

**Statutory**

# **Standing Order**

## **Purley CofE Primary School**

**Date of policy: September 2018**

**Review Cycle: Annual**

**Reviewed By: Full Governing Body**

**Approved By: Full Governing Body: 23/09/2021**

**Last Reviewed: Autumn 2021**

**Next review date: Autumn 2022**

**Learn to love, love to learn**



*'Let all that you do be done with love', 1 Corinthians 16:14*

<b><i>Changes</i></b>	<b><i>Approved Date</i></b>
Adopted by the full governing board	26/9/2018
Governor skills amended in FGB meeting	24/4/2019
Additional updates made to reflect the new structure of the Governing Board, adding the FGB dates for this year and adding Chair/Vice Chair end of term office date choice in FGB meeting.	22/1/2020
Update to include the reapplication of DBS/128 Checks as agreed in FGB meeting 13/02/2020 and to add information on confidentiality in a virtual meeting environment.	20/05/2020
Updates to FGB dates and change the number of times the FGB meet from 12 to 11, Chair end date, deciding on a method for elections, moving our committees to working parties.	16/09/2020
Working parties names updated to reflect agreed working party names.	23/06/2021
New meeting dates for 2021 – 2022 added	23/09/2021

## **The Governing Board of Purley CofE England Primary School**

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Governance handbook for academies, multi-academy trusts and maintained schools March 2019

Related documents:

- Instrument of Government
- Membership list of current governors
- 202104 ToR Business Working Group v 1.1
- 202104 ToR Learning Teaching Working Group v 1.1
- 202104 ToR Welfare Working Group v 1.1
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2012
- The latest version of the Governance Handbook
- Recording Governing Body Meetings Procedure 2020
- Virtual Meeting Policy 2020

*\* Text in italic type denotes recommended practice, not statutory requirement.*

### **Meetings of the Governing board**

The full governing board (FGB) will meet 12 times in each school year.

(Note: the FGB is legally required to meet at least three times in each school year).

All meetings will be held on the dates below at the school at 18:30pm at Purley Primary School, unless otherwise noted.

FGB1 Thursday 23<sup>rd</sup> September 2021

FGB2 Thursday 14<sup>th</sup> October 2021

FGB3 Thursday 18<sup>th</sup> November 2021

FGB4 Thursday 16<sup>th</sup> December 2021

FGB5 Thursday 20<sup>th</sup> January 2022

FGB6 Thursday 17<sup>th</sup> February 2022

FGB7 Thursday 17<sup>th</sup> March 2022

FGB8 Thursday 7<sup>th</sup> April 2022

FGB9 Thursday 28<sup>th</sup> April 2022 – budget only

FGB10 Thursday 19<sup>th</sup> May 2022

FGB11 Thursday 16<sup>th</sup> June 2022

FGB12 Thursday 14<sup>th</sup> July 2022

### **Convening the Meetings**

All meetings will be convened by the clerk, in accordance with the arrangements made by the governing board, but subject to (a) any direction from the chair where the matter is urgent and (b) any requisition signed by three governors.

### **Notice of Meetings**

Written notice of meetings, together with the agenda and all associated documents, 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) each governor, (b) the head teacher (whether or not that person is a governor), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

### **Attendance**

The clerk will keep a record of those governors and all other persons present at meetings of the governing board and any of its committees.

The following persons have the right to attend any meeting of the governing board:

- a governor;
- the head teacher of the school, whether or not that person is a governor;
- an associate member; and
- such other persons as the governing board may determine.

### **Quorum**

The quorum for a meeting of the governing board and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post. In calculating the quorum vacant positions on the governing board are not included. In calculating the quorum associate members are not counted. Meetings which become inquorate will be discontinued.

### **Alternative arrangements for governor participation at meetings**

The governing board, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings, for instance, by telephone or video conference.

The governing body resolves that governors may participate and vote at meetings by telephone or video conference as appropriate when arranged in advance of the meeting.

Please see the **Virtual Meeting Policy 2020** for more information.

### **Decision-making**

Members of the governing board recognise that all decisions must be made by the governing board unless the governing board has delegated the function to a committee or individual.

Every question to be decided at a meeting of the governing board is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the governing board have adopted alternative arrangements for governor participation as set out above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote.

### **Withdrawal from meetings**

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. If there is a dispute about a person attending a governing board

meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

### **Minutes of meetings**

The clerk must ensure that minutes of the governing board meeting are drawn up and signed (subject to the approval of the governing board) by the chair at the next meeting.

Copies of the signed minutes of the meetings are kept in the school office, apart from confidential part II minutes which are kept securely by the head teacher.

*\* Within 10 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the head teacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing board within 20 school days of the meeting.*

### **Clerk to the governing board**

The governing board must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing board's functions. Governors and the head teacher cannot be clerk to the governing board. If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the governing board (but not the head teacher) to act as clerk for that meeting.

