

**STANDING ORDERS FOR THE GOVERNING BODY**  
**WYTON-ON-THE – HILL PRIMARY SCHOOL**

**2014 - 2015**

**THE ABOVE STANDING ORDERS WERE APPROVED BY THE GOVERNING BODY ON 1ST OCTOBER 2015**  
**They remain valid until the first Full Governing Body meeting at the start of the 2015/16 academic year.**

## **Regulation 6: Roles of the Governing Body and Headteacher**

- (1) The functions of the governing body include the following core functions:
  - (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
  - (b) ensuring that the headteacher performs his or her responsibilities for the educational performance of the school; and
  - (c) ensuring the sound, proper and effective use of the school's financial resources.
  
- (2) In exercising their functions the governing body shall:
  - (a) act with integrity, objectivity and honesty and in the best interests of the school; and
  - (b) be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.
  
- (3) The governing body must appoint a clerk with a view to ensuring their efficient functioning and must have regard to advice from the clerk as to the nature of the governing body's functions.
  
- (4) The headteacher's responsibilities include:
  - (a) the internal organisation, management and control of the school; and
  - (b) the educational performance of the school.
  
- (5) The headteacher is accountable to the governing body for the performance of all his or her responsibilities.
  
- (6) The headteacher must comply with any reasonable direction of the governing body.
  
- (7) In this regulation the term "governing body" includes the temporary governing body of a new school.

STATUTORY	Actions adopted by Full Governing Body (FGB)
<p><b>1. Election and Removal of Chair and Vice-Chair (Regulations 7 &amp; 9)</b></p>	
<p>The Governing Body must decide the length of office of the Chair and Vice-Chair. [A Chair/Vice Chair may resign at any time and a new Chair/Vice Chair elected].</p> <p>Election procedures need to be decided by the Governing Body.</p> <p>Any governor who is paid to work at the school may not be Chair or Vice-Chair of the Governing Body.</p> <p>All candidates must withdraw whilst the election process is undertaken and shall not vote (Regulation 14 &amp; Schedule).</p>	<p><b>Term of office 2 Years</b></p> <p><b>Term of office expires on 13.1.2015</b></p> <p><b>This decision must be recorded by the clerk in the minutes</b></p> <p><b>Clerk to manage process? YES</b></p> <p><b>Nominations written? YES</b></p> <p><b>Additional nominations accepted? T YES</b></p> <p><b>Secret Ballot YES</b></p>
<p><b>2. Urgent Action (Regulation 8)</b></p>	
<p>The Chair (or the Vice-Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>YES. Must inform members asap by email unless confidential.</b></p>

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<p>the school; any pupil at the school (or their parent); any person who works at the school.</p>	
<p><b>3. Appointment and Removal of the Clerk to the Governing Body (Regulation 10)</b></p>	
<p>The Governing Body shall appoint the Clerk to the Governing Body and it can remove a Clerk by resolution. The Clerk to the Governing Body must not be:</p> <ul style="list-style-type: none"> <li>• A governor;</li> <li>• Headteacher of the school.</li> </ul> <p>The Clerk to the Governing Body must:</p> <ol style="list-style-type: none"> <li>a) convene meetings by circulating the agenda (Regulation 13);</li> <li>b) attend meetings of the Governing Body and ensure minutes of the proceedings are produced;</li> <li>c) maintain a register of members of the Governing Body and of associate members and report any vacancies to the Governing Body; and</li> <li>d) perform such other tasks as may be determined by the Governing Body from time to time.</li> </ol> <p>[In an emergency a governor (not the headteacher) may clerk for that meeting only].</p>	<p><b>Name of Clerk:</b> <b>Ms S. McFarlane</b> <b>Camsclerk Services</b></p> <p><b>Refer to agreement with Clerk if additional other tasks have been negotiated - None have been requested/required</b></p>
<p><b>4. Meetings and Proceedings of the Governing Body</b></p>	
<p><b>Right to attend meetings (Regulation 12)</b></p> <p>The following persons have a right to attend all meetings of the Governing Body:</p>	<p><b>Meetings will be open to the public? - NO</b></p> <p><b>The names of associate members and the committee to which they have been</b></p>



