of the Clerk;
- quorum;
- committee membership and terms of reference;
- delegation of functions.

As per sections:

- the Governing Body's Standing Orders;
- a copy of the School Governance (Procedures) Regulations;
- the current Instrument of Government;
- the Terms of Reference for Committees;
- the policy on governors' expenses.

This file is accessible to all governors. Any further information is available from the Clerk:

Mrs. Teresa Montague (via the school office)

MEETINGS OF THE GOVERNING BODY.

Foxmoor School Governors recognise that:

- the full governing body must hold at least three meetings per school year;
- meetings of the G.B. are to be convened by the clerk to the G.B. and in exercising this function the clerk must comply with any direction given by the Chair or:
- any three governors can request a meeting of the Governing Body and the Clerk must convene such a meeting as soon as possible. (7 days' notice still applies);
- governors must be given a minimum of 7 days written notice of the date & time of the meeting with a copy of the Agenda and relevant papers; however, the proceedings of a Governing Body are not invalidated by any person not having received written notice of the meeting or a copy of the agenda;
- a meeting can be called in less than 7 days but only for exceptional or urgent matters.

TERMS OF OFFICE.

Chair of Governors.

The Governing Body of Foxmoor Primary School have determined that the term of office for the Chair shall be one year, with the election taking place at the first meeting of the full Governing Body in term 1.

Vice Chair of Governors.

The Governing Body of Foxmoor Primary School have determined that the term of office for the Vice-Chair is one year, with the election taking place at the first meeting of the full Governing Body in term 1.

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR.

The Governing Body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years.

The Standing Orders refer to categories of governor such as parent or co-opted governor. Some of the category names, definitions and eligibility have changed due to the legislation (2012). This information is available by school type in the statutory guidance and a link to this information is included on the introductory web page for the New Procedures for Governing Bodies.

Foxmoor Primary School Governing Body resolves to have different terms of office for different categories of governor. Therefore, the term for governors in the following categories is:

Staff governor (including teacher governor)	Four years
Parent Governor	Four years
L.A. governor (Local Authority)	Four years
Community Governor (Co-opted governors)	Four years
Associate members	One year

The Governing Body can choose whether to appoint Associate members of the Governing Body, in addition to the agreed Constitution, and would need to agree what voting and attendance rights are granted to any associate member. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters must be clearly minuted at a full Governing Body meeting.

In line with School Governance and Regulations, when the office of Chair or Vice-Chair becomes vacant, after resignation or at the end of the term of office, the Governing Body will elect a Chair or Vice-Chair at the next available full meeting. The election will be the first item on the agenda for the Full Governing Body meeting and the clerk will chair the meeting until the election of the new chair.

This process will apply, even if an existing Chair or Vice-Chair was re-appointed after a term of office ended. The office of Chair or Vice-Chair would be deemed to have become vacant on the date the term of office ended and an election process must be undertaken. This does not, of course, prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish.

ELECTION OF CHAIR AND VICE-CHAIR.

(These positions can be filled by an individual or a co-partnership)

The Governing Body can decide the election process for the Chair and the Vice-Chair. The process must be agreed at a full Governing Body meeting. The clerk chairs the meeting for the item to elect the Chair. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.

The factors the Governing Body considered in agreeing their election process were:

- *whether written nominations are to be sought in advance of the meeting;*
- *whether a governor can stand for office if they are unable to be present at the meeting;*
- *whether a governor can vote if not present at the meeting (in writing or by proxy);*
- *whether nominations will only be taken at the meeting;*
- *whether a candidate will self-nominate or be proposed (and seconded if wished) by other governors;*
- *whether there will be a secret ballot or a show of hands (and whether this would vary depending on the situation i.e. in all circumstances or only when there is more than one candidate);*
- *how the Governing Body would treat a tie in the votes;*
- *whether a governor can be re-elected and whether there should be a limit to the number of terms a governor could serve;*
- *succession planning (Vice-Chair to learn the role and move up to Chair at a later date).*

The process must be fair, clear and transparent.

Foxmoor Primary School Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair.

- Governors will be able to submit written or verbal nominations prior to the meeting of the full Governing Body.
- If there is more than one nominee, they will be asked to leave the room whilst the election process takes place; this will involve a show of hands or a secret ballot (as agreed by the remaining governors).
- If a secret ballot is agreed the clerk will tally the votes and inform those present.
- The nominees will return to the meeting and the clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie, each candidate will be given the 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. This process will be repeated until a nominee polls a majority of the votes.

