

**STANDING ORDERS FOR THE BOARD OF GOVERNORS
OF TATWORTH PRIMARY SCHOOL**

Reviewed and Ratified by the Full Board of Governors 30 March 2017
Date of Next Review: March 2018

(These standing orders incorporate regulations on procedures under "The School Governance (Procedures) (England) Regulations 2003", "School Staffing (England) Regulations 2003" and subsequent amendments)

1.	Appointment of Chair/Vice Chair (Regulation 5)	<u>Technical Notes</u>
1.1	The Board of Governors agrees that the term of office for chair and vice chair will be one year.	<i>[Terms of office minimum 1 year, maximum 4 years]</i>
1.2	As a result of 1.1 the present term of office for chair and vice chair will expire on (see technical note +): Chair: September 2017 Vice Chair: September 2017	<i>[Persons employed at the school can not be elected as Chair or Vice Chair]</i>
1.3	Chair of Board of Governors's term of office broken	<i>+[Chosen number of years for Chair or Vice Chair not to exceed the term of office of the person elected – e.g. The Board of Governors determines that the term of office of the (vice) chair will be 1 year, however, the term of office for the governor elected ends in 6 mths, therefore the newly elected (vice) chair's term of office also ends in 6 mths unless reappointed with continuous service]</i>
1.3.1	If the chair ceases to be a governor, the vice chair will assume the role of chair of the Board of Governors until the next full Board of Governors meeting. At the next meeting an election will take place, following the procedures outlined in 1.4. The newly elected chair will fulfil the previous term of office for the post, as outlined in 1.2. (For example: chair of Board of Governors's term of office officially ends in September 2017, but chair resigns in May 2017. The election would take place at the next meeting, which might be in June 2017, and the person elected continues to serve as chair until September 2017). If the vice chair is elected chair, an election for vice chair will take place at the next Board of Governors meeting and the person elected will serve the remainder of the term of office for vice chair.	
1.4	Election Procedures	
1.4.1	Election of chair and vice chair (the Governance Professional chairs the meeting for the election of the chair): Written nominations to be invited in advance of the meeting, with names of nominees listed on the agenda of that meeting. Governors can nominate themselves or another governor. Only when no names appear on the agenda can nominations be accepted at the meeting.	

1.4.2

Election Process

The election process will be by open vote. The nominees will leave the room for the vote to take place. Election is by a simple majority of those governors present at the meeting and eligible to vote. Proxy and postal vote will not be accepted.

In the event of a single nomination, the Board of Governors will still vote on the nomination.

[The nominees will leave the room for the discussion and vote]

1.5

Delegation of functions to the chair or vice chair in cases of urgency (Regulation 6)

The chair or vice-chair (if the chair is not available) has the power to carry out functions of the Board of Governors if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil or their parents, or a person who works at the school. In an emergency, meetings can be called with less than 7 days notice and every attempt will be made to notify all governors.

*[*The following functions are excluded: matters related to the alteration and closure of schools; changes of school category; approval of the budget, discipline policies and admissions]*

1.6

Removal from office (Regulation 7)

The Board of Governors can remove the chair or vice chair from office, (Unless the chair has been nominated by the Secretary of State).

A motion to remove the chair or vice chair must be an agenda item for a Board of Governors meeting and circulated to Board of Governors members 7 days in advance.

The governor proposing removal must state reasons and chair or vice chair must be given the opportunity to respond, before both the proposer and the chair or vice chair concerned withdraw for the discussions and the vote on the proposal.

[Chair or vice chair must leave the meeting for Board of Governors to vote on the proposal]

1.7

Election of Parent and Staff Governors

In the event that there is an election of parent or staff governors, and there is a tied vote, the Board of Governors has agreed that the winner will be decided by drawing lots. Candidates in an election will be invited to attend the ballot count.

