

Standing Orders 2024-25

The Governing Body of Chieveley Primary School

Adopted by the full governing body on 3/7/24

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Governors' Handbook 2015.

Related documents:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Register of Business Interests
- The policy on governors' expenses (included in this document)
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2012
- The latest version of the Governors' Handbook

Highlighted text indicates where the governing body should insert details of its arrangements.

Meetings of the Governing Body

The full governing body will meet at least 6 times in each school year.

(Note: the FGB is legally required to meet at least three times in each school year).

Convening the Meetings

All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where the matter is urgent and (b) any requisition signed by three governors.

Proposed dates for FGB and Finance 2024-25

FGB (all Wednesdays at 18.00)

- 25th September 2024 (data point from Summer term)
- 20th November 2024
- 29th January 2025 (data point from Autumn term)
- 19th March 2025
- *TUESDAY 29th April 2025 (Budget approval online)*
- 7th May 2025 (data point from Spring term)
- 16th July 2025 (data point from Summer term)

Finance Group (all Tuesdays at 09.15)

- 17th September 2024
- 12th November 2024
- 21st January 2025
- 11th March 2025
- *MONDAY 28th April 2025 (final budget plan tbc)*
- 1st July 2025

Notice of Meetings

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each governor, (b) the headteacher (whether or not that person is a governor), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

Attendance

The clerk will keep a record of those governors and all other persons present at meetings of the governing body and any of its committees.

The following persons have the right to attend any meeting of the governing body:

- a governor;
- the headteacher of the school, whether or not that person is a governor;
- an associate member; and
- such other persons as the governing body may determine.

Quorum

The quorum for a meeting of the governing body and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post. In calculating the quorum vacant positions on the governing body are not included. In calculating the quorum associate members are not counted.

Meetings which become inquorate will be discontinued.

Alternative arrangements for governor participation at meetings

The governing body, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings, for instance, by telephone or video conference.

There are currently no alternative arrangements.

Decision-making

Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or individual.

Every question to be decided at a meeting of the governing body is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the governing body have adopted alternative arrangements for governor participation as set out above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote.

Withdrawal from meetings

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

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

Minutes of meetings

The clerk must ensure that minutes of the governing body meeting are drawn up and signed (subject to the approval of the governing body) by the chair at the next meeting. The signed copies are kept in the school office.

Within 5 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair and headteacher, will be sent to all members of the governing body within 10 school days of the meeting.

Clerk to the governing body

The governing body must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing body's functions.

Governors and the headteacher cannot be clerk to the governing body.

If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the governing body (but not the headteacher) to act as clerk for that meeting.

Election of the Chair and Vice-chair

The governing body must elect a Chair and a Vice-chair. When the position of Chair and a Vice-chair falls vacant the governing body must elect a Chair and a Vice-chair at the next full governing body meeting.

- Regulations* state the governing board must decide, before the election, the date on which the terms of office of the Chair and Vice-Chair will end. The Clerk must minute the dates.
- The quorum for election of the Chair and Vice Chair is one half of the governing board (excluding vacancies).
- Governors who work at the school and associate members cannot stand for election as chair or vice-chair

The following procedure recommended by the LA will be followed:

- The Clerk writes to all governors approximately three weeks before the meeting where elections take place, to ask for nominations.
- Governors should be reminded of the DfE advice that 'The focus should be on appointing someone with the skills for the role, not just the willingness to serve.'
- The nominations are then published on the agenda for the meeting.
- Regulations* require governors to elect a new Chair or Vice Chair at the first meeting after the position falls vacant, so you may not have three weeks available to you if someone resigns just before a full governing board meeting. If this is the case, you will have to contact your governors urgently, inform them of the vacancy and the need to conduct an election at the meeting. In this situation, nominations at the meeting are acceptable.
- At the meeting, the election(s) will be the first item on the agenda.
- The Clerk chairs the meeting until the point at which the Chair has been elected.
- If governors have not already done so, they must agree the date(s) when the terms of office of the Chair/Vice chair will end. You will minute the date(s).
- The Clerk will ask the candidates to leave the room so that a discussion and vote can be conducted.
- In the case of more than one nomination, it is advisable to hold a secret ballot.
- The Clerk counts the votes and minute the outcome of the election(s). The newly elected Chair takes the remainder of the meeting.

*The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
Ref: Part 3

Declaration of Interest

Governors will declare any pecuniary interest or conflict of interest with any agenda item at the beginning of the meeting.

Pecuniary interests

The governing body will maintain a register of business interests of its members.
The register is kept in the school office.

Code of Conduct for West Berkshire governors

Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors.

Governors' Expenses

The governing body may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

It is permissible to pay governors expenses for:

- child care;
- care arrangements for an elderly relative;
- support for governors with special needs;
- support for governors whose first language is not English;
- telephone charges, photocopying, stationery, etc;
- travel and subsistence at existing LA rates.

Regulations do not allow governors to be paid attendance allowances or for loss of earnings.

- Any allowances would be taken from the school's delegated budget.
- At Chieveley school the governors have agreed not to be paid expenses

Committees, working parties and appeal panels

Associate members

The governing body may appoint associate members to serve on one or more committees (and to attend full governing body meetings). Associate members are not governors.

Committees

A committee of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a full governing body meeting and minuted. The governing body remains 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 by a full governing body meeting. The Chair of each committee must also be appointed annually.

Quorum of committees The minimum quorum is three governors. Associate members are not included in calculating the quorum.

Headteacher	The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.
Clerk	The governing body must appoint a clerk to each committee.

Finance Committee 2023-24

Chair : Rich Parker

Members : Michael Harris (Head teacher) Simon Collins , Maria Collins , Kate Finch, Graham Morrison

Associate member : Ruth Jones (School Business Manager) non voting

Clerk : to be confirmed

Terms of Reference are on the school website

Working parties / groups

A working party of the governing body may be 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.

Appeal panels

Under certain circumstances, the governing body will be required to establish a panel of governors to hear an appeal. The relevant policy your governing body has adopted will detail how the appeal panel is made up and how it functions.

Parent and Staff Governor Elections

The governing body must agree the rules of the election and appoint a returning officer, usually the head teacher.

The West Berkshire Document "Election Guidance" includes the rules of the election; a copy is in the school office and on the Chieveley Governor Hub.

The returning officer is the Clerk to the Governors