APPOINTMENT OF THE CLERK.

The Governing Body is required to appoint a clerk to the Governing Body. The clerk may not be a governor, an associate member of the Governing Body or the Headteacher of the school.

Foxmoor Primary School Governing Body resolves that the clerk to the Governing Body shall be:

Mrs. Teresa Montague.

There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:

- convening meetings;
- the proceedings of meetings;
- removal of the Chair or Vice-Chair from office;
- suspension of a governor.

The clerk to the Governing Body will ensure that the work of the Governing Body complies with the Regulations.

QUORUM.

Decisions cannot be taken at a full Governing Body meeting unless a minimum number (quorum) of governors is present. The new Regulations require one half (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number.

At Foxmoor School the quorum is 5.

DECLARATION.

The Governing Body, at its meeting on 14th October 2013, resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the Governing Body for the formal Governing Body records and a copy has been retained at the school for reference.

Signature

M. Kavanagh
(Chairman)

Date of signature: 14th October 2013 Reviewed: October 2017

COMMITTEES AND WORKING PARTIES.

There is no statutory requirement for Governing Bodies of maintained schools to establish any committees, and they may choose their own committee structure.

The Governing Body of Foxmoor has chosen the following arrangement, which has proved spectacularly effective when major projects have been, tackled e.g. new building projects; new pay policies; major investments in the curriculum; policy changes.

The Governing Body of Foxmoor School is small and most of the issues that arise are discussed at the full Governing Body meetings; therefore, every member of the Governing Body has a part to play in the decisions that are made as a result of these discussions.

The Governing Body requires flexibility when arranging committees, so they often choose to specify only the number of governors needed for the committee and the eligibility criteria. They can then ask suitable and available governors to put themselves forward when the committee is convened.

Great use is also made of working parties when specific projects or developments are planned. Any interested governor, particularly one who has specific skills or time, can join these groups and the Governing Body has the power to appoint Associate governors, who have appropriate skills or knowledge, for the purpose of the project. The working party has no decision-making or voting permissions, but the results of their research and recommendations are brought to the full Governing Body meeting. At such times, additional full Governing Body meetings may be called in addition to the requisite termly meeting.

However, the Governing Body of Foxmoor has appointed a chair of committees that need to meet at certain times of the year or in certain circumstances. These are: Appeals, Personnel, Premises, Curriculum and Standards; the Chairs of the latter three make up the Finance Committee.

DEFINITIONS.

A COMMITTEE is set up with delegated powers, with the Governing Body deciding: its membership; the procedures for appointing its Chair; what powers it will have; whether it will include associate members and, if so, whether they may vote. This information will be minuted at a full Governing Body meeting. The Governing Body remains responsible for any decisions taken by committees and these decisions are reported back to the full Governing Body at their next meeting. The establishment terms of reference, constitution and membership of committees is flexible and will be reviewed as the need to convene them arises. The Chair of each main committee will be appointed annually.

A WORKING PARTY is set up by the Governing Body, which decides its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full Governing Body (or a relevant committee if responsibility has been delegated to a committee) for approval.

MEMBERSHIP OF COMMITTEES.

The terms of reference of committees are included within the STANDING ORDERS file. The membership of committees is flexible and convened as necessary. The Governing Body or the committee members appoint a Chair to each main committee annually. The committees are required to appoint a clerk to their committee. This cannot be the Headteacher but can be another governor or shared between named governors, although it is recommended that one governor be named as committee clerk for period of a year for each committee.

RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT.

- *Agendas should be circulated to all committee members at least seven days in advance of the meeting.*
- *Committee papers should be available to all governors (not just those on the committee).*
- *Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.*
- *Minutes should be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.*
- *Any governor may attend a committee meeting but only named committee members may vote.*
- *Committee members should feedback at the full Governing Body on the work of the committee and any decisions taken.*

DELEGATION OF FUNCTIONS.

A Governing Body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The Governing Body must review the delegation of functions annually. The Governing Body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- the constitution of the Governing Body;
- the appointment or removal of the Chair or Vice-Chair;
- the appointment of the clerk;
- the suspension of governors;
- the establishment of committees and delegation of functions.

The Governing Body can still perform functions it has delegated. This enables the Governing Body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that any individual or committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made.

FOXMOOR STRUCTURE OF GOVERNORS' COMMITTEES/RESPONSIBILITIES

