

LAURENCE JACKSON SCHOOL

STANDING ORDERS FOR GOVERNING BODY MEETINGS

Adopted by the Governing Body, 9th December 2010
Combined with Governing Body Procedures and approved by 6th November
2013 meeting. Reviewed on 10 July 2018.

Standing Orders are rules established by the Governing Body to regulate the work of the governors. They are in addition to any government Regulation.

ELECTION OF CHAIR

- i. The appointment of Chair will take place every summer term, normally at the ordinary termly meeting
- ii. The Chair will be appointed for a term of one year, to take office from the 1st September. In the event that a Chair is replaced mid-term the successor will serve out the remainder of the former Chair's term of office and will continue until the end of the subsequent academic year
- iii. The Clerk to the Governing Body will invite all eligible governors to indicate in advance whether they are willing to serve as Chair. The eligibility of governors to stand as Chair will be as prescribed by the School Governance (Roles, Procedures & Allowances) (England) Regulations 2013
- iv. Candidates for the appointment of Chair will be self-nominated
- v. The names of those governors who express a willingness will be listed on the agenda for the meeting at which the matter is to be considered. **Candidates for Chair must submit a written statement indicating why they wish to be appointed.** Names may also be put forward at the meeting, **but a written statement must still be tabled.**
- vi. A secret ballot will be held even if there is only one nomination (unless otherwise agreed at the meeting). Ballot papers will be provided by the Clerk. For this purpose the Clerk will act as returning officer
- vii. The candidate with a simple majority of votes will be appointed
- viii. Candidates (even if there is only one) will be asked to leave the room to avoid any conflict of interest and encourage open debate, mindful of the need to appoint a Chair with the skills for the role.
- ix. Governors may reject all nominees for Chair if they choose. If the governing body choose not to elect the candidate or candidates, the existing Chair will continue until another Chair has been appointed. If there is no existing Chair, then the Vice Chair will Chair the meeting. A special meeting to elect a Chair must be held within 21 days. The names of those governors who express willingness will be listed on the agenda for the meeting at which the matter is to be considered. **Candidates for Chair must submit a written statement indicating why they wish to be appointed.** Names may also be put forward at the meeting, **but a written statement must still be tabled.** The governing body may decide that none of its existing members has the appropriate skills to serve as Chair. The governing body could advertise for and recruit a highly skilled Chair from outside of its current membership. The successful candidate would need to be appointed to a vacant position on the governing body prior to being elected as Chair in accordance with the regulations.
- x. Item on the appointment of Chair to be chaired by the Clerk to the Governing Body
- xi. In the first instance in the event of a tie, the governing body will re-run the ballot. If it remains a tie then the arrangements will be decided as the need arises.
- xii. **The Chair will not ordinarily serve consecutively for more than six years.**

ELECTION OF VICE-CHAIR

- i. Procedures for the election of Vice-Chair will be as detailed above for the election of Chair
- ii. Item on the appointment of Vice-Chair to be chaired by the Chair

MEETINGS

Ordinary Governing Body meetings will be held at the School and will be limited to two and a half hours.

Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

Any business not completed will become part of the agenda for the next meeting of the Governing Body.

At least three meetings of the Governing Body will be held in any academic year, as prescribed by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These meetings will be held at least once per term.

AGENDA

The Agenda will be organised by the Clerk in consultation with the Chair, Vice-Chair and Headteacher.

Any governor may place an item on the Agenda by contacting the Clerk or Chair not less than 15 days before the meeting.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.

ATTENDANCE

Where a governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.

The arrival and/or departure of any governor will be recorded in the minutes.

MINUTES

Within 20 working days of the meeting, the draft minutes will be sent by the Clerk to the Chair and Headteacher for checking.

Those minutes, which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

The Chair should sign and date only the last page of approved minutes. Pages of minutes will be numbered consecutively

CORRESPONDENCE

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors.

The Chair will present all significant items to the next meeting of the Governing Body.

DEBATE

The Chair will ensure that all governors enjoy equality of opportunity to express their views.

The Chair will regulate all debates.

DECISION MAKING/DELEGATION OF FUNCTIONS

All decisions must be made by the Governing Body unless an individual or a Committee has been delegated authority to deal with a specific issue. No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

Only governors present at a meeting may vote. Proxy voting is not allowed unless arrangements are approved by the Governing Body in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and appended to these standing orders .

Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a casting vote.

Voting will be by a show of hands unless one governor requests a secret ballot.

Decisions of the Governing Body are binding on all its members.

Rescission and Variation of Resolutions

- i. A resolution previously made by the Governing Body may not be altered or rescinded without prior notice
- ii. In order to rescind or vary a previous resolution the matter should be a specific item on the agenda of a Governing Body meeting

URGENT ACTION

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the 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. All such actions to be reported to the next meeting of the Governing Body by the Chair or Clerk.

PUBLIC STATEMENTS

No governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

INFORMATION AND ADVICE

Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited in a non-voting capacity).

ACCESS TO MEETINGS

When the Head Teacher is absent, the Deputy Head Teacher or other nominated representative will be permitted to attend but will have no vote unless he/she is a governor in their own right.

The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

COMMITTEES

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation.

When establishing Committees, the Governing Body will:

- determine the membership
- select or confirm the Committee's nomination of the Chair annually
- select or confirm the Committee's nomination of Clerk, who may not be the Headteacher
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

The Head Teacher has the right to attend any Committee meeting.

WORKING GROUPS

When establishing Working Groups, the Governing Body will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)
- determine procedures for reporting back.

The Head Teacher has a right to attend any Working Group meeting.

CONFIDENTIALITY

All governors have a duty not to discuss any confidential item of governors' business outside the meeting.

REVISION

The Governing Body will review these Standing Orders every two years, at the summer term meeting, with the next review to take place in Summer 2019.

CONFLICTS OF INTERESTS

See following extract from the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

SCHEDULE 1

Pecuniary Interests and Other Specified Conflicts of Interest

Pecuniary interests

1. (1) For the purposes of regulation 16(2), a pecuniary interest includes an interest in a contract or a proposed contract where—

(a) a relevant person was nominated or appointed to office by a person with whom the contract was made or is proposed to be made;

(b) a relevant person is a business partner of a person with whom the contract was made; or

(c) a relative of a relevant person (including the relevant person's spouse, civil partner or someone living with the relevant person as if the other person were the relevant person's spouse or civil partner), to the knowledge of the relevant person had, or would be treated as having, such an interest.

(2) For the purposes of regulation 16(b), a relevant person will not be treated as having a pecuniary interest in any matter—

(a) provided that the value of the relevant person's pecuniary interest is no greater than that of the pecuniary interest commonly held by those paid to work at the school;

(b) by reason only of the fact that the relevant person was nominated or appointed to office by, is a member of, or is employed by, any public authority; or

(c) by reason only of the fact that the relevant person is a member of a corporation or other body if the relevant person has no financial interests in any securities of that corporation or other body.

(3) For the purposes of this paragraph "public authority" includes any person who performs functions which are of a public nature.

(4) Governors are not, by reason of their pecuniary interest in the matter, prevented from considering and voting upon proposals for the governing body to take out insurance protecting their members against liabilities incurred by them arising out of their office and the governing body is not, by reason of the pecuniary interest of their members, prevented from obtaining such insurance and paying the premiums.

Office of governor, chair, vice-chair or clerk

2. (1) This sub-paragraph applies where a relevant person is present at a meeting of the governing body at which a subject of consideration is—

(a) the relevant person's own appointment, reappointment, suspension or removal as a member of the governing body;

(b) the relevant person's own appointment or removal from office as clerk to, or chair or vice-chair of, the governing body; or

(c) if the relevant person is a sponsor governor, any determination under paragraph 2 of Schedule 5 to the Constitution Regulations 2007 as to the provision in the instrument of government for sponsor governors.

(2) In any case where sub-paragraph (1) applies the relevant person's interests will be treated for the purpose of regulation 16(b) as being in conflict with the governing body's interests.

Pecuniary interests

3. (1) This sub-paragraph applies where a relevant person who is paid to work at a school other than as head teacher is present at a meeting of the school at which a subject of consideration is the pay or performance appraisal of any particular person employed to work at the school.

(2) This sub-paragraph applies where a head teacher of a school is present at a meeting of the school at which a subject of consideration is the head teacher's own pay or performance appraisal.

(3) In any case where sub-paragraph (1) or (2) applies, the relevant person's interest will be treated for the purpose of regulation 16(b) as being in conflict with the governing body's interests.