

**STANDING ORDERS
FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY**

Eastington Primary School

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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..

MEETINGS OF THE GOVERNING BODY

The full governing body must meet at least three times in each school year.

Eastington Primary School Governing Body notes the requirement to meet at least three times in each school year.

TERMS OF OFFICE

The Governing Body of Eastington Primary School have determined that the term of office for the **Chairman** is one year with the election taking place at the first meeting of the full Governing Body in term 1.

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

In line with School Governance and Regulations when the office of Chairman or Vice-Chairman becomes vacant, the Governing body will elect a Chairman or Vice-Chairman at the next available full meeting.

This process will apply, even if an existing Chairman or Vice-Chairman was re-appointed after a term of office came to an end. The office of Chairman or Vice-Chairman 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 CHAIRMAN AND VICE-CHAIRMAN

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

Factors the governing body should consider in agreeing their election process are:

- 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 – Would candidates have the opportunity to speak to the governing body about why they want to be Chairman and then another vote could be taken, for example, or would you toss a coin, or would you do something else? Although this is an unlikely scenario the procedure should accommodate all potential results.
- 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-chairman to learn the role and move up to chairman at a later date)

The process must be fair, clear and transparent.

Eastington Primary School Governing Body resolves that the following process will apply to the election of Chairman and Vice-Chairman:

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 would be taken.

If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

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 make reference to categories of governor such as parent or community governor. Some of the category names, definitions and eligibility have changed due to the legislation. 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.

Eastington Primary School Governing Body resolves to have different terms for different categories of governor. Therefore, the term for governors in the following categories is:*	
Staff governor (including teacher governor)	One year
Parent governor	Four years
LA governor	Four years
Community governor	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 any associate member was granted. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full governing body meeting.

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.

Eastington Primary School Governing Body resolves that the clerk to the Governing Body is Mrs Lynne Lester.

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 chairman or vice-chairman from office
- Suspension of a governor

The clerk to the governing body should 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.

COMMITTEES AND WORKING PARTIES

DEFINITIONS

A COMMITTEE of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include associate members and, if so, whether they may vote. *This information must be minuted at a full governing body meeting.* The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chairman of each committee must also be appointed annually.

A WORKING PARTY of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions or 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 should be included within the STANDING ORDERS file. The membership of committees is listed below. A Chairman must be appointed each year to each committee, elected by the governing body or the committee members, if the governing body agree to delegate this task. The governing body is required to appoint a clerk to each committee. This cannot be the headteacher but can be another governor and could be shared between named governors. It is recommended that one governor be named as committee clerk for a 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 Chairman 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. A 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 Chairman or vice-Chairman
- The appointment of the clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

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.

DECLARATION

The Governing Body, at its meeting on 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
(Chairman)

Date of signature