2. 2.1	<p>Functions of the Governance Professional(s) – (Regulation 9)</p> <p>Name of the Governance Professional to the Board of Governors, the Premises and Curriculum Committee and the Finance and Personnel Committee:</p> <p>Mrs Louise Layzell</p>	<p><i>[Governors, associate members and the Principal cannot be appointed as Governance Professional to GB]</i></p>						
3. 3.1	<p>Committees of governing bodies – (Regulation 20)</p> <p>Appointment/Election of Committee Chairs</p> <p>Committee chairs elected annually by the committee.</p> <table border="1" data-bbox="300 745 1217 1417"> <thead> <tr> <th data-bbox="300 745 759 797">Committee</th> <th data-bbox="759 745 1217 797"></th> </tr> </thead> <tbody> <tr> <td data-bbox="300 797 759 880">Finance and Personnel</td> <td data-bbox="759 797 1217 880">Mr T Parfoot (Chair) Mr P Denning (Vice Chair)</td> </tr> <tr> <td data-bbox="300 880 759 1417">Premises and Curriculum</td> <td data-bbox="759 880 1217 1417">Mr N Russell (Chair) Mrs J Morse (Vice Chair)</td> </tr> </tbody> </table>	Committee		Finance and Personnel	Mr T Parfoot (Chair) Mr P Denning (Vice Chair)	Premises and Curriculum	Mr N Russell (Chair) Mrs J Morse (Vice Chair)	<p><i>[The G.B. can delegate most of its functions to a committee, a governor or the HT. The G.B. cannot delegate functions relating to: the constitution of G.B., appointment/removal of chair/vice chair, appt of Governance Professional, suspension of governors, delegation of functions, establishment of committees]</i></p> <p><i>[Individuals or committees with delegated functions must report decisions to the G.B]</i></p>
Committee								
Finance and Personnel	Mr T Parfoot (Chair) Mr P Denning (Vice Chair)							
Premises and Curriculum	Mr N Russell (Chair) Mrs J Morse (Vice Chair)							
3.2	<p>The Board of Governors may at any time remove the committee chair from office.</p>	<p><i>[The G.B. can still perform functions it has delegated]</i></p>						
3.3	<p>The quorum for any committee meeting and vote shall be defined in the committee’s terms of reference. For quorum purposes the number of governor committee members must always exceed the number of associate members of the committee at the meeting.</p>	<p><i>[Decisions must be determined by a majority of votes of those governors and associate members present and voting]</i></p>						
3.4	<p>The Board of Governors must determine the constitution, membership, terms of reference and delegated powers of any committee it decides to establish, review and approve them annually – recording their decision in the minutes of a full Board of Governors meeting. The terms of reference of each committee shall be attached to these standing orders.</p>	<p><i>[Membership may include associate members, provided that the majority of the committee members are governors]</i></p>						

Minutes and Papers of Committee Meetings

3.5 The committee clerk must give at least 7 days notice of the meeting date and the agenda and papers must be circulated 7 days before the meeting.

[G.B. can give voting rights to associate members who are 18 or over]

3.5.1 Draft minutes must be drawn up by the committee clerk and approved by the committee chair before distribution to governors.

[Associate members may not vote on decisions re admissions, pupil discipline, election/appt of governors, budget or finance]

3.5.2 The Board of Governors must make available for inspection to any interested person the agenda, signed minutes and reports considered at committee meetings. Items should only be considered confidential if they meet one or more of the Exemption criteria under the Freedom of Information Act 2000.

(The Board of Governors will seek professional advice on this issue)

3.5.3 **Confidential Minutes (*The School Governance (Procedures) (England) Regulations 2003 – Statutory Instrument 1377 Minutes and Papers 13 (3)*)**

The Board of Governors will be open and transparent in conducting its business. Its guiding principle will be that all minutes and papers are public documents and available for anyone to see on request. However, occasionally an item of business at a Board of Governors or committee meeting may need to be designated confidential. The Board of Governors has agreed that confidential minutes will:

- be recorded on a separate sheet on coloured paper
- have the same heading as the main minutes plus CONFIDENTIAL – CIRCULATION RESTRICTED TO be noted in the main body of the minutes that will state that the next item was made confidential.
- have restricted circulation:
 - all members of the Board of Governors or committee who were present at the meeting
- Circulation to anyone beyond should be discussed with the chair of the Board of Governors or the committee
- will be sent to governors via email clearly marked as containing confidential information
- be stored in a secure file in school

Governors are required to return confidential minutes to the clerk for destruction and delete any electronic copies they may have once the matter has been resolved, and/or the confidential minute approved at the next meeting of the full Board of Governors or the committee.