### **Election of the chair and vice-chair**

The governing board must elect a chair and a vice-chair. When the position of chair or vice-chair falls vacant the governing board must elect a new chair or vice-chair at the next full governing board meeting. Before an election takes place the full governing board must decide the date on which the term of office of the chair or vice chair will end. The clerk will take the chair when the chair is being elected. Governors who work at the school and associate members cannot stand for election as chair or vice-chair.

This Governing Body resolves that:

the Chair of Governors will have a term of office of 2 years and the term of office will end on the date of the first meeting of the governing body after the second anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

In the meeting minutes of 19/08/2019: Based on the decision to appoint a chair for a period of 24 months, interpretation of the regulations meant that a specific date of cessation would be required. It was agreed that date would be the 1st October.

The Governing Body resolves that:

the Vice-Chair of Governors will have a term of office of 2 years and the term of office will end on the date of the first meeting of the governing body after the second anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

The Governing Body also resolves that: governors should not hold the office of Chair or Vice Chair for more than two consecutive terms of office, but that a previous Chair or Vice Chair may hold the same position again following a break of one term of office.

The Governing Body also resolves that: governors whom already hold another position on the governing board and who are appointed as Chair or Vice Chair later on may wish to tie their end of office term as Chair/Vice Chair to correspond with their current governing role end of office term date instead of the 2 years as mentioned above.

This Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

Governors will be able to submit written nominations prior to the full governing body and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining governors will take a vote by a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.

The nominee(s) will return to the meeting.

The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote will be taken.

If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

### **DBS and 128 Checks**

When a Governor is appointed or elected onto the Purley Governing Board, they must by law complete a DBS Check. A 128 check is also completed at the same time.

In the FGB on 13/02/2020 it was agreed that DBS and 128 checks for Governors will be reapplied for at the beginning of the Governors next term of office (normally every 4 years) if they choose to stand for Governor again for another term.

### **Declaration of Interest**

\*Governors will declare any pecuniary interest or conflict of interest with any agenda item *at the beginning of the meeting.*

### **Pecuniary interests**

The governing board will maintain a register of business interests of its members.

The register of business interests is filed in the school office and a summary is published on the school website.

### **Code of Conduct for West Berkshire governors**

*\* Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors.*

### **Confirmation of Confidentiality**

As per the Virtual Meeting Policy 2020; it is the responsibility of individual governors, wishing to participate virtually, to ensure they can do so through a secure method and in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality. Meetings must not take place on a train, or coffee shop, for example. Confirmation of confidentiality must be declared at each meeting.

### **Governors' Expenses**

The governing board may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Arrangements are detailed in the Governors' Allowances Policy, a copy of which can be obtained from the School Office.

### **Committees, working parties and appeal panels**

#### **Associate members**

The governing board may appoint associate members to serve on one or more committees (and to attend full governing board meetings). Associate members are not governors.

#### **Committees**

A committee of the governing board is set up with delegated powers, with the governing board deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a full governing board meeting and minuted. The governing board remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a full governing board meeting. The Chair of each committee must also be appointed annually.

Quorum of committees	The minimum quorum is three governors. Associate members are not included in calculating the quorum.
Headteacher	The head teacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The head teacher cannot clerk committee meetings.
Clerk	The governing board must appoint a clerk to each committee.

## **Committees**

None

## **Working Parties**

Business Working Group  
Learning Teaching Working Group  
Welfare Working Group

## **Current Membership of Working Groups**

This is listed on Governor Hub.

Terms of Reference for all working groups are kept alongside the Standing Orders on Governor Hub.

## **Working parties**

A working party of the governing board may be set up with the governing board deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full governing board (or a relevant committee if responsibility has been delegated to a committee) for approval.

## **Appeal panels**

Under certain circumstances, the governing board will be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy your governing board has adopted will detail how the appeal panel is made up and how it functions.

## **Parent and Staff Governor Elections**

The governing body must agree the rules of the election and appoint a returning officer, usually the head teacher.

This governing body resolves that the returning officer is the headteacher, Mrs Karen Fakes.

This governing body resolves that the rules of parent governor and staff elections shall be determined in a FGB meeting in accordance with LA guidelines prior to each election and minuted. Copies of the rules will be held in the school office.

## **Appointment of Co-Opted Governors**

The Governing Body resolves that co-opted governors will be appointed on the basis of required skills, to be agreed at a full governing body meeting. Prospective governors will be asked to complete a nomination form and to meet with the Chair of Governors and the Head Teacher. Following this meeting, a recommendation on whether to appoint will be made to the full governing body.

The governing board is primarily seeking to maintain its strengths in the following areas:

1. HR skills

2. Numerical and analytical skills
3. Health and Safety

The governing board has also identified three areas which would be desirable, but not essential:

1. Local business knowledge and understanding of the local economy
2. Links with the community
3. Skills and expertise in marketing and or PR to raise the profile of the school within the community.

**All governors are expected to have an understanding of schools and education and to support and encourage the Christian principles of the school as laid out in the school's Instrument of Government.**