



Partnership Learning

Eastbury Primary Local Governing Board Standing Orders.

1. Chair and Vice-Chair

- 1.1 The Local Governing Board will decide the term of office of the chair and vice-chair (minimum 1 year, maximum 4 years) and record its decision.
- 1.2 When the chair and vice-chair are due for election, the Local Governing Board will elect both positions from among its number (though excluding any employee of, or a pupil at, the school).
- 1.3 The Local Governing Board will decide in advance of the election the process of election for either or both positions that will be in accordance with school governance regulations.
- 1.4 Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. There is no second or casting vote in the election of chair.
- 1.5 If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- 1.6 The clerk will take the chair when the chair is being elected. Otherwise the chair will conduct all meetings of the Local Governing Board except that, in his/her absence, the vice-chair will take the chair.
- 1.7 If the election of the chair or vice-chair is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.
- 1.8 If both the chair and vice-chair are absent from a meeting, the Local Governing Board will elect a chair for that meeting.
- 1.9 If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is elected at the next meeting of the Local Governing Board. The election of chair will be a specific item of business on the agenda for that meeting.
- 1.10 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be elected at the next meeting of the Local Governing Board.

2. Calendar of Meetings

- 2.1 The Local Governing Board will meet at least three times per academic year.
- 2.2 Committees will meet at a frequency determined by the Local Governing Board.
- 2.3 The Local Governing Board and its committees will set the dates for its meetings for the next school year.

3. Timing and Duration of Meetings

- 3.1 Meetings will start at times which are acceptable to the Local Governing Board and will be limited to 2 hours duration.
- 3.2 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.
- 3.3 A meeting may be discontinued at any time if the Local Governing Board 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.

4. Quorum

- 4.1 The quorum for all business of the Local Governing Board is one half of the total number of governors in place and rounded up; not including any governor vacancies.
- 4.2 Meetings which become inquorate must be discontinued.

5. Withdrawal from meetings

- 5.1 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 14 of the School Governance (Procedures) (England) Regulations 2003.
- 5.2 If there is a dispute about a person attending a Local Governing Board meeting being required to withdraw, the matter of withdrawal shall be determined by the Local Governing Board

6. Convening meetings

- 6.1 All meetings will be convened by the clerk in accordance with the arrangements made by the Local Governing Board, but subject to (a) any direction from the chair where a matter is urgent or (b) any requisition for a special meeting signed by at least three governors.

7. Notice of Meetings

- 7.1 Written notice of meetings, together with the agenda, 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) governors at their registered addresses, (b) the headteacher, if not a governor and (c) for voluntary schools, the Diocesan Director of Education.
- 7.2 Non-receipt of notice of a meeting will not invalidate the meeting.
- 7.3 Notices of meetings, and the accompanying non-confidential agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

8. Agenda

- 8.1 The agenda will be prepared by the clerk in accordance with any determination of the Local Governing Board and in consultation with the chair and the Headteacher.
- 8.2 Papers that inform agenda items will be sent to governors with the agenda.

9. Late Items/Any Other Business

- 9.1 Governors wishing to raise an urgent item under AOB should, wherever possible, inform the clerk at least 24 hours in advance of the meeting.
- 9.2 The agenda will include 'Notification of AOB' immediately after 'Apologies for Absence' at which the clerk will report any request for an urgent item to be considered.
- 9.2 The Local Governing Board will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

10. Suspension of Governors

- 10.1 The Local Governing Board 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.

11. Governors' Expenses

- 11.1 The Local Governing Board will prepare a policy on the payment of expenses incurred by governors in accordance with the relevant regulations.

12. Attendance

- 12.1 The clerk will keep a record of those governors and all other persons present at meetings of the Local Governing Board and its committees.
- 12.2 Where a governor sends an apology for absence with reason, the Local Governing Board will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes

13. Minutes of Meetings

- 13.1 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.
- 13.2 Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.
- 13.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- 13.4 Within 15 school days of the meeting, the draft minutes will be sent by the clerk to the chair for checking.
- 13.5 Copies of the draft minutes, when agreed by the chair, will be sent to all members of the Local Governing Board within 30 school days of the meeting.
- 13.6 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the Local Governing Board and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.
- 13.7 Those matters which the Local Governing Board determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.
- 13.8 Agreed non-confidential draft minutes and subsequently the approved version of the same, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.
- 13.9 Minutes made available for inspection will include non-confidential papers forming part of the meeting.

14. Confidentiality of Proceedings

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

15. Correspondence

- 15.1 All incoming correspondence to the Local Governing Board (other than any concerning a complaint) is for the attention of the whole Local Governing Board, even if addressed to the chair and/or the clerk. Significant items will be distributed to all governors as and when received/presented to each meeting of the Local Governing Board for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.
- 15.2 The Chair may write letters on behalf of the Local Governing Board, either generally or on specific issues.

16. Information and Advice

- 16.1 The Headteacher has a statutory duty to keep the Local Governing Board fully informed and will present a written report to each termly meeting of the Local Governing Board.
- 16.2 At the autumn term meeting each year, the governors will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results.
- 16.3 Where information required by the Local Governing Board is not readily available, reasonable time will be given for its production.

- 16.4 Where expertise is needed but not available within the Local Governing Board, it may consider inviting appropriate non-governors to attend meetings or appointing associate members.

