

The Governing Board of Long Lane Primary School

Adopted by the full governing board on Wednesday 3rd October 2018

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2013 and the Governors' Handbook 2017.

Related documents:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2013
- The latest version of the Governors' Handbook

Meetings of the Governing Board

The full governing board will meet six times in each school year.

(Note: the FGB is legally required to meet at least three times in each school year).

3/10/2018, 12/12/2018, 06/02/2019, 24/5/2019, 12/06/2019 + 3/07/2019 at 6.00pm

Convening the Meetings

All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where the matter is urgent and (b) any requisition signed by three governors.

Notice of Meetings

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each governor, (b) the headteacher (whether or not that person is a governor), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

Attendance

The clerk will keep a record of those governors and all other persons present at meetings of the governing board and any of its committees.

The following persons have the right to attend any meeting of the governing board:

- a governor
- the headteacher of the school, whether or not that person is a governor
- an associate member
- any other persons as the governing board may determine.

Quorum

The quorum for a meeting of the governing board and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post. In calculating the quorum vacant positions on the governing board are not included. In calculating the quorum associate members are not counted.

Meetings which become inquorate will be discontinued.

Alternative arrangements for governor participation at meetings

The governing board, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings, for instance, by telephone or video conference.

Voting can take place via e-mail.

Decision-making

Members of the governing board recognise that all decisions must be made by the governing board unless the governing board has delegated the function to a committee or individual. Every question to be decided at a meeting of the governing board is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the governing board have adopted alternative arrangements for governor participation as set out above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote.

Withdrawal from meetings

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

If there is a dispute about a person attending a governing board meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

Minutes of meetings

The clerk must ensure that minutes of the governing board meeting are drawn up and signed (subject to the approval of the governing board) by the chair at the next meeting.

Signed copies of minutes will be kept in the school office.

Within 15 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing board within 20 school days of the meeting.

Clerk to the governing board

The governing board must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing board's functions.

Governors and the headteacher cannot be clerk to the governing board.

If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the governing board (but not the headteacher) to act as clerk for that meeting.

Election of the chair and vice-chair

The governing board must elect a chair and a vice-chair. When the position of chair or vice-chair falls vacant the governing board must elect a new chair or vice-chair at the next full governing board meeting. Before an election takes place the full governing board must decide the date on which the term of office of the chair or vice chair will end. The clerk will take the chair when the chair is being elected. Governors who work at the school and associate members cannot stand for election as chair or vice-chair.

Declaration of Interest

Governors will declare any pecuniary interest or conflict of interest with any agenda item at each meeting.

Pecuniary interests

The governing board will maintain a register of business interests of its members. The register of business interests will be held in the school office.

Code of Conduct for West Berkshire governors

Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors.

Governors' Expenses

The governing board may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The Governor Allowances Policy was approved by the Resources committee at their meeting on 10th October 2017 and covers the following expenses:

The cost of travel relating only to travel to meetings (other than meetings held at Long Lane) or training courses at the approved current rate used by West Berkshire.

Cost of care arrangements i.e. child care, baby sitting, care of the elderly or dependent relative (excluding payments to a current/former spouse or partner)

Cost of training courses (only with prior approval of the FGB)

Governors who wish to make such a claim should complete and attach receipts where possible, and return it to the school business manager within two weeks of the date when the allowances were incurred.

Committees, working parties and appeal panels

Associate members

The governing board may appoint associate members to serve on one or more committees (and to attend full governing board meetings). Associate members are not governors.

Committees

A committee of the governing board is set up with delegated powers, with the governing board deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a full governing board meeting and minuted. The governing board remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually at a full governing board meeting. The Chair of each committee must also be appointed annually.

Quorum of committees: The minimum quorum is three governors. Associate members are not included in calculating the quorum.

Headteacher: The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.

Clerk: The governing board must appoint a clerk to each committee.

There are two committees: **Resources and Operations**

Resources: James Mortimore (Chair), Shirley Wilkinson, Peter Thorne, Edward Barham, Sarah Helms (SBM) and Andrew Neil

Operations: Simon Bamford (Chair), Mike Boys, Tom Hunt, Peter Thorne, Shirley Wilkinson
The terms of reference for both committees are held in the school office.

Working parties

A working party of the governing board may be set up with the governing board deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full governing board (or a relevant committee if responsibility has been delegated to a committee) for approval.

Appeal panels

Under certain circumstances, the governing board will be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy the governing board has adopted will detail how the appeal panel is made up and how it functions.

Parent and Staff Governor Elections

The governing board must agree the rules of the election and appoint a returning officer.

The rules of the election are kept in the school office.

The returning officer is Sarah Sarsfield, Clerk to Governors.