

Standing orders for procedural workings of the governing body of Stillington Community Primary School - 2021/22

1. Meetings of the governing body

The governing body shall meet at least **6** times each school year.

2. Chair and vice-chair – term of Office

The chair and vice-chair shall have a term of office of 1 year. The term shall begin at the first governing body meeting of the autumn term at which the chair and vice-chair are normally elected and shall end at the first meeting following the first anniversary of their election. In the event of the chair and/or vice-chair ceasing to occupy their post(s) part way through their respective term(s) of office then their successor(s) shall serve out the remainder of their predecessor's term.

When the office of chair or vice-chair becomes vacant the governing body must elect a new chair or vice-chair at the next meeting. If the chair is absent from a meeting, or if the chair is vacant, the vice-chair will act as chair for all purposes.

3. Election of chair and vice-chair

The clerk shall take the chair for the item dealing with the election of the chair and, in the event of a failure to elect a chair, for the item dealing with the election of the vice-chair. In the event of the governing body failing to elect a chair or a vice-chair the governing body shall elect a chair for the meeting. In the event of the governing body failing to elect a chair for the meeting then the meeting shall stand adjourned and the clerk, acting in consultation with the immediate past chair and the head teacher, shall convene a further meeting within 28 days of the adjournment.

4. Election of chair and vice-chair – procedure

The election of the chair and vice-chair takes place at the first meeting of the governing body held in the autumn term.

The following procedure shall apply to the election of the chair and vice-chair:

- the clerk shall invite nominations from the meeting. A governor may nominate him/herself;
- if only one candidate is nominated that candidate must withdraw from the meeting whilst the remaining governors vote by secret ballot on whether to accept or reject the nominated candidate. In the event of an equality of votes the clerk does not have a casting vote and a "no decision" shall be recorded in the minutes;
- the clerk shall then invite further nominations from the meeting. If a further candidate is nominated but the result is the same, or the candidate is rejected, the clerk shall move on to the election of the vice-chair. The election of the chair shall then be placed as an item on the agenda for the next meeting of the governing body;
- if two candidates are nominated then both nominated candidates shall withdraw from the meeting whilst a secret ballot takes place. The chair shall be elected by a simple majority of the votes cast. In the event of each candidate polling the same number of votes then the successful candidate shall be decided by the toss of a coin;
- if 3 or more candidates are nominated and none of the candidates achieves a simple majority of the votes cast then there shall be a second secret ballot to try to achieve a candidate with a simple majority or, failing that, the candidate with the fewest votes shall be eliminated;

- the unsuccessful candidate may then return to the meeting and a further secret ballot takes place between the two remaining candidates;
- following his/her election the chair shall take over the meeting immediately and conduct the election of the vice-chair using the same procedure.
- if the governing body fails to elect a chair or a vice-chair it shall elect a chair for the meeting;
- if the meeting fails to elect a chair for the meeting, then the meeting shall stand adjourned and shall be re-convened within 21 days.

5. Annual calendar of meetings and business

At the last meeting of the summer term the governing body shall approve a calendar of governing body and committee meetings and of planned business for the ensuing year and the clerk shall, within 14 days, of the meeting provide a copy of the calendar to all members of the governing body.

6. Notice of meetings and agenda

Every member of the governing body shall receive (or be given access to) the following at least seven clear days in advance of a meeting:

- written notice of the meeting;
- a copy of the agenda for the meeting;
- a copy of any reports or papers to be considered at the meeting.

This standing order shall not apply where the chair of the governing body so determines on the ground that there are matters demanding urgent consideration. In that case the written notice of the meeting shall state that fact and the agenda, reports and other papers to be considered at the meeting are received within such shorter period, as the chair shall direct.

Notice can be sent by email. Governors should have secure school email addresses for governing body business and all aspects of confidentiality should be discussed.

7. Agenda Items

With the agreement of the chair of the governing body any member of the governing body shall be entitled to include, on the agenda for any governing body or committee meeting, an item(s) on any particular issue provided that written notice thereof is given, as appropriate, to the chair of the governing body, at least 14 days prior to the meeting taking place.

8. Quorum

- the quorum for a meeting of the governing body shall be not less than 50% of the number of governors in post at the time of the meeting (not including vacancies) or such other number as may be determined from time to time by regulations issued by the Department for Children, Schools and Families;
- the quorum for a meeting of any committee of the governing body shall be at least three (3) governors who are members of that committee;
- associate members shall not be included in the calculation for quorum purposes.

9. Voting

- every proposition shall be seconded prior to the vote being taken;
- every proposition shall be determined by a show of hands or, at the discretion of the chair of the meeting, by general consensus;
- only those governors at the meeting and present in the room at the time of the proposition being put by the chair shall be entitled to vote; (please note the one exception to this is a vote to change the name of the school where ALL governors would be required to vote and for this reason a proxy vote is allowed, this would also require the school to adopt the 2012 School Governance (Constitution) (England) Regulations)

- in the event of a tied vote the chair shall have a second or casting vote;
- after a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting be recorded in the minutes of the meeting to show whether each governor present gave his/her vote for or against the proposition or abstained from voting. It is recommended that this would be a confidential minute;
- after a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting shall be by secret ballot;
- in the event of requisitions for both a secret ballot and a recorded vote then the requisition for the secret ballot shall take precedence and no action shall be taken on the requisition for a recorded vote.

