

# **The Standing Orders of the Governing Body of Deerhurst & Apperley Church of England Primary School**

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## **Membership of the Governing Body**

The composition of the governing body is recorded in the Instrument of Government.

The governing body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the full governing body. They may be given voting rights on certain committees but not at full governing body.

The governing body will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The governing body will adopt an agreed Code of Conduct.

## **Clerk to the Governors**

The governing body will appoint a Clerk to Governors. In the absence of the clerk, a governor (but not the head teacher) may take the minutes of a meeting.

## **Meetings**

The governing body will meet at least three times per school year.

All meetings will be convened by the clerk.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The Chair may call a meeting with a shorter notice period if he/ she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convene a meeting.

Governors must be present at a meeting to participate and vote.

If both the Chair and Vice-Chair are absent another governor can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing body.

### **Quorum and Decisions**

The quorum for a full governing body meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

Decisions are made by simple majority of governors present and voting (except for a decision to change the school name, which must be unanimous).

In the event of a tie the chair has a second, or casting, vote.

Voting by proxy (except on a change of school name), electronic or telephonic means is not permitted.

Decisions of the governing body are binding on all members.

### **Chair and Vice Chair**

The term of office of Chair is 1 year and will end on the date of the first meeting of the governing body after the anniversary of his/her election, or at the end of his/her term of office as a governor, whichever date is earlier.

The term of office of Vice-Chair is 1 year and will end on the date of the first meeting of the governing body after the anniversary of his/her election, or at the end of his/her term of office as a governor, whichever date is earlier.

If the Chair or Vice-Chair resigns or has to relinquish their office, the election of a successor will be an agenda item at the next meeting.

The election of Chair and Vice-Chair will be conducted by the following process:

*n.b. The following election process is recommended as an example of good practice for consideration by the governing body.*

- *Governors will be able to submit written nominations prior to the full governing body meeting and verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.*
- *The clerk takes the chair for this agenda item, but does not have a vote.*
- *A ballot will be conducted even where there is only one nominee.*
- *The nominee(s) will be asked to leave the room whilst the election process takes place.*
- *The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
- *The nominee(s) will return to the meeting.*
- *The clerk will announce the result, with the nominee polling the majority of votes being duly elected.*
- *If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.*

### **Delegation of Functions**

The governing body can delegate any of its statutory functions to a committee, a governor or to the head teacher, **subject to prescribed restrictions.**

The governing body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

The following functions will be delegated to the committees or individuals named:

The governing body agrees to the delegation of the functions as described in the terms of reference for the Finance & Premises, Standards & Curriculum, Ethos & Personnel Committees and Hearings, Appeals & Pupil Discipline Committees.

## **Committees**

The following committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference.

Each committee will have a chair, a clerk and a minimum quorum of three governors who are members of the committee:

Finance & Premises  
Standards & Curriculum  
Ethos & Personnel  
Hearing, Appeals & Pupil Discipline

## **Nominated Governors**

Nominated governors will take responsibility for the following areas:

- Special Educational Needs and Disabilities
- Safeguarding and Child Protection
- Health and Safety
- Governor Training and Induction

## **Declaration**

The governing body, at its meeting on 7<sup>th</sup> October 2015, resolved to adopt these Standing Orders.

Signed: Barbara Messham ..... (Vice Chair)

Date: 7/10/2015.....