

GOVERNING BODY STANDING ORDERS FOR MEETINGS AND ELECTIONS

These standing orders apply to all governing body and committee meetings unless stated otherwise

1. **Election of Chair and Vice Chair.** The Chair and Vice Chair shall be elected at the first meeting of each academic year by a simple majority of members. Governors may nominate themselves or others verbally or in writing to reach the Company Secretary at least two working days before the Meeting except that nominations may be made at the Meeting if there are no prior nominations. If there is more than one candidate a secret ballot is to be held. Governors not present may vote by post to the Company Secretary. If there is a tie another ballot shall be held immediately (and any postal votes included again). If there is still a tie those present shall decide on how to proceed with the Company Secretary acting as Chair.
2. **Quorum for Governing Body Meeting.** The quorum for a Governing Body Meeting is third (rounded up to the nearest whole number) of the number of governors holding office (on the day of the Meeting) except that it shall be two thirds for a vote on any of the following:
 - a. To appoint a parent governor if not enough parents stand for election to fill the number of vacancies.
 - b. Any vote on the removal of a governor who has been appointed as governor by the Governing Body.
 - c. A vote on the removal from office of the Chair of Governors.
3. **Quorum for Committee Meetings.** The quorum for each committee is stated in that committee's constitution.
4. **Voting.** Only governors at a meeting may vote. If there is an equal number of votes the Chair of the Meeting has a second (casting) vote.
5. **Frequency and Time of Governing Body Meetings.** Meeting frequency for the Governing Body is as follows:
 - a. There will normally be five meetings each year. Additional meetings may be called as appropriate provided at least 14 days' notice is given.
 - b. The second meeting of each Autumn Term will decide the meetings' programme for the next calendar year.
 - c. Meetings will normally begin at 5.30pm.
6. **Location of Meetings.** Meetings are held in any suitable venue arranged by the Company Secretary. Governors may attend remotely by giving the Company Secretary 24 hours' notice.
7. **Confidentiality of Minutes.** Until agreed by the Chair, minutes are confidential but any minute or annex marked as 'confidential' is permanently confidential to the recipients or to any body as marked (e.g. "confidential to non-staff governors"). Any discussion or individual opinions not recorded in the minutes is permanently confidential to all those who attended or who could have attended that meeting. Minutes are only to be marked as

confidential if they fall under one of the exemptions of the Freedom of Information Act or may otherwise be withheld under the Act.

8. **Distribution of Governing Body Minutes.** After being agreed a true record, minutes are distributed to members and governors and are available to other individuals on application to the Company Secretary.

9. **Notification of Agenda Items.**

a. **Any Other Business.** Governors wishing to raise a matter must notify the Company Secretary, copy to the Headteacher in writing at least 48 hours before the meeting.

b. **Items at the Discretion of the Chairman.** Exceptionally, at a meeting a governor may request the Chair to include an item without notice.

10. **Non-attendance at Meetings.** Governors who fail to attend two consecutive Governing Body meetings shall be liable to be disqualified from membership of the Governing Body unless apologies for absence have been offered and accepted.

11. **Committees of the Governing Body.**

a. The Governing Body has established the following committees:

Admissions, Property, Health & Safety
Evaluation
Finance, Audit & Risk
Staffing & Pay.

b. The Constitution and Membership of each of the committees is to be agreed by the Governing Body at its first meeting of the academic year. Amendments may be made during the year but are to be ratified at the next meeting of the Governing Body.

c. The Governing Body or its committees may establish working groups, which may include non-governors, to deal with specific matters and report back to the relevant committee.

d. Each committee and working group will decide the frequency, timing and location of its meetings.

e. Each committee and working group will report at the scheduled Governors' meetings following their own meeting. Minutes of its meetings will be issued to Governors.

f. There will also be governor representation as observers at the Heads of Department meetings and staff meetings.

12. **Election of Parent and Staff Governors.** There are two parent governors, one teaching staff governor and one support staff governor.

a. The Company Secretary is the designated returning officer for the election of parent and staff governors; the elections will be held according to the following principles:

(1) Parent is defined as 'Parent, foster parent or guardian' and only the aforementioned may vote in parent governor elections.

(2) Only full or part time members of staff may vote in staff governor elections.

- (3) Only teaching staff may vote in an election for a teaching staff governor and only support staff may vote in an election for a support staff governor.
- (4) Each parent of a child at the school shall be entitled to one vote for each vacancy regardless of the number of children that parent may have at the school.
- (5) The winner(s) will be determined by simple majority.
- (6) A tie will be resolved by the casting of lots.
- (7) The ballot will be secret by electronic means with appropriate measures taken to avoid duplication of votes.

b. A parent governor is only eligible for election if (s)he is a parent of a student at the school when (s)he is elected but may continue to the end of a term of office if the child has left the school.

c. A staff governor is required to resign if no longer employed by the School. The term of office of a parent or staff governor will be for four years from the date of notification of their appointment. They may stand for re-election.

13. **Chairs' Action.** In consultation with the Headteacher, the Chair shall have the power to act on behalf of the Governing Body when urgent action is needed in the interests of the School.

14. **Vice Chairs.** In the absence of the Chair of the Governing Body or any committee, the Vice Chair of that Committee has the authority of the Chair for any urgent business. A decision on urgency is to be made in consultation with the Headteacher and/or the Company Secretary as appropriate.

15. **Amendment.** Amendments to these standing orders may only be made by the Governing Body or by the Members.