

CAVENDISH CLOSE INFANT SCHOOL STANDING ORDERS

MEETINGS

Ordinary Governing Body meetings will be held at the school, or virtually and will be limited to 2 hours.

Where 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.

Any business not completed will become part of the agenda for the next meeting of the Governing Body.

AGENDA

The Agenda will be organised by the Clerk in consultation with the Head Teacher and the Chair.

Any governor may place an item on the Agenda by contacting the Clerk not less than 7 days before the meeting.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.

ATTENDANCE

Where a governor has sent an apology to the Clerk, the minutes will record the Governing Body's response or otherwise to the absence.

The time of arrival and/or departure of any governor will be recorded in the minutes.

MINUTES

Within 10 days of the meeting, the draft minutes will be sent by the Clerk to the Head Teacher for checking.

The Head Teacher will check the minutes for factual inaccuracies and return to the Clerk for distribution.

Those minutes, which the Governing Body determines as confidential, will be minuted separately and copies will not be publicly available.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the minutes will be sent to the Governor Support Team.

CORRESPONDENCE

All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors.

The Clerk will receive and log all correspondence to the Governing Body.

The Clerk will present all significant items to the next meeting of the Governing Body.

DEBATE

The Chair will ensure that all governors enjoy equality of opportunity to express their views.

The Chair will regulate all debates.

DECISION MAKING

All decisions must be made by the Governing Body unless an individual or a Committee has been delegated to deal with a specific issue.

Only governors present at a meeting may vote. Proxy voting is not allowed unless a vote is being taken on changing the school name.

Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote.

The Governing Body will decide whether their voting practice will be by a show of hands or a secret ballot.

Decisions of the Governing Body are binding on all its members.

URGENT ACTION

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil at the School or their parents, or a person who works at the School. All such actions to be reported to the next meeting of the Governing Body by the Chair or Clerk.

PUBLIC STATEMENTS

No governor will make any public statement about any matter concerning the School without the authority of the Governing Body.

INFORMATION AND ADVICE

The Strategic Director for Children and Young People, or representative, will be invited to attend meetings in order to inform and advise the Governing Body.

Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited in a non-voting capacity.

ACCESS TO MEETINGS

When the Head Teacher is absent, the Deputy Head Teacher will be permitted to attend but will have no vote.

The Deputy Head Teacher may attend meetings of the Governing Body as an observer, as part of their professional development.

The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

VOTING

Governing Bodies need to record its systems for voting, for example

- Who can vote and when
- Secret ballot or show of hands
- Managing a vote when there is a “tie”

ELECTION/APPOINTMENT/NOMINATION OF GOVERNORS

Governing Bodies need to record such systems, for example

- Procedures of Parent and Staff governor elections (see Parent and Staff governor election guidance)
- Procedures for appointing Community governors and Associate members [School Governance \(Constitution\) \(England\) Regulations 2012](#)
- Procedures for appointing “co-opted” governors and Associate Members [School Governance \(Constitution\) \(England\) Regulations 2012](#)
- Develop “eligibility criteria” for the appointment of LA Governors (2012 GB constitution regulations [School Governance \(Constitution\) \(England\) Regulations 2012](#))

ELECTION OF CHAIR AND A VICE CHAIR OF THE GOVERNING BODY AND COMMITTEES

Governing Bodies need to record such systems, for example

- Election process– when, self-nomination, term of office, voting procedure

ELIGIBILITY CRITERIA FOR THE APPOINTMENT OF LA GOVERNORS [School Governance \(Constitution\) \(England\) Regulations 2012](#)

Governing Bodies will need to develop a set of “eligibility criteria” to identify the required skills, expertise, to share with the Local Authority who will then inform its processes of nominating LA to the governing body.

DELEGATION OF FUNCTIONS

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

COMMITTEES

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

When establishing Committees, the Governing Body will:

- determine the membership
- select or confirm the Chair
- appoint a Clerk
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

The Governing Body may appoint non-governors or Associate Members to Committees but they may not form a majority and have no vote unless the Governing Body specifically gives them a vote.

The Head Teacher has a right to attend any Committee meeting.

WORKING GROUPS

When establishing Working Groups, the Governing Body will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)

- determine procedures for reporting back.

The Head Teacher has a right to attend any Working Group meeting.

CONFIDENTIALITY

All governors have a duty not to discuss any confidential item of governors' business outside the meeting.

REVISION

The Governing Body will review these Standing Orders at the Annual Meeting at the start of each school year.

Signed on behalf of the governing body _____

Date _____