3.6	Appointment of Staff (<i>School Staffing Regulations 2003 Guidance</i>)	<i>** Statutory guidance states that other than in exceptional circumstances the GB should delegate responsibility for all appointments outside the leadership group to the HT -governors may be involved</i>
3.6.1	<u>Support Staff</u> - The Board of Governors delegates authority to One or more governors and the Principal:	
3.6.2	<u>Teachers</u> – The Board of Governors delegates authority to One or more governors and the Principal one of whom must have completed the Recruitment Process: Appointment of all staff at least one member of the interview panel to have completed online recruitment training?	<i>[* Where the G.B. has delegated authority to one or more governors, the headteacher may attend and offer advice]</i>
3.6.3	<u>Principal and Deputy Headteacher</u> The whole Board of Governors will undertake the selection process.	<i>** Regulations allow for appointments and dismissals to be delegated to an individual governor but this is not good practice</i>
3.7	Dismissal of Staff (<i>Regulations from School Staffing Guidance 2003</i>) Should dismissal be considered, the chair and Principal will seek guidance from their HR Advisers on whether the Principal has been too involved in the process leading to the dismissal to make the decision. If so, a dismissal panel will be convened and a second panel will hear any appeal.	<i>Staff governors are eligible to participate in HT appointments unless they have a vested interest</i> <i>[Note: When appointing an Assistant Headteacher, the Board of Governors may wish to delegate this to the Headteacher & two or more governors]</i>
3.7.1	<u>Support Staff</u> – The Board of Governors delegates authority to a panel of 3 or more governors from the Personnel Committee Where the Principal does not have delegated responsibility for dismissal, ie options (3), the Principal has the right to attend in an advisory capacity.	<i>[* Where the G.B. has delegated authority to one or more governors, the Headteacher may attend and offer advice]</i>
3.7.2	<u>Teachers/Leadership Team</u> – The Board of Governors delegates authority to a panel of governors: the Personnel Committee	

<p>Where the Principal does not have delegated responsibility for dismissal, ie option (3), the Principal has the right to attend in an advisory capacity.</p>	<p><i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i></p>
<p>3.7.3 Principal – Where the Principal is the subject of the disciplinary process the Board of Governors delegates authority to a panel of at least 3 governors.</p>	<p><i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i></p>
<p>3.7.4 Lifting of suspensions A decision on the lifting of a suspension can only be made by the Board of Governors and will be delegated to a panel. <i>(See Regulation 4 Delegation of Authority).</i></p>	<p><i>[Refer to DfES guidance document for exemption areas ** DfES Regulations advocate minimum of 3 governors)</i></p> <p><i>(It is usually not appropriate for the Chair of Governors to be part of this group)</i></p>
<p>4. Convening Board of Governors meetings – (Regulations 11)</p>	<p><i>[Minimum 3 meetings per year]</i></p>
<p>4.1 The Board of Governors will meet 6 times per annum.</p>	
<p>4.2 Number of Board of Governors meetings per term:</p> <p>Autumn 2 Spring 2 Summer 2</p>	<p><i>[The Principal and governance professional are entitled to attend meetings]</i></p>
<p>4.3 Under normal circumstances the length of Board of Governors meetings will be no longer than 2 hours unless the governors present at the meeting agree that exceptional or urgent items of business need to be discussed.</p>	
<p>4.4 The Governance Processional shall give written notice of the meeting, a copy of the agenda for the meeting and any other reports or other papers to be considered at the meeting will be sent at least 7 clear days in advance to all members of the Board of Governors. Additional meetings may be called if required.</p>	<p><i>[Any 3 members of G.B. can request a meeting]</i></p>