10. Confidential Matters

Prior to the consideration of or discussion on any matter on any agenda for a meeting of the governing body, consideration shall be given as to whether the matter includes confidential information and the governing body shall determine whether the public or any other person, not being a member of the governing body, should be excluded from the meeting during the consideration of the matter. In the event of any matter being deemed to be confidential then the minutes of the discussion and decision shall be excluded from the minutes of the meeting to be made available for public inspection. This standing order is additional to the requirement for governors to withdraw from a meeting and take no part in the consideration or voting on any item in which they have a declarable interest as required by standing order 18.

11. Minutes of Meetings

The draft minutes of all governing body and committee meetings shall be approved by the chair of the meeting within 14 days of the meeting having taken place. Thereafter the approved draft governing body minutes shall be circulated to all members of the governing body within 21 days of the meeting having taken place. The minutes of committee meetings shall be circulated with the agenda for the next succeeding governing body meeting. If the governing body decides to circulate minutes with the agenda for the following meeting, they should consider asking the clerk to circulate a list of actions within 14 days of the meeting having taken place.

All non-confidential minutes shall be made available for public inspection only after they have been submitted for approval to the next succeeding meeting of the governing body.

12. Record of Attendance

Every governor attending a meeting of the governing body or of any of its committees of which s/he is a member shall sign her/his name in the attendance book or sheet provided for that purpose.

13. Apologies for non-attendance at meetings of the governing body

All apologies together with the reason(s) for non-attendance at a meeting of the governing body shall be submitted to the clerk or to the chair not later than the commencement of the meeting. The governing body shall then determine whether such absence(s) should be treated as a 'consented' or 'non-consented' absence(s) and recorded as such in the minutes of the meeting. The failure to submit an apology shall be deemed to be a 'non-consented' absence and recorded as such in the minutes of the meeting.

14. Disqualification for non-attendance

Any governor, with the exception of the head teacher, who fails to attend any meeting of the governing body for a consecutive period of 6 months without the approval of the governing body, and such approval being recorded in the minutes, shall be automatically disqualified from serving as a governor. The period of 6 months shall begin from the date of the first

meeting missed by the governor. Foundation (but not ex-officio foundation) governors, community governors, partnership governors or sponsor governors so disqualified shall not be eligible for nomination, election or re-appointment as a governor of any category for a period of 12 months immediately following his/her disqualification. Parent or staff governors are eligible for nomination and election (or appointment in the case of parent governors) immediately following their disqualification.

15. Records of the governing body

The clerk to the governing body shall be responsible for maintaining and keeping up to date the records of the governing body which for the purpose of this standing order shall comprise the following:

- the minutes of the meetings of the governing body and it's committees;
- the record of attendance;
- the register of business and other interests;
- the record of hospitality/gifts;
- copies of self-declaration forms to confirm that governors are not disqualified for any of the criteria listed;
- any such other records as may be determined from time to time by formal resolution of the governing body;
- Records of governor monitoring visits to school;
- The signed and approved code of conduct and standing orders.

The records of the governing body shall be kept in a secure place provided at the school and shall be available for inspection by the public, members of the governing body, parents of pupils at the school and the Local Authority. Confidential items and confidential minutes shall not be made available for public inspection

16. Register of business interests

Every governor shall complete the register of business interests within one month of their election/appointment as a governor. Entries in the register shall be updated as and when necessary and, in any event, annually. In the event of any governor having no registerable business interests then a NIL return shall be recorded for that governor(s).

17. Eligibility

Every governor shall complete the Disqualification and Declaration form to indicate that they are eligible to be a governor at a maintained school. Every governor shall complete an application for an enhanced check to the Disclosure and Barring Service. Refusal to do so disqualifies the refusing governor. Governor DBS records should be held within the school's Single Central Record along with all staff and volunteers.

18. Conduct

The Governing body shall annually adopt an up-to-date code of conduct, ideally the National Governors Association version. Governors could be given a copy (paper or electronic) of the code of conduct.

All Members of the governing body shall abide by The Nolan Principles on Public Life:

- **Selflessness** - holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves their family, or their friends;
- **Integrity** - holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties;

- **Objectivity** - in carrying out public business; including making public appointments, awarding contracts, or recommending individuals for rewards and benefits; holders of public office should make choices on merit;
- **Accountability** - holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- **Openness** - holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;
- **Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest;
- **Leadership** - holders of public office should promote and support these principles by leadership and example.