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<p><b>Governors failing to attend meetings</b>  A governor who without the consent of the Governing Body fails to attend full Governing Body meetings for a period of 6 months is disqualified (refer to The School Governance (Constitution) (England) Regulations 2012: Schedule 4 Paragraph 9).</p>	<p>If the late or tabled paper must be dealt with before the next scheduled meeting, an extra meeting of the Governing Body will be arranged at a date convenient to the majority of governors.</p> <p>Agreement, or otherwise, of absence is a standard item on the Governing Body agenda? This decision can be recorded under apologies for absence - YES</p>
<p><b>5. Quorum (Regulation 14)</b></p> <p>For full Governing Body meetings the quorum needs to be calculated as 50% of only those governors in post, rounded up to the nearest whole number. Vacancies need no longer be included in the calculation.</p> <p>Associate members must not be included in the calculation for quorum.</p> <p><b>Remote participation</b>  The Governing Body may approve alternative arrangements for governors to participate or vote at meetings of the Governing Body including but not limited to telephone or video conference.</p>	<p>The Clerk will advise the Chair of the current quorum at the start of each meeting.</p> <p>The Governing Body approves in principle remote participation in meetings ---NO</p>
<p><b>6. Voting (Regulation 14)</b></p>	
<p>All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional (casting) vote. An exception is in the election of the Chair or Vice-Chair – when it is decided by chance, eg tossing a coin.</p>	<p><b>As Regulation 14 (opposite)</b></p>
<p><b>7. Minutes and Papers (Regulation 15)</b></p>	
<p>Minutes should be prepared by the Clerk and signed minutes must be available for public inspection.</p> <p>[Excluding confidential items:</p> <ul style="list-style-type: none"> <li>• items which refer to an individual parent, pupil or member of staff</li> </ul>	<p><b>The Governing Body's minutes will be available:</b></p> <p>Once approved at the next meeting</p> <p><b>And then available from the school office</b></p>

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<ul style="list-style-type: none"> <li>• other items the Governing Body deems confidential]</li> </ul>	
<p><b>8. Restrictions on Participation (Regulation 16 &amp; Schedule 1)</b></p> <p>Governors must complete annually a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.</p> <p>Each governor must declare at the start of any meeting if there is an item on the agenda which poses a potential conflict of interest or where a fair hearing is required and his/her impartiality is in doubt. In such a case, the governor concerned must withdraw from the discussion and may not vote. In the event of a dispute the Governing Body decides whether the individual should withdraw.</p>	<p><b>Date for annual update of register: First FGB Meeting of the Academic Year</b></p> <p><b>The register is kept securely in a confidential file by:</b></p> <ul style="list-style-type: none"> <li>• <b>The Clerk and on School premises (Please specify)</b></li> </ul>
<p><b>9. Suspension of Governors (Regulation 17)</b></p>	
<p>A Governing Body can suspend a member of the Governing Body for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations).</p>	<p><b>Code of Conduct adopted by all governors? YES</b></p>
<p><b>10. Delegation to Committees and Individuals (Regulations 18-20)</b></p>	
<p>The full Governing Body, in accordance with regulations, must annually decide any delegation to committees or individuals.</p> <p>These requirements do not apply to other working groups without delegated powers.</p> <p>The Governing Body shall establish every year such committees as are required in accordance with the regulations.</p> <p><b>Reporting (Regulation 20)</b> Any governor, headteacher or committee who has been given delegated authority to carry out a Governing Body function must report any decisions or actions to the Governing Body.</p> <p><b>Quorum (Regulation 22)</b> The committee shall decide the quorum which must be at least 3 governors.</p>	<p><b>The Governing Body has appointed the following Sub-Committee</b>  <b>Resources &amp; Personnel</b>  <b>Performance &amp; Standards</b>  <b>Staff Appraisal</b></p> <p><b>The Terms of Reference (TORs) for all Sub-Committees are approved by the Governing Body at the first FGB meeting of the academic year.</b></p> <p><b>Standard item on Agenda requires necessary reports</b></p> <p><b>Sub Committee TORs outline 'quorate'</b></p>

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<p><b>Chairing (Regulations 22-25)</b> A Chair shall be appointed annually to each committee by the Governing Body or elected by the committee, as determined by the Governing Body.</p> <p>The Governing Body must agree the names of associate members of committees and whether they have been granted voting rights (associate members must not outnumber the governors).</p> <p>Associate members may not vote on the following issues: admissions; pupil discipline; appointment of governors; budget and financial commitments.</p>	<p><b>All committee meetings open to all governors YES</b></p> <p><b>Chair of committees will be chosen by the: Committee members except Staff Appraisal when Governing Body will elect</b></p>
<p><b>Clerking (Regulation 26)</b> All committees must be clerked but this can be undertaken by a governor who is a member of the committee or an associate member. The headteacher is not permitted to clerk a committee.</p> <p>Seven days notice must be given for all committee meetings and agendas circulated.</p>	<p><b>Clerking arrangements will be set out in the committee terms of reference.</b></p>
<p><b>Governors' Allowances (Regulations 27-30)</b> The Governing Body cannot pay allowances unless it has an agreed policy.</p>	<p><b>The governing body has an Allowances Policy available on school website policies page</b></p>