



## Holy Trinity C of E Primary School

*A church school community aspiring for all to live life to the full.*

# Standing Orders of the Governing Board of Holy Trinity CofE Primary School

Approved by FGB 3<sup>rd</sup> October 2024

Next Review September 2025

Committee Full Governors

## GENERIC PRINCIPLES

### **Equalities**

We are committed to delivering the content of this policy to meet the needs of all staff, pupils and other stakeholders where relevant, irrespective of race, gender and disability. (See Single Equalities Plan)

### **Safeguarding**

Our school recognises and promotes the responsibilities of all adults in protecting pupils. Specific responsibilities involved in ensuring child protection and wider safeguarding procedures are in place and must be adhered to: please refer to Child Protection Policy, Safeguarding Policy and ['Working Together to Safeguard Children'](#) (2023)

### **Vision**

This vision for our school is *A Church School Community aspiring for all to live life to the full*

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## Membership of the Governing Board

The composition of the governing board is recorded in the School's [Instrument of Government](#).

The Governing Board 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 board. They may be given voting rights on committees but not at full governing board.

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

The Governing Board will adopt an agreed [Code of Conduct](#).

## Clerk to the Governors

The Governing Board 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 board must have regard to advice from the clerk as to the nature of the governing board's functions.

## Meetings

The Governing Board will meet at least three 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 convenes 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 (but not any person employed to work at the school) 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 board.

## Quorum and Decisions

The quorum for a full governing board meeting and vote is 50% of the total number of governors minus any vacancies, rounded up to the nearest whole number.

The quorum for committees is 50% of the total number of voting governors on the committee minus any vacancies, rounded up to the nearest whole number (minimum 3).

All decisions are made by the governing board, except where the governing board 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 board are binding on all members.

## Chair and Vice Chair(s)

Prior to the election of the chair and vice-chair the governing board must determine the date on which the term of office of the chair or vice chair will end. The term of office for chair and vice-chair is 2 years.

If the chair or vice-chair resigns or has to relinquish their office, the governing board 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 board 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. 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.

## The role of the chair of the governing board

- To ensure the business of the Governing Board is conducted properly, in accordance with the law and with Gloucestershire County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.
- To act in cases which may be deemed urgent as set out in the Standing Orders.

## Disqualification

The Headteacher, Staff Governors, Pupils, Staff Members, Associate Members

## Delegation of Functions

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

The governing board remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing board 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 board. This does not preclude the chair or vice chair taking action under their emergency powers.

The delegation of functions will be reviewed annually.

The following functions will be delegated to the committees or individuals named:

The governing board agrees the delegation of the functions as described in the terms of reference for the

- Finance and Resources Committee
- Ethos Committee
- Pay Review Committee
- Head Teacher's Performance Review Committee

## Committees

The following 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:

- Finance and Resources (F&R) Committee
- Ethos Committee
- Pay Review Committee (NB 2 members as per Full Governors' Terms of Reference)
- Head Teacher's Performance Review Committee.

## The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

## Disqualification

The Chair of Governors

## Nominated Governors

Nominated governors will take responsibility for the following areas, or such areas as the governing board agrees from time to time:

- Safeguarding & Child Protection (Statutory requirement)
- Inclusion, Pupil Premium, Looked After Children
- SEND
- Early Years
- English, Phonics & Reading, Modern Foreign Language

- Mathematics, Science, DT & Computing
- RE, Collective worship, Church School Distinctiveness
- History, Geography, Art, Music
- PSHE, PE
- GDPR, IT, website, e-Safety
- Governor Training
- After School/Breakfast Club
- Fund-raising

## The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure Minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations

### **Disqualification**

Governors, Associate Members, the Headteacher

## The Role of the Clerk to a Committee (if any)

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure Minutes are taken

### **Disqualification**

none

## Declaration

The governing board, at its meeting on 3<sup>rd</sup> October 2024, resolved to adopt these Standing Orders.

Signed: Helen Morris

(Chair)

Date: 3<sup>rd</sup> October 2024