

## STANDING ORDERS FOR THE FULL GOVERNING BOARD

Adopted by the Full Governing Board on 26<sup>th</sup> September 2024

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2013 and the Governors' Handbook 2019.

Related documents:

- Instrument of Government
- Membership list of current governors
- Register of Business Interests
- Governors' Allowances Policy
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2013
- The latest version of the Governors' Handbook

### Meetings of the Governing Board

The Full Governing Board will meet six 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 Governance Professional, in accordance with the arrangements made by the Governing Board, but subject to (a) any direction from the Chair where the matter is urgent and (b) any requisition signed by three governors.

### Notice of Meetings

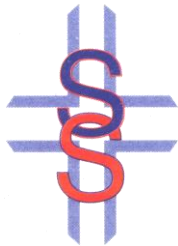
Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the Chair calls an urgent meeting at short notice – to (a) each governor, (b) the Headteacher (whether or not that person is a governor),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

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

### Attendance

The Governance Professional will keep a record of those governors and all other persons present at meetings of the Governing Board and any of its committees.

The following persons have the right to attend any meeting of the Governing Board: 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 Board may determine.



### **Quorum**

The quorum for a meeting of the Governing Board 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 Board 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 Board, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings, for instance, by telephone or video conference. If the Governing Board wish to do this, the standing orders will be amended to include these arrangements here.

### **Decision-making**

Members of the Governing Board recognise that all decisions must be made by the Governing Board unless the Governing Board has delegated the function to a committee or individual. Every question to be decided at a meeting of the Governing Board 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 Board 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**

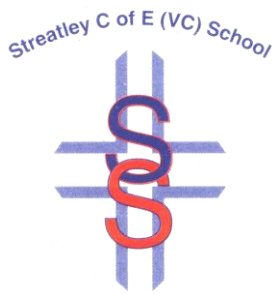
Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

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

### **Minutes of meetings**

The Governance Professional must ensure that minutes of the Governing Board meeting are drawn up and signed (subject to the approval of the Governing Board) by the Chair at the next meeting.

Within 15 school days of the meeting, the Governance Professional will forward the draft minutes to the Chair for checking, and to the Headteacher. Copies of the draft minutes, once checked by the Chair, will be sent to all members of the Governing Board within 20 school days of being checked.



### **Governance Professional to the Governing Board**

The Governing Board must appoint a Governance Professional and must have regard to advice from the Governance Professional as to the nature of the Governing Board's functions. Governors and the Headteacher cannot be the Governance Professional to the Governing Board. If the Governance Professional is not able to attend a meeting the governors present at the meeting can appoint a member of the Governing Board (but not the Headteacher) to act as the Governance Professional for that meeting.

### **Election of the Chair and Vice-Chair**

The Governing Board must elect a Chair and a Vice-Chair. A Co-chair may be appointed in order to facilitate succession planning. When the position of Chair or Vice-Chair falls vacant the Governing Board must elect a new Chair or Vice-Chair at the next Full Governing Board meeting. Before an election takes place the Full Governing Board must decide the date on which the term of office of the Chair or vice chair will end. The Governance Professional will take the Chair when the Chair is being elected. Governors who work at the school and associate members cannot stand for election as Chair or Vice-Chair.

This Governing Board resolves that:  
the Chair of Governors will be elected annually, preferably during the last meeting of the academic year to allow preparation for the new academic year.

This Governing Board resolves that:  
the Vice-Chair of Governors will be elected annually at the same time as the Chair of Governors.

### **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 Board will maintain a register of business interests of its members. This register will be held on the school website.

### **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' Allowances**

The Governing Board may pay allowances in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Any claim for allowances by the Governors must be made in accordance with the school's Governors Allowances Policy.

### **Committees, working parties and appeal panels**

#### **Associate members**



The Governing Board may appoint associate members to serve on one or more committees (and to attend Full Governing Board meetings). Associate members are not governors.

### Committees

A committee of the Governing Board is set up with delegated powers, with the Governing Board 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 Board meeting and minuted. The Governing Board remains responsible for any decisions taken by committees and these decisions must be reported back to the Full Governing Board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a Full Governing Board 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 be the Governance Professional at committee meetings.

**Governance Professional**                      The Governing Board must appoint a Governance Professional or minute taker to each committee.

The Governing Board have agreed to run without committees and to have a Headteacher Appraisal Panel and a Pay Review Panel.

COMMITTEES	MEMBERSHIP	QUORUM* (see above)
<b>Headteacher Appraisal Panel</b>	Members: Sian Armitage, Katie Dickens, Mike Quinton	3 Governors
<b>Pay Review Panel</b>	Members: Ben Phillips, Mike Quinton, Erica Littlejohns	3 Governors

### Working parties

A working party of the Governing Board may be set up with the Governing Board deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the Full Governing Board (or a relevant committee if responsibility has been delegated to a committee) for approval.



### **Appeal panels**

Under certain circumstances, the Governing Board will be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy your Governing Board has adopted will detail how the appeal panel is made up and how it functions.

### **DECLARATION**

This Governing Board, at its meeting on 26<sup>th</sup> September 2024 resolved to adopt the Standing Orders.

A copy has been forwarded to the Governance Professional to the Governing Board for the formal Governing Board records.

Signature:  
(Chair)

Date of signature