The Standing Orders of the Governing Body of Horsley Church of England (Aided) Primary School

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Membership of the Governing Body

The composition of the governing body is recorded in the Instrument of Government.

The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the full governing body. They may be given voting rights on committees but not at full governing body.

The Governing Body will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The Governing Body will adopt an agreed Code of Conduct.

Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The governing body must have regard to advice from the clerk as to the nature of the governing body's functions.

Meetings

The Governing Body will meet at least six times per school year.

All meetings will be convened by the clerk.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be

at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convene a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

If both the chair and vice chair are absent another governor can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing body.

Quorum and Decisions

The quorum for a full governing body meeting and vote is 50% of the total number of governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting, vote.

Decisions of the governing body are binding on all members.

Chair and Vice Chair

Prior to the election of the chair and vice-chair the governing body must determine the date on which the term of office of the chair or vice chair will end.
The election of the chair and vice chair will take place at the first full governing body meeting of the academic year and the term of office will be one academic year.

If the chair or vice-chair resigns or has to relinquish their office, the governing body must elect one of their number to fill that vacancy at their next meeting.

The election of chair and vice chair will be conducted by the following process:

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

- *The clerk takes the chair for this agenda item, but does not have a vote.*

- *A ballot will be conducted even where there is only one nominee.*

- *The nominee(s) will be asked to leave the room whilst the election process takes place.*

- *The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*

- *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 the process is repeated until a nominee polls a majority of votes in their favour.*

Delegation of Functions

The governing body can delegate any of its statutory functions to a committee, a governor or to the headteacher, **subject to prescribed restrictions.**

The governing body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

Committees

The governing body agrees the delegation of the functions as described in the terms of reference for the following Committees:

- Curriculum and Standards
- Finance and Resources
- Community and Values

These committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference.

Each committee will have a chair and a minimum quorum of three governors who are members of the committee. The membership and terms of reference for these committees will be reviewed annually.

Nominated Governors

Nominated governors will take responsibility for the following areas:

Special Educational Needs
Safeguarding and Child Protection
Looked After Children
Equalities and More Able, Gifted and Talented
Health and Safety
Governor Training and Induction

Trustees

A trust exists which relates to the school, the trustees being the Horsley Free School's Charity
The trustees and governors must agree formal arrangements for connection and representation.

Declaration

The governing body, at its meeting on 15/10/2020, reviewed and approved these Standing Orders.

Signed: ..... (Chair)

Date: .....