



**St Nicholas Church of England**  
**Voluntary Aided Primary School**

**Child Okeford**

*...to be the best we can be...*

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**STANDING ORDERS**

**Composition of the Governing Body**

1. The composition of the Governing Body is determined by the Instrument of Government.

**Governor Elections and Appointments**

2. The election of the following categories of Governor are managed by the Clerk to Governors on behalf of the Governing Body (VA and foundation schools)
  - a) Teacher Governors;
  - b) Staff Governors;
  - c) Parent Governors.
3. The Headteacher and Chair of Governors submit their views on prospective LEA Governors to Governor Services on request on behalf of the Governing Body.
4. Foundation Governors are appointed by the appropriate body, in consultation with the Chair of Governors and the Headteacher.

**Governor Resignations**

5. A Governor may resign at any time by giving written notice to the Clerk. The Clerk should ensure that the Governing Body moves promptly to fill vacancies and ensure that Governor Services and the relevant appointing body is informed that a vacancy exists.

**Appointment of Elected Officers**

6. Officers of the Governing Body are normally elected at the first meeting of the autumn term.
7. The Chair is appointed from those Governors who self-nominated prior to the first meeting of the academic year. Ideally, the self-nomination process should be completed before the end of the summer term.
8. The election process is managed by the Clerk to the Governing Body who:
  - a) invites every eligible Governor to put themselves forward as candidates for Chair and/or Vice Chair of the Governing Body;
  - b) places the election of Chair and Vice Chair as the first items on the agenda;
  - c) lists the candidates for Chair and Vice Chair;

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**Last reviewed and agreed: July 2018**

- d) chairs the meeting for the election of Chair;
  - e) conducts a secret ballot of all those Governors present (with the exception of the candidates who will withdraw while the ballot takes place) (paragraph 41 applies to this election, with only the Clerk receiving any vote made by electronic means);
  - f) announces the result of the ballot, then hands the meeting over to the new Chair for the election of the Vice Chair.
9. We note that:
- a) the process is one of self-nomination; no proposer or seconder is required;
  - b) no school employee is eligible to stand as Chair or Vice Chair;
  - c) no postal or proxy votes can be accepted;
  - d) if only one nomination is received, that Governor can be elected unopposed, but only after a secret ballot;
  - e) if no nominations are received in advance, the Clerk will ask for nominations at the meeting;
  - f) the Chair is elected for one year.
10. The Vice Chair is appointed by the same process, following the appointment of the Chair.
11. Committee Chairs (and if required Vice Chairs) are appointed by the full Governing Body at the first meeting of the year.
12. SEN, Literacy, Numeracy and performance management Governors (two or three) are appointed (or re-appointed) annually by the full Governing Body at the first meeting in the autumn.
13. For all elected positions, the Governing Body seeks self-nominations before the end of the summer term, in writing to the Clerk.
14. The Clerk publishes and distributes nominations with the papers for the first meeting of the autumn term.
15. Where a vacancy occurs mid year, the vacancy is filled at the next full meeting of the Governing Body. Where the vacancy is for Chair, the Vice Chair stands in until the next full Governing Body meeting.
16. The default position is for a Chair of Governors to be elected as above. However at the last meeting of the summer term the Governing Body may decide to elect two Co-Chairs instead of a Chair at the first meeting of the following autumn term. This decision will be reviewed at the subsequent last meeting of the summer term at which point it may be continued for a further year or the Governing Body can revert to the default position. The procedures for self-nomination and election above will apply for both Co-Chairs. At the last meeting of the summer term, if a decision is made to elect two Co-Chairs, specific arrangements will be agreed by the Governing Body for allocating responsibilities to each Co-Chair.
17. Where a vacancy occurs midyear for the Chair, the next meeting of the Governing Body may decide to elect two Co-Chairs instead of a Chair for the remainder of the

academic year and this decision will be reviewed at the last meeting of the summer term as above. The procedures for election above will apply for both Co-Chairs as will the requirement on allocating responsibilities to each Co-Chair.

### **Appointment and Duties of the Clerk**

18. The Clerk is employed by the Governing Body.
19. The Governing Body determines the pay and conditions of the post and the process by which the Clerk is appointed.
20. The duties of the Clerk are determined by the Governing Body.

### **Meetings 1: Frequency, Timing, Length and Attendance**

21. The Governing Body holds one full meeting each term. Committees will meet as directed by the Governing Body.
22. The timing of the meetings will be reviewed annually and reflect Governors' and staff availability on particular days and times.
23. Meetings will be planned to last no more than two hours.
24. The Clerk will record the names of all those present at the meeting, including invited visitors and observers. The minutes will record the names of Governors who have sent apologies, which have to be accepted and the names of Governors who are absent and whose apologies have not been accepted.
25. Governors are expected to make every effort to attend meetings of the full Governing Body, the annual parents' meetings and meetings of the Committee/s on which they serve.
26. If a Governor is unable to attend a meeting apologies and reason for absence should be provided.
27. The Governing Body must decide at the meeting in question whether to accept the apology

### **Meetings 2: Convening Meetings**

28. The Clerk will convene all meetings of the full Governing Body. The Clerk's duties will include sending out the agenda and supporting papers to all Governors and the Headteacher so that they are received at least three days before the meeting.
29. Extraordinary meetings can be called at shorter notice:
  - a) by the Chair when there is a matter requiring urgent consideration;
  - b) by a request to the Clerk, signed by three Governors, setting out reasons for calling the meeting.

