

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

STANDING ORDERS

These should be read in conjunction with the Articles of Association

Election of Chair and Vice-chair

- The term of office for the Chair and Vice Chair is 1 year
- Individual governors can be re-nominated as Chair or Vice Chair
- Any employee of the school cannot be Chair or Vice Chair
- Election will take place at the first full Governing Body meeting of the academic year
- All eligible governors will be invited to nominate themselves 2 weeks prior to the meeting
- Nominations must be received by the clerk in writing by a set date (at least 10 days before the meeting) and names included on the agenda
- Additional nominations cannot be taken at the meeting unless no written nominations have been received, in which case governors can put themselves forward at the meeting
- If more than one nomination is received election will take place at the meeting by secret ballot, for which nominees will be asked to withdraw and are not able to vote. In the event of a tie, a second vote will be taken and in the event of a further tie the decision will be based on the toss of a coin
- If the Chair or Vice Chair resigns mid-term, an election process will take place as soon as possible
- There is a job description for the role of Chair and Vice-chair which is reviewed by the governing body annually

Meetings of the Full Governing Body

- Full Governing Body meetings must be held at least 3 times a year, but ideally 6 times (termly)
- Meetings of the full Governing Body will be convened by the clerk with directions from the Governing Body and the Chair
- The agenda and supporting papers will be sent to all governors seven days before the meeting
- Delegated decisions taken by committees should be reported to the next meeting of the full Governing Body (via the committee minutes/report)
- Minutes of the meeting should be taken by the clerk but in their absence, the governors at the meeting should appoint a member of the Governing Body (not the head) to act as clerk for that meeting

General Meetings of the Academy Trust

- The AGM will take place annually in November/December each year
- Additional trust meetings will be convened if required
- At least 14 days notice must be given of all trust meetings, unless otherwise agreed by a majority of members
- Quorum for Trust meetings is 50% of members

Urgent Action

The Chair (or Vice Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interest of the school, a pupil or parent, or an employee of the school.

- A meeting can be called in less than 7 days
- 'Delay' means anything that cannot wait until the next scheduled meeting
- Emergency action should only be taken if deemed as strictly necessary

Appointment and Removal of the Clerk

- The Clerk to the Governors is appointed by the Governing Body. The clerk cannot be a governor or the headteacher of the school
- The Governing Body agrees the job description of the clerk and the salary paid in discussion with the clerk

Committees

- There is one committee – Finance & Staffing
- 7 days notice must be given of all committee meetings
- Agendas for committee meetings should be circulated to all governors, not just those on the committee
- All meetings must be clerked – this may be by an appointed clerk or a governor of that committee, but must not be the head

Quorum and Voting

- For all meetings of the full Governing Body the quorum will be 50% of the total number of Governors (rounded up and excluding vacancies)
- For all committee meetings, the quorum must be at least 50% of the membership which must be at least 3 governors
- All matters are decided by a majority vote (in the event of a tie the chair of the meeting has a second and casting vote)

Minutes and Papers

- Minutes should be prepared by the clerk as soon as possible after the meeting and approved by the chair of that meeting
- They should then be circulated to all governors and made publicly available, but remain draft until formal acceptance at the next meeting. They should be marked 'draft' until formally signed off
- Confidential items should be clearly marked and printed separately and not made publicly available
- Signed minutes, agendas and supporting papers must be made available for public inspection
- Confidential items should be filed separately

Pecuniary/Conflicts of Interests

- All governors must complete annually a form declaring any pecuniary interests
- This register of pecuniary interests must be collated and held by the Clerk to Governors
- Governors must withdraw from a meeting during discussion of an agenda item if they have a conflict of interest

Code of Conduct

- Code of Conduct to be given to all new governors and signed copy to be returned to the clerk
- All governors to be given a copy of the code annually as a reminder and sign register of acceptance

***Reviewed and approved by the Governing Body July 2019
To be reviewed July 2022***