

Standing Orders of the Governing Board of The Queens C of E Primary School

October 2022

These Standing Orders were originally agreed at the Governing Board meeting held on 10 December 2015 and have been subject to subsequent periodic amendment.

The Governing Board and its committees shall conduct its business in accordance with the relevant Acts and Regulations for the time being in force and with these Standing Orders. In the event of any inconsistency between the Standing Orders and the Acts and Regulations, the latter shall prevail.

These Standing Orders shall also be read in conjunction with the following documents (being the most recent versions of such documents where applicable);

- Instrument of Governance dated 1 November 2014;
- Code of Conduct;
- The Terms of Reference of the committees; and
- The Queen's School Governing Board Virtual Meeting Protocol.

Ethical Standards

Members of the Governing Board ("Governors", to include associate and other members unless otherwise stated) will act in accordance with the Code of Conduct and the Seven Nolan Principles of Public Life referred to in the Code of Conduct.

Governing Board Membership and Development

- 1 The constitution of the Governing Board is set out in the school's Instrument of Government.
- 2 On joining the Governing Board and periodically thereafter, Governors will complete a skills audit to identify their training and development needs. These audits will inform recruitment for any Governor vacancies.
- 3 The Governing Board will review their goals for training and development annually at the first Autumn term meeting.

Governing Board meetings

- 4 All meetings of the Governing Board and its committees will begin with prayer. The Governing Board will meet 5 times a year. Meetings of the Governing Board will be planned for the whole year in advance. The Clerk, in consultation with the Chair/s of Governors (the "Chair") and the Headteacher/s (the "Headteacher"), will provide a list of proposed dates for the following school year at the summer term meeting. Once agreed, amendment to meeting times and dates should be kept to a minimum, and as required by unforeseen circumstances.
- 5 Any meetings which are held virtually shall be held in accordance with the Governing Board's Virtual Meeting Protocol.
- 6 Meetings of the Full Governing Board will be limited to a maximum of 2 hours unless the Governing Board agrees to an extension in order to complete specified business.

- 7 The Chair will ensure that all Governors have an equal opportunity to express their views and, mindful of the length of the meeting, will encourage debate.
- 8 Meetings are convened by the Clerk (except during any period where committee meetings are not being clerked, in which case meetings are convened by the committee chair). Written notice of meetings and the agenda and papers will be sent to all governors and the Headteacher (if not a governor). Governors and others must receive the agenda and papers at least seven clear days before the meeting. If an extraordinary meeting has been called, the Chair or Vice-chair may allow shorter notice to be given. Non-receipt of the agenda/papers shall not invalidate the meeting. All papers will be distributed to the Governing Board via GovernorHub.
- 9 The Governing Board may resolve at any time to discontinue a meeting. A meeting which becomes inquorate must be discontinued. Items that have not been discussed when the meeting is discontinued will be placed on a subsequent agenda.

Quorum

- 10 The quorum for meetings of the full Governing Board will be half of the total membership (excluding vacancies and non-voting members), rounded up to a whole number.
- 11 The quorum for a committee will be at least three Governors. Further details of committee quoracy is set out in each committee's Terms of Reference.

Agendas

- 12 The Clerk will prepare the agenda for each Governing Board meeting in consultation with the Chair and Headteacher. The agenda will include indicative timings for each agenda item, to assist in the conduct of business. The Clerk will carry out the equivalent process (with Committee Chairs) in respect of committee meetings (except during any period where committee meetings are not being clerked, in which case agendas are prepared by the committee chair).
- 13 The standing, statutory, agenda items to be included in each agenda are set out in the Governing Board's annually agreed Annual Schedule of Work and include:
 - Chair's Report
 - Headteacher's Report
 - Safeguarding
 - Governor Training
 - Policy Review

A standing, non-statutory, agenda item is strategy (linked to Vision).

- 14 The Clerk will give written notice of the meeting at least seven days in advance together with a copy of the agenda for the meeting. If the Chair determines that there are matters requiring urgent consideration, shorter notice will be given.
- 15 Following discussion with the Chair, Governors may ask the Clerk to place an item on the agenda. Wherever possible papers that inform agenda items will be sent to governors with the agenda.

Attendance

- 16 If a Governor leaves a meeting early, the Clerk will record this in the minutes; a similar record will be kept of any Governors joining the meeting after it has started.
- 17 The Clerk will record in the minutes the attendance of members and others at all Governors'

meetings, including committee meetings (except during any period where committee meetings are not being clerked, in which case this will not be noted by the committee member taking notes of the meeting).

- 18 Removal and/or suspension of a governor shall be in accordance with the provisions set out in The School Governance (Roles, Procedures and Allowances) (England) Regulation 2013.
- 19 In instances where a Governor is unable to attend a meeting in person the Governing Board may give prior approval to alternative arrangements for Governors to participate or vote at meetings by means of electronic communication, subject to the provisions of the Virtual Meetings Protocol.