17. Discussion and Debate

- 17.1 The chair will ensure that all governors enjoy equality of opportunity to express their views.
- 17.2 The Local Governing Board will receive and note, without debate, any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.
- 17.3 Recommendations received from working groups will be recorded in the minutes, together with any related Local Governing Board resolution.

18. Decision-making

- 18.1 Members of the Local Governing Board recognise that it must make all decisions, unless they have expressly delegated the responsibility to a committee or an individual.
- 18.2 Only governors present at a meeting may vote; proxy voting is not allowed, except for consideration of a change of name of the school, when special procedures will apply as set out in the Regulations.
- 18.3 A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting or second vote – except in the case of a selection panel deciding which, if any, candidate to recommend to the Local Governing Board for appointment as head/deputy.
- 18.4 Voting will ordinarily be by show of hands, unless one or more governors requests a secret ballot.
- 18.5 Decisions of the Local Governing Board are binding upon all its members.
- 18.6 Decisions of the Local Governing Board (or of any of its committees) may be amended or rescinded at a subsequent meeting of the Local Governing Board only if a proposal to amend or rescind appears as a specific agenda item.

19. Urgent Action

- 19.1 The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:
- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
 - a meeting could not be called in sufficient time to deal with the matter; and
 - the matter is one which can be delegated to an individual under government regulations.
- 19.2 If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Local Governing Board.

20. Public Statements

- 20.1 Public statements on behalf of the Local Governing Board will be made only by those delegated to make them.

21. Access to Meetings of the Local Governing Board

- 21.1 Apart from governors, the only people entitled to attend a meeting of the Local Governing Board are the Headteacher (where he/she has chosen not to be a governor), the clerk and, where appropriate, associate members. No substitute members are permitted.
- 21.2 Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.
- 21.3 When the Headteacher is absent, the deputy headteacher will attend in his/her place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting headteacher).

- 21.4 The Local Governing Board will decide who, other than those entitled to attend, may be admitted to a meeting and which of its meetings, if any, will be open to parents/the public.
- 21.5 The Local Governing Board can require any non-governor present at a meeting to leave at any time.
- 21.6 If a meeting is to be open to parents/the public, reasonable notice will be given.

22. Pecuniary and Personal Interest

- 22.1 The Local Governing Board will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose leaf sheets, each sheet being a statement completed and signed by the relevant governor.
- 22.2 As and when appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.
- 22.3 Anyone who is ordinarily entitled to attend Local Governing Board or committee meetings (that is, governors, members of committees, associate members or headteachers) must withdraw and not vote on the issue if:
- there could be conflict between the interests of that person and the interests of the Local Governing Board; or
 - where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter; or

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.

23. Complaints and Staff Discipline

- 23.1 The Local Governing Board will establish procedures for dealing with general complaints.
- 23.2 The Local Governing Board will establish procedures for dealing with staff disciplinary matters and staff grievances.

24. Delegation of Functions

- 24.1 No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the Local Governing Board.
- 24.2 Where required under the school governance regulations and in other cases in order to ensure the most efficient conduct of its business, the Local Governing Board will:
- delegate work to committees, individual members of the Local Governing Board and/or the Headteacher, if not a governor;
 - set up working groups to provide information and/or make recommendations to the Local Governing Board.
- 24.3 The arrangements for delegating functions will be reviewed annually at a meeting of the full Local Governing Board.
- 24.4 In delegating functions to individuals, the Local Governing Board will have regard to the restrictions set out in Regulation 17 of the School Governance (Procedures) (England) Regulations 2003.

25. Committees

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

- 25.2 When establishing committees the Local Governing Board will ensure compliance with the regulations concerning the constitution of the committees and will:
- determine the membership (including non-governors where permitted and appropriate);
 - appoint the chair of each committee annually
 - establish and record terms of reference;
 - review the membership and terms of reference annually;
 - decide whether or not to confer voting rights on any or all non-governors for those matters where non-governors are not prohibited from voting under the procedures regulations;
 - 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)
- 25.3 The headteacher has the right to attend all committee meetings, subject to the statutory rules on withdrawal.
- 25.4 Associate members cannot vote on issues relating to admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the Local Governing Board, and cannot serve on committees relating to staff appointments, grievance, discipline and dismissal.
- 25.5 The Local Governing Board will establish committees for the following purposes:
- Standard and Curriculum
 - Finance and HR
 - pupil admissions (aided and foundation schools only)
 - staff matters (pay, discipline and grievance)
 - pay appeals
 - complaints
 - performance management of the headteacher
- 25.7 All committees and individuals with delegated powers will report in writing to the next meeting of the Local Governing Board about any decisions made or action taken.
- 25.8 All committees with delegated powers will keep formal minutes and copies will be presented to the next meeting of the Local Governing Board.
- 25.9 All meetings of committees will be clerked by a person who is not the headteacher.

26. Working Groups

- 26.1 In establishing working groups the Local Governing Board will:
- determine the membership, including non-governors, and the method of appointing the chair;
 - establish and record terms of reference;
 - allow working groups to determine their own timetables within given limits;
 - determine procedures for reporting back.
- 26.2 The headteacher has the right to attend any working group meeting.
- 26.3 Working groups established for specific purposes will be discontinued when their work has been completed.
- 26.4 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the Local Governing Board.

27. Safeguarding Pupils

All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine their suitability to have access to children and young people in accordance with any legal requirements or policy of the Local Governing Board.