



Ilchester Community Primary School

Standing Orders for the Full Governing Body 2024-25

(These standing orders are mindful of the statutory legislation that applies to school governance procedures *)

1. Appointment of Chair/Vice Chair

1.1. The election of the Chair and Vice-Chair will take place annually.

2. Chair, or Vice-chair, of Governing Body's term of office broken

2.1. The chair or vice-chair may at any time resign their office by giving notice in writing to the clerk to the governing body. They will cease to hold office if they cease to be a member of the governing body, if they are employed at the school or if they are removed from office by the Secretary of State. Where the chair is absent from any meeting or there is a vacancy in this office the vice-chair will act as chair for all purposes. When a vacancy arises in the office of chair or vice-chair an election must be held to fill that vacancy at the next meeting.

3. Election Procedures/Process for Chair or Vice-chair

3.1. The Clerk to the Governing Body will chair the meeting for the election of the chair.

3.2. 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.

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

3.4. *In the event of a single nomination, the governing body will still vote on the nomination and the nominee must still leave the meeting whilst the discussion and vote is taken.*

4. Delegation of functions to the chair, or vice chair, in cases of urgency

4.1. The chair (or vice-chair if the chair is not available) has the power to carry out functions of the governing body when, in the opinion of the chair, a delay in

exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school (or their parents), or a person who works at the school. A delay would mean a delay on which it would be reasonably practicable for a meeting of the governing body or of a committee to which the function in question has been delegated. The chair may exercise any function of the governing body **which can be delegated to an individual** and any function under regulations made in regard to the exclusion of pupils where to delay a decision on that exclusion might affect the pupil undertaking a public examination or national curriculum test.

5. Removal of the chair or vice-chair from office

- 5.1. The governing body 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 will not have effect unless the matter is specified as an item of business on the agenda for the meeting.
- 5.2. Before the governing body resolve to remove the chair or vice-chair, the governor proposing removal must at the meeting state their reasons and the chair or vice chair must be given the opportunity to make a statement in response, before the chair or vice chair concerned withdraws from the meeting.

6. Election of Parent and Staff Governors

- 6.1. In the event that there is an election of parent or staff governors, and there is a tied vote, the governing body has agreed that the winner will be decided by drawing lots.

7. Functions of the Clerk(s) –

7.1. Clerking to the Governing Body –

- 7.1.1. The Governing Body will appoint a Clerk with a view to ensuring their efficient functioning and will have regard to advice from the Clerk as to the nature of the governing body's functions.
- 7.1.2. **Name of the clerk to the governing body:** *Charlotte Jones*
- 7.1.3. The Clerk to the Governing Body will attend meetings of the Governing Body and ensure that minutes of the meeting are produced in accordance with regulations; maintain a register of the governing body and of associate members; report any vacancies to the governing body and perform any other tasks as determined by the governing body from time to time.

7.2. Clerk(s) to committees –

- 7.2.1. The governing body must appoint a clerk to each committee established by it, who cannot be the Headteacher of the school.

7.2.2. A clerk appointed to a committee of the governing body must convene meetings of the committee, attend meetings of the committee and ensure that minutes of the proceedings are drawn up and perform any tasks in regard to the committee as may be determined by the governing body from time to time.

8. Committees of the Governing Body - *[this part of the standing orders does not apply to any committee established in regard to the exercising of functions relating to the appointment, grievance, conduct and discipline, capability, suspension or dismissal of individual members of the school staff]*

8.1. The governing body will determine the constitution, membership and terms of reference of any committee established by the governing body and review the terms of reference annually.

8.2. The quorum for each committee will be determined by that committee and contained within the terms of reference but will in any event be not less than three governors who are members of the committee.

8.3. Committee chairs are elected annually by the committee.

8.4. The membership of any committee may include associate members and the governing body may determine that they have voting rights on that committee as long as they are over the age of 18. An associate member may be excluded from any committee meeting when the business under consideration concerns an individual member of staff or pupil.

9. Meetings and Proceedings of the Governing Body

9.1. **Right of persons to attend** – Subject to the regulations around restrictions of those who may attend any meeting - those entitled to attend are:-

- A governor,
- The Headteacher, even if they are not a governor
- The Clerk to the governing body, or committee
- An associate member; and
- Anyone invited by the governing body

10. Apologies for Absence / Register of Attendance

10.1. If a Governor is unable to attend a meeting, apologies must be given to the Chair of the meeting and the Clerk as soon as possible. In the event a meeting is not quorate, the Governors will not wait more than 20 minutes for any late arrivals.

10.2. The Clerk will keep a record of all persons attending a meeting of the Governing Body or any of its committees. All apologies will be sent to the

Clerk and unless the meeting is wholly electronic, notification of intent to attend electronically will also be sent to the clerk.