Minutes

- 20 A list of actions arising from a Governing Board meeting shall be circulated within 7 days of a meeting. The minutes (approved by the Chair) of any Governing Board meeting shall be circulated to all Governors within 21 days of the meeting or, in the case of a committee meeting, within 7 days, unless the Governing Board agrees a different period.
- 21 Governors may request to have their name recorded in the minutes in respect of any vote, or in respect of any dissenting view they may wish to express.
- 22 The minutes shall record the decisions and any action required to be carried out by Governors or the Clerk.
- 23 Where an important oral report is given at a meeting, the minutes shall record appropriate detail.
- 24 The minutes shall record any recommendations from working parties and committees.
- 25 The minutes will be approved by the Governing Board or committee (as the case may be) at the next meeting and signed by the Chair (or committee chair as the case may be).
- 26 The signed minutes of Governing Board and committee meetings will be scanned and entered into GovernorHub by the Clerk within 5 working days of the meeting at which those minutes were approved. This electronic version will serve as the “official record copy.” Any paper copies held on-site at the school are unofficial and shall be considered “convenience copies.”
- 27 Minutes will be made available to any person upon request (but may be redacted to remove material relating to any matter that the Governing Board decides should remain confidential). Copies of the Governing Board minutes shall, unless stated to be Confidential Minutes of Meeting, be uploaded to the school website as soon as possible after a meeting.

Decision-making and confidentiality

- 28 Decisions of the Governing Board and its committees are binding on all Governors. Governors shall not discuss confidential items with anyone who is not a member of the Governing Board, except that Governors may obtain advice on such matters from the LA, Diocesan Board or other appropriate agency. The Chair, or chair of the appropriate committee, or Clerk, will normally obtain such advice on behalf of the Governing Board.
- 29 Decisions shall be made by simple majority vote by a show of hands, unless the Governing Board require a secret ballot. Where there is a tied vote, the Chair shall have a second vote. In the case of Co-Chairs serving, the Governor chairing the meeting will have a second vote.
- 30 Decisions of the Governing Board may only be changed or rescinded at a subsequent meeting of

the Governing Board providing this appears as a separate item on the agenda.

Chair and Vice-chair

- 31 The Chair and Vice-chair shall be elected at the second meeting of the summer term by secret ballot, if contested. The Clerk will request nominations for both positions before the meeting and the names of those willing to stand will be included on the agenda of the meeting. If no names are forthcoming, Governors may put themselves forward for these positions at the meeting. The Clerk shall act as chair of the meeting during the election of the Chair.
- 32 If both the Chair and Vice-chair resign, the Clerk shall call an extraordinary meeting of the Governing Board within 21 days to elect their successors, unless an ordinary meeting of the Governing Board is scheduled within that time.
- 33 The Chair, or in his or her absence, the Vice-chair of the Governing Board may take urgent action; provided that:
- a. the Regulations allow the matter to be delegated; and
 - b. a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, parent or members of staff; and
 - c. it was not reasonably practicable to call a meeting of the Governing Board or committee.
- Any such action taken by the Chair or Vice-chair shall be reported at the next meeting of the Governing Board.
- 34 The Chair will conduct all meetings of the full Governing Board and in his or her absence the Vice-chair will conduct the meeting. If the Vice-chair is also absent, the Governing Board shall elect a Governor to chair the meeting.
- 35 No employee or pupil at the school may stand for election as Chair or Vice-chair.

Information and correspondence

- 36 Where the Governing Board request information from the Headteacher, it will come to an agreed timescale for the information to be produced, taking account of the current circumstances.
- 37 The Governing Board will receive a written report by the Headteacher in advance of each Governing Board meeting, to be included in the agenda and papers..
- 38 With the exception of complaints (which will be dealt with under the school's complaints procedure), all correspondence, information and advice received by the Governing Board, from whatever source, shall be brought to the attention of the Governing Board. A list will be included on the agenda, together with a note of the action taken, where relevant. It is expected that information relevant to a particular committee will be passed to the chair of that committee.
- 39 Outgoing correspondence shall be signed by the Chair, Headteacher or Clerk, as appropriate, on behalf of the Governing Board.

Delegation of functions to committees

- 40 The arrangements for delegating functions will be reviewed annually by the full Governing Board. In delegating functions, the Governing Board will have regard to the restrictions set out in Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
- 41 The chairs of each committee shall be responsible for the agenda (in consultation with the Headteacher and committee clerk, as appropriate). Agendas and papers shall be sent to

committee members 7 days in advance of the meeting.

- 42 The chairs of the committees will ensure that the committees meet regularly and (where appropriate) in accordance with the agreed annual schedule of dates.
- 43 Committee minutes will be received by the next full meeting of the Governing Board, unless these are confidential to the committee, in which case, the chair of the committee will make a brief report of the decisions taken.
- 44 Any members of committees who are not Governors will not be entitled to vote unless this is agreed by the full Governing Board.
- 45 The Governing Board will review, annually, the membership and terms of reference of its committees.