

Governing Body Standing Orders

Membership

- All governors will be appointed for a 3 year term of office and Co-opted governors for a 1 year term of office
- The governing body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community
- The governing body will be proactive in advising the Trust Board of successional issues and recruitment needs.

Elections

- The Chair and Vice Chair will be elected for one year at a time from amongst its number
- Candidates may self-nominate at any time in advance of a. Candidates will be able to make a personal statement to the meeting before the vote if they wish
- The Clerk will take the chair for the election of the chair; otherwise the chair will conduct all meetings of the governing body except that, in his/her absence, the vice-chair will take the chair.
- If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- Where the vote is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected
- If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.
If the chair resigns, or has to relinquish the office for any reason, the vice chair will act as chair until a successor is appointed at the next meeting of the governing body. The election of chair will be a specific item of business on the agenda for that meeting.
- If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.
- The chair can be removed from office by the governors following procedures set out in Regulation 7 of the School Governance (Procedures) (England) Regulations 2003 (as amended).

Meetings

- An annual calendar of dates for main and committee meetings will be set and published to all governors
- The governing body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed

- The programme of meeting agendas will have a focus on the governor's responsibilities in monitoring progress and evaluating outcomes of the SIDP
- The agenda will be prepared by the Trust Administrator in accordance with any determination of the governing body and in consultation with the chair and the head teacher
- Governors will receive information sufficiently in advance of meetings to enable sound discussion and decisions to be made; all agendas and papers will be distributed 7 clear days prior to the meeting, except where the chair calls an urgent meeting at short notice.
- Governors should notify the Trust Administrator at least 10 days prior to meeting for items to be included on the agenda
- All meetings will be convened by the Trust Administrator, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.
- The agenda will include AOB and any governor wishing to raise an urgent meeting item must give notice at this time. The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting
- The governing body will aim to complete full governing body and committee meetings within 2 hours.
- Where the 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.
- A meeting may be discontinued at any time if the governing body so resolves. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

Quorum

- The quorum for all business of the governing body is one half of the total number of governors in place

Withdrawal

- Governors will be required to withdraw from a meeting under circumstances set out in Regulation 14 of the School Governance (Procedures) (England) Regulations 2003 (as amended).
- 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 governing body

Suspension of Governors

- The governing body will suspend a governor for a period of up to six months under circumstances set out in Regulation 15 of the School Governance (Procedures) (England) Regulations 2003 (as amended).

Governor's expenses

- The governing body will prepare a policy on the payment of expenses of

governors in accordance with regulations.

Attendance

- The clerk will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.
- Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes
- The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

Minutes of meetings

- The minutes of meetings will be kept in a binder on consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record.
- Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.
- Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- Within 15 school days of the meeting, the draft minutes will be sent by the clerk to the chair for checking.
- Copies of the draft minutes, once 'approved' by the chair, will be sent to all members of the governing body within 30 school days of the meeting.
- The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.
- Those matters which the governing body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.
- Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.
- Minutes made available for inspection will include papers forming part of the meeting.

Confidentiality of Proceedings

- Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

Information and Advice

- The head teacher has a statutory duty to keep the governing body fully informed, and will present a written report to each meeting of the governing body.
- Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.
- Where information required by the governing body is not readily available, reasonable time will be given for its production.
- Where expertise is needed but not available within the governing body,

the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members

Discussion and Debate

- The chair will ensure that all governors enjoy equality of opportunity to express their views.
- The governing body will receive and note any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes

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 to an individual.
- Only governors present at a meeting may vote; proxy voting is not allowed.
- Decisions of the governing body are binding upon all its members

Pecuniary and Personal Interest

- The governing body will maintain a register of the pecuniary interests of its members
- As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.
- Anyone who is ordinarily entitled to attend governing body or committee meetings (that is, governors, members of committees, associate members or head teachers) must withdraw and not vote on the issue if:
 - there could be conflict between the interests of that person and the interests of the governing body; or
 - where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter.
- When a committee is considering:
 - disciplinary action against an employee or against a pupil; or
 - a matter arising from an alleged incident involving a pupil; a governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations, or
- is a witness in the case.

Delegation of Functions

- No action may be taken by an individual governor (including the chair and vice) unless authority to do so has been delegated formally by resolution of the governing body.
- Where required under the school government regulations and in other cases in order to ensure the most efficient conduct of its business, the governing body will:
 - delegate work to committees, individual members of the governing body and/or the head teacher, if not a governor;
 - set up working groups to provide information and/or make recommendations to the governing body.
- The arrangements for delegating functions will be reviewed annually by the full governing body.

- In delegating functions to individuals, the governing body will have regard to the restrictions set out in Regulation 17 of the School Governance (Procedures) (England) Regulations 2003 (as amended).

Committees

- Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation from the Engage Trust.
- When establishing committees the governing body will ensure compliance with the regulations concerning the constitution of the committees and will:
 - determine the membership (including non-governors where permitted and appropriate);
 - allow the committee to elect its chair;
 - establish and record terms of reference;
 - review the membership and terms of reference annually;
 - allow the committees to determine their own timetables within given limits;
 - determine arrangements for reporting back;
 - review the need for and the membership of, committees annually;
 - Set the quorum for each committee (minimum quorum is 3)
 - All committees with delegated powers will keep formal minutes, and copies will be presented to the next meeting of the governing body
 - All committees and individuals with delegated powers will report in writing to the next meeting of the governing body about any decisions made or action taken.
 - All meetings of committees will be clerked by a person who is not the head teacher

Safeguarding Pupils

- All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body.
- Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

Code of Conduct

- Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the *Autumn* term meeting.

Signed.....

Date.....

Review.....