- 10.3. A record in the minutes will be made of those participating in person and those participating electronically. The minutes will also record the names of Governors who have sent apologies, which have been accepted. Where a Governor sends an apology for absence with reason, the Governing Body or Committee will decide whether to 'consent' to the absence and the Clerk will record the decision in the minutes.

11. Convening meetings of the Governing Body

11.1 The Governing Body will meet a minimum of six times per annum. Meetings of the Governing Body will be convened by the Clerk to the Governing Body under direction from the Governing Body or Chair.

11.2 Meetings of a Committee will be convened by the Clerk to that Committee under direction from the Governing Body or the Chair of that Committee.

12. Quorum

- 12.1. The quorum for a meeting of the governing body and for any vote at that meeting will be one half (50%) rounded up to a whole number of the membership of the governing body, and will include those attending electronically.

13. Voting and Decision Making

- 13.1. Every question to be decided at a meeting of the governing body will be determined by the majority of the votes of the governors present and voting on the question.
- 13.2. No vote on any matter taken at a committee meeting will be taken unless the majority of members present are governors and every question to be decided will be determined by a majority of the votes of the members of the committee present and voting on the question.
- 13.3. The chair of the governing body, or committee (as long as they are a governor), will have a second or casting vote when there is an equal division of votes on a decision.
- 13.4. No decisions to serve notice of the discontinuance of the school taken by either the governing body or a committee will have effect until confirmation, at a meeting, of the governing body 28 days after the decision was made and when it is specified as an item of business on the agenda for both meetings.
- 13.5. No decision to change the name of the school will have effect unless the matter is specified as an item of business on the agenda for the governing body meeting.

14. Agendas

- 14.1. The Agenda will be sent to Governors 7 days before the meeting and the Clerk will give notice of anyone attending electronically, unless the meeting is to be conducted wholly electronically.

15. Minutes and papers

- 15.1. The clerk to the governing body, or committee, will ensure that minutes of the proceedings of a meeting will be drawn up and signed by the chair, or chair of committee, at the next meeting (subject to approval by the governing body or committee members).
- 15.2. The governing body, committee, as soon as reasonably practicable will make available for inspection by any interested person
- A copy of the agenda for any meeting the signed minutes of the meeting
 - Any report or paper considered at any meeting (subject to comments below)
- 15.3. The governing body will exclude any material, where requested as above, relating to a named person who works, or who it is proposed should work at the school;
- A named pupil at, or candidate for admission to the school; or
 - Any other matter that, by reason of its nature, the governing body is satisfied should remain confidential.

16. Delegation of functions

- 16.1. The governing body may delegate any of its functions to –
- A committee
 - Any governor other than a governor who is the headteacher; or
 - When the function delegated does not directly concern the headteacher, the headteacher (whether or not the headteacher is a governor).
- 16.2. Any individual, or committee, to whom a function has been delegated, will report to the governing body in respect of any action or decision taken with respect to that delegation.
- 16.3. Where the governing body has delegated functions this will not prevent the governing body from exercising those functions themselves.
- 16.4. Confirmation of the duties/functions that have been delegated to a committee, governor and headteacher are contained with the terms of reference for a committee and in the scheme of delegation document that are attached to these standing orders. These will be reviewed annually by the governing body.

17. Suspension of Governors

- 17.1. The governing body may by resolution suspend a governor from all or any meetings of the school, or of a committee, for a fixed period of up to 6 months on one or more of the following grounds if the governor concerned:
- is paid to work at the school and is the subject of disciplinary proceedings in relation to their employment;
 - is the subject of proceedings in any court or tribunal, the outcome of which may be that the governor is disqualified from continuing to hold office as a governor;
 - has acted in a way that is inconsistent with the ethos or religious character of the school and has brought or is likely to bring the school or the governing body or the office of governor into disrepute; or
 - is in breach of the duty of confidentiality to the school or to any member of staff or pupil at the school.
- 17.2. Each Governor on this governing body will sign a model code of conduct upon appointment and each governor will be reminded of the code of conduct annually.
- 17.3. A resolution to suspend a governor will not have effect unless the matter is specified as an item of business on an agenda for a meeting

18. Electronic Participation

- 18.1. This Governing Body has agreed that governors can attend meetings, full board or committee, and participate and vote via electronic means. This will include but not be limited to telephone or video conference. Attendance electronically to any meeting of this board will be conducted in line with the governing body's protocols for electronic participation.
- 18.2. Meetings may be conducted wholly via electronic means where all attendees attend electronically, or a blend of physical and electronic attendance.

*School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Adopted by Ilchester Governing Body 24th September 2024

Chair of Governors: *Dan Green*