

## **BECKET PRIMARY SCHOOL STANDING ORDERS**

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

### **MEETINGS**

Ordinary Governing Body meetings will be held at Becket Primary School, will start at 4.00pm and will be limited to 2 hours. There will be a minimum of 3 meetings per year.

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.

### **AGENDA**

The Agenda will be organised by the Clerk in consultation with the Headteacher and Chair of Governors.

Any governor may place an item on the Agenda by contacting the Clerk not less than 10 days before the meeting. The Agenda will be issued to all Governors not less than 7 calendar 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 time of arrival and/or departure of any governor will be recorded in the minutes.

### **MINUTES**

Within 10 days of the meeting, the draft minutes will be sent by the Clerk to the Headteacher and Chair of Governors 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.

A copy of the minutes will be sent to the Governor Support Team, Director of Children and Young Peoples Services.

## **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 Clerk will receive and log all correspondence to the Governing Body.

The Clerk 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**

All decisions must be made by the Governing Body unless an individual or a Committee has been delegated to deal with a specific issue, in which case it must be reported to Gov Body for ratification.

Only governors present at a meeting may vote. Proxy voting is not allowed.

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

## **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**

The Director of Education, or representative, will be invited to attend meetings in order to inform and advise the Governing Body.

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 will be permitted to attend but will have no vote.

The Deputy Head Teacher may attend meetings of the Governing Body as an observer, as part of their professional development.

The Governing Body welcome attendance by any members of staff to any meeting providing no confidential matters are being discussed.

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.

## **DELEGATION OF FUNCTIONS**

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

## **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 Chair
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

The Governing Body may co-opt non-governors to Committees but they may not form a majority and have no vote unless the Governing Body specifically gives them a vote.

The Head Teacher and Chair has a 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 and Chair 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 with anyone other than a governor/concerned party.

## REVISION

The Governing Body will review these Standing Orders at the Annual Meeting at the start of each school year.

## GOVERNING BODY COMMITTEES AND MODEL TERMS OF REFERENCE

### *Pupil Discipline Committee*

- Reviews pupil exclusions of over 5 days in a term, all permanent exclusions and any that would prevent a pupil from sitting a public exam.
- Consists of three or five governors, quorum three.
- Head Teacher and non-governors may not serve.
- Has power to uphold exclusion or direct head teacher to reinstate pupil.
- *Note: If parent wishes to appeal against the committee's decision, this is handled by the LEA.*

### *Personnel Procedures Committee*

- Considers possible dismissal of staff.
- Consists of three or more governors. As a last resort, two governors will be enough.
- May include non-governors, but they cannot vote.
- Head teacher may not serve.

### *Personnel Appeals Committee*

- Hears appeals by staff against dismissal.
- Must not have fewer governors than Personnel Procedures Committee.
- Must be different governors from Personnel Procedures Committee.
- Head teacher may not serve.

## Other Committees

Most governing bodies choose to appoint a number of additional committees, either with delegated power or to recommend action to the whole governing body.

### **Such committees may include:**

- Finance & Premises
- Curriculum & Standards
- Personnel & Pupils

Signed on behalf of the governing body \_\_\_\_\_

Date \_\_\_\_\_