### **Meetings 3: Quorum**

30. At full Governing Body meetings the quorum will be one half (rounded up) of the actual membership of the Governing Body, excluding vacancies, save for the exceptions listed below, where the quorum must be two thirds (rounded up), of those members of the Governing Body entitled to vote:
- a) appointing a parent Governor when insufficient candidates stand for elections for parent Governor vacancies;
  - b) the removal of a Chair;
  - c) establishing, changing the terms of reference, membership and method of reporting to a Committee with delegated authority.
31. If there are insufficient Governors present to form a quorum, the meeting cannot take place. When a meeting becomes non-quorate because Governors have to leave, the meeting will be terminated. Outstanding items will normally be placed on the agenda of the next meeting.

### **Agenda**

32. The agenda for full Governing Body meetings will be decided by the Headteacher and Chair of Governors, in consultation with the Clerk.
33. Governors can suggest agenda items for a meeting by submitting their proposal in writing to the Chair of Governors before the agenda discussion.

### **Confidentiality**

34. A matter is confidential if so declared by the Chair at a meeting with the agreement of the members.
35. Generally this will include details of any dispute, discussion or disagreement.
36. A confidential matter is not to be discussed outside the meeting with anyone.
37. The minutes of confidential matters are printed on pink paper for ease of identification and distributed only to members of the Governing Body (or committee, as appropriate).
38. If confidentiality is broken, the Chair will speak privately to the Governor concerned and explain that it is both wrong and damaging to the school and the Governing Body. If this has no effect, the Governing Body will consider passing a vote of censure on the Governor at a full, possibly extraordinary, meeting of the Governing Body. The Governor concerned will have the opportunity to reply to the charge at that meeting.

### **Voting**

39. A vote will be taken on all agenda items requiring a decision. This will be clearly indicated in the meeting agenda.
40. A vote is taken by a show of hands.

41. If a governor cannot attend a meeting in person, he or she may participate in discussions by means of Skype, telephone conferencing or other electronic means. Only if a governor has done so beforehand, may he or she also cast a vote by similar electronic means. In no circumstances may a governor cast a vote by electronic means without having first participated or had the opportunity to participate in the preceding discussions.
42. The number for, against and abstaining is recorded in the minutes. For full Governing Body meetings, the Chair has the casting vote in the event of a tied vote.
43. For voting involving Committees, see the terms of reference for the Committee.

### **Publication of Minutes**

44. We produce minutes of all meetings of the Governing Body and its Committees.
45. The minutes highlight any decision taken by the Governing Body and agreed action.
46. The minutes are produced by the Clerk within two weeks of the meeting and approved by the Chair as draft for publication for the Governing Body/ Committee members.
47. All Governors receive the minutes of all Committee meetings.
48. The minutes are published by being displayed on a parents' notice board and on the staff notice board.
49. Minutes are kept on file in the school office and are available for inspection on request.
50. Confidential minutes are not published and are circulated only circulated to Committee members
51. The minutes are signed as correct, following necessary alterations, by the Chair at the next meeting.
52. A minute book is maintained by the Clerk to the Governing Body or Committee. If the book is looseleaf, pages are numbered consecutively and dated.

### **Follow Up Action**

53. The outcome of agreed action following a meeting is checked by the Chair at the following subsequent meetings appropriate to the action timescale agreed.

### **Committees**

54. The Governing Body reviews the effectiveness of its Committee structure at the first meeting of the autumn term.

55. Changes to the Committee structure adopted by the governing body, their membership and terms of reference are considered and any changes approved by the full Governing Body.

### **Delegations to Individuals**

56. The governing body knows that in the vast majority of cases, the Governing Body itself is the maker of decisions for which it is responsible.
57. Delegation to individuals is decided by the full Governing Body, in line with legislative requirements. This includes:
- a) a minuted statement of financial delegation to the Headteacher;
  - b) details of other delegation to individuals authorised by the Governing Body.

### **Complaints**

58. We handle complaints according to our adopted Complaints Procedure.
59. This particularly emphasises that individual Governors may not handle complaints, whether by a parent, a member of staff or others, on behalf of the Governing Body.

### **Communication with Governors**

60. The usual route of communication with Governors is through the Clerk to the Governing Body.
61. On occasion, communication will be through the Chair or the Headteacher.

### **Governor Recruitment and Induction**

62. The Governing Body has adopted recruitment and induction policies based on the approved checklists.

### **Job Descriptions**

63. The Governing Body has considered and agreed staff job descriptions for different categories and roles. These are reviewed annually.

### **Governor Visits**

64. The Governing Body is aware of the considerable benefits and also the disadvantages of Governor visits to the school, including to experience teaching and learning.
65. A Visit Policy has been developed in consultation with staff.
66. The policy emphasises that visits are carefully planned, are sensitive to the workloads of staff, and involved joint feedback by the staff and Governor involved in the visit.

- 67. Governors distinguish between their visits as a Governor and in some other role (e.g. parent, member of staff etc.).

**Adopting and Changing Standing Orders**

- 68. A review of Standing Orders is conducted each summer term by the Chair of Governors and Clerk. A paper, including recommendations, is submitted for consideration at the first meeting of the autumn term.

Date of adoption by the Governing Body: 6 May 2004

Signed ..... Chair of Governors