5.	<p>Proceedings of the Board of Governors – (Regulations 12)</p> <p>5.1 <i>The quorum for a meeting of the Board of Governors and for any vote on any matter at such a meeting, shall be one half (rounded up to a whole number) of the membership of the Board of Governors EXCLUDING vacancies, and associate members, who are not entitled to vote.</i></p>	<p><i>[Questions must be decided by a majority of votes of the governors present and voting]</i></p> <p><i>[The Chair shall have a second or casting vote if there is an equal division of votes]</i></p>
6.	<p>Minutes and Papers – (Regulation 13)</p> <p>6.1 Standard statement on all agendas for governors to declare interests (pecuniary or otherwise)</p> <p>6.2 Standard statement on all agendas to designate confidential items.</p> <p>6.3 The clerk will circulate draft approved committee minutes to all governors and associate members within 14 calendar days of the meeting.</p>	
7.	<p>Suspension of governors – (Regulation 15)</p> <p>[G.B. can suspend a governor for up to 6 months on the following grounds:</p> <p>If a governor is:</p> <ul style="list-style-type: none"> • paid to work at the school and is the subject of disciplinary hearings re their employment; • the subject of any court/tribunal proceedings, the outcome of which may be that they are disqualified under Schedule 6 of the Constitution regulations; • has acted in a way that is inconsistent with the school’s ethos or with the religious character and has brought/is likely to bring the school/GB office of governor into disrepute; • is in breach of their duty of confidentiality to the school/staff/pupils.] <p>7.1 Model Code of Conduct adopted for governors: Yes</p> <p>7.2 Date of initial adoption of Code of Conduct: 26th November 2009</p>	<p><i>[Suspension should be a last resort when all other options have failed. The Chair will seek professional advice in the first instance]</i></p>

- 8. Delegation of function – (Regulation 16)**
- 8.1 The Board of Governors delegates specific functions to committees, the Principal or a governor as per the terms of reference attached – see item 3.4
- 8.2 The Board of Governors delegates responsibility for responding to requests for information in respect to Freedom of Information Act to the Principal. The Principal will report to the Board of Governors annually on requests received, complied with and denied.
- 8.3 The Board of Governors delegates responsibility for approving Category 'A' external visits/activities to the Principal. The chair of governors has signed the Outdoor Education Activities Delegation Form, which has been uploaded to the local authority via EEC (formerly Flamefast). Category 'B' external visits/activities are to be approved and signed by the Chair
- 8.4 The Board of Governors delegates responsibility for completing the school's Annual Racist Incidents Report to the Principal, who will report annual to the Board of Governors – including nil returns.
- 8.5 The Board of Governors delegates responsibility for completing the Annual Safeguarding Children Report to the Principal and approves the Report annually.

[See 'A Guide to the Law for School Governors' for technical notes on delegation of functions]

(The extent of delegation is clearly defined in committee terms of reference and MUST be reviewed and approved annually).

9. Restrictions on taking part in meetings – (Schedule – Regulation 14)

- 9.1 A Director of the Board declaring a pecuniary interest must withdraw from discussion and vote on any question with respect to the contract or matter.
- 9.2 A Director of the Board is not allowed to vote where the subject of consideration is:
- (a) his/her own appointment, reappointment, suspension or removal as a member of the Board
 - (b) his/her own appointment or removal from office as clerk to, or chair or vice-chair of, the Board.
- The relevant person shall withdraw from the meeting during the consideration or discussion of the matter in question and shall not vote on any question with respect to that matter.
- 9.3 Persons who work at the school (except the Principal) will withdraw and not vote when the subject of consideration is the pay or appraisal of any person employed to work at the school. The Principal must withdraw when the subject of consideration is his/her own pay or appraisal.

10. If the number of Directors of the Board who are present at the time and place appointed for a meeting are insufficient to make that meeting quorate, the meeting shall not be held.
- 10.1 A meeting of the Board of Governors shall be terminated if the Board so resolves, or if the number of members present ceases to constitute a quorum for that meeting.

Signed _____
Chair of Board of Governors

Date of meeting Standing Orders agreed _____

Copied to:

All members of Board of Governors of Tatworth Primary School

Governance Professional to Board of Governors of Tatworth Primary School