19. Declarations of interest

If any member of the governing body has any interest, whether pecuniary or otherwise, in any item on the agenda for any meeting at which they are present, they shall declare such interest prior to the consideration of that item and shall immediately leave the meeting and take no part in the consideration of or voting on that item.

20. Urgent action by the chair/vice-chair of the governing body

Where it is not reasonably practical to hold a meeting of the governing body or where the relevant 7 days' notice of the meeting cannot be given and there will be a delay that would be seriously harmful to the school or to any pupil or member of staff if the matter is not dealt with then the chair (or in his absence the vice-chair) shall have authority to take such action as is deemed appropriate in the circumstances to deal with the matter. Such action must be reported to the next available meeting of the governing body.

21. Financial and other guidance

The governing body and any committee(s) established by it shall, at all times, abide by the North Yorkshire County Council Financial Standing Orders and any directions that may be issued by the Children and Young People's Service (LA) under The Code of Practice on Local Education Authority – School Relations, Ref.: DfEE 0027/2001 and any subsequent amendment thereto. The governing body shall also have regard to and take account of any advice or guidance that may be issued by the LA from time to time.

22. Variation and revocation of standing orders

Any motion to add to, vary or revoke these standing orders unless appearing in full on the agenda for the meeting shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the governing body. Any decision to add to, vary or revoke standing orders shall take effect when specified in the resolution or immediately in default of a time and date being specified.

23. Interpretation of standing orders

The ruling of the chair as to the construction or application of any of these standing orders, or as to any proceedings of the governing body, shall be final and shall not be challenged at any meeting of the governing body or committee.

24. Associate members

Any reference in these standing orders to a governor shall, where the context so admits, include associate members.

Addendum to Standing Orders - Alternative arrangements for Meetings

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 the governing board can approve alternative arrangements for governors to participate or vote at meetings of the governing board, including, but not limited to, by telephone or video conferences. This includes full governing board meetings and committee meetings.

We agree to hold meetings via video conferencing as and when considered appropriate, without having to meet first. The Chair or the Clerk can contact governors individually to agree these alternative arrangements.

We do not propose to have 'hybrid' meetings - where a face-to-face meeting is attended virtually by one or more governors. This can be reviewed in future for exceptional use.

Roles and responsibilities

The Chair

The Chair will chair virtual meetings in the same way as face-to-face meetings.

The Chair will make sure all governors:

- Are set up for Microsoft Teams
- Have tested their connection and have access to the platform
- Are aware of the GB protocol for Virtual meetings (Below)

The Clerk

The Clerk will give written notice of the meetings and send out the agenda and papers in the usual way.

The Clerk will minute virtual meetings in the same way as face-to-face meetings. The Clerk will make sure the minutes reflect that the meeting is virtual. The Clerk will minute all decisions, and whether anything needs to be ratified at a later date for example due to loss of connection.

All Governors – Virtual meeting Protocol

To ensure confidentiality and the smooth running of the meeting governors attending virtually will:

- Attend the whole meeting
- Attend with the webcam switched on when possible
- Focus on the business of the meeting in the same way as if they were attending in person.
- Remain on mute unless they are speaking.
- Prevent unauthorised individuals overhearing conversations (for example by wearing headphones).
- Be mindful of their surroundings – they will consider the privacy of the room, including but not limited to who or what is visible or audible in the room.
- Ask questions at the meeting by raising their hand and waiting to be invited to speak by the Chair or using the chat.

Difficulty joining the meeting

If after all reasonable efforts it does not prove possible for a governor to participate the meeting may still proceed with its business providing it is quorate.

The Clerk will record in the minutes that the governor in question attempted to participate but was unable to do so.

Recording the meeting

The Clerk may wish for the meeting to be recorded to aid them in writing the minutes.

At the start of the meeting the clerk will ensure all governors agree to the meeting being recorded. Only the Clerk and Chair will make a recording.

The recording will be handled in line with the General Data Protection Regulations (GDPR) and once the draft minutes are approved by the Headteacher and Chair it will be promptly deleted.

Quorum

All governors attending virtually count towards the quorum

If individual governors lose connection during the meeting they will no longer count towards the quorum. The meeting can continue if it is otherwise quorate.

If the meeting becomes inquorate then discussions may continue but no votes can be held unless the meeting is quorate.

If all governors lose connection to the meeting, the clerk will postpone the meeting and reschedule. Where this is not possible the clerk will send the matters for consideration via email and will expect comments from governors within 3 working days.

Voting

Governors may vote on any agenda item for which they have been fully present.

Secret ballots will be allowed where possible. Governors can share their vote privately with the clerk by email, text or phone.

When a secret ballot cannot be arranged then each governor will vote publicly or abstain.

Conflicts of Interest

Where a governor declares a conflict of interest, they will withdraw from the meeting by leaving the call. Once the governing board is ready for the governor to return the clerk will email, text or call to invite them to re-join.

Agreed at Full Governing Board Meeting

Date: 27th September 2021