



STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

Uplands Community Primary School

Reviewed: February 2024
Next Review: February 2025

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The governing body maintains a "STANDING ORDERS" file that contains:

- o The governing body's Standing Orders
- o A copy of the School Governance (Procedures) Regulations
- o The current Instrument of Government
- o The Terms of Reference for Committees- Updated September
- o The policy on governors' expenses

The file is located in the office of the Clerk to the Governors (hereafter referred to as "the clerk") and is accessible to all governors. After a new 'Instrument of Government' has been approved, following re-constitution, a copy is filed in the Standing Orders file by the clerk.

1. MEETINGS OF THE GOVERNING BODY

- 1.1 The full governing body meets at least three times in each school year.

2. TERMS OF OFFICE

2.1 Chair of Governors/Co-Chairs of Governors

The Governing Body resolves that the term of office for the Chair of Governors/Co-Chairs of Governors is two years and the term of office ends on the date of the first meeting of the governing body after the first anniversary of their election or at the end of their term of office as a governor, whichever date is earlier.

2.2 Vice-Chair of Governors

The Governing Body resolves that the Vice-Chair of Governors has a term of office of two years and the term of office ends on the date of the first meeting of the governing body after the first anniversary of their election or at the end of their term of office as a governor, whichever date is earlier.

2.3 Other Categories of Governor

The governing body resolves that the governor categories tabled below have a term of office of four years and the term of office ends on the date of the first meeting of the governing body after the first anniversary of their election or at the end of their term of office as a governor, whichever date is earlier.

Table of Governor Categories:

Staff Governor (including teacher governor)
Parent Governor
LEA Governor
Headteacher Governor
Co-opted Governors

2.4 Associate Members

The governing body decides whether to appoint Associate Members and agrees prior to their appointment what voting and attendance rights they may inherit. The governing body agrees to allow other persons to attend their meetings. Any agreement in relation to these matters is recorded in the minutes at a full governing body meeting.

3. ELECTION OF CHAIR OR Co-CHAIRS AND VICE-CHAIR

The governing body resolves that the following process applies to the election of one Chair (or two Co-Chairs) and one Vice-Chair:

3.1 When the office of Chair (or Co-Chair) or Vice-Chair becomes vacant, the governing body elects a new Chair (or Co-Chairs) or Vice-Chair at its next meeting in accordance with sections 3.3 to 3.13 of these Standing Orders.

3.2 This process also applies when an existing Chair, Co-Chair or Vice-Chair is re-appointed after a term of office comes to an end. The office of Chair, Co-Chair or Vice-Chair is deemed to have become vacant on the date the term of office ended and an election process must be undertaken. This does

not, of course, prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish.

Please note that a governor who is paid to work at the school is not eligible for the office of Chair, Co-Chair or Vice-Chair.

- 3.3 The clerk chairs the meeting for the item to elect the Chair/Co-Chairs. The Chair/Co-Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.
- 3.4 Prior to the full governing body meeting, the clerk invites all governors to submit a written nomination.
- 3.5 Governors submit written nominations to the clerk prior to the full governing body meeting.
- 3.6 A Governor can nominate him or herself for office and needs to be present at the meeting to be considered.
- 3.7 Nominees leave the meeting room whilst the election process takes place.
- 3.8 If there is more than one nominee, the remaining governors vote by secret ballot and the clerk tallies the votes.
- 3.9 A governor can only vote if they are present at the meeting.
- 3.10 Nominees return to the meeting room.
- 3.11 The clerk announces the result, with the nominee polling the majority of votes being duly elected.
- 3.12 When there is a tie, each nominee is given the opportunity to present to the governors about their nomination and another vote is taken in accordance with sections 3.3 to 3.13.
- 3.13 If there is still a tie the governors discuss the strengths of the nominees further and vote again, repeating the process until a nominee polls the majority of votes.

4. APPOINTMENT OF THE CLERK

- 4.1 The governing body appoints a clerk to the governing body.
- 4.2 The clerk is not a governor, an Associate Member of the governing body or the Head Teacher of the school.
- 4.3 The governing body resolves that the clerk is Ella Moore.

5. QUORUM

- 5.1 Decisions cannot be taken at a full governing body meeting unless at least half (50%) of the governors in post are present, rounded up to the nearest whole number.

6. COMMITTEES

6.1 Committee Membership

- 6.1.1 The terms of reference for each of the committees are included within the Standing Orders file.
- 6.1.2 The committees, their membership, areas of responsibility and quorum are tabled below.
- 6.1.3 One Chair and one Vice Chair is appointed each year to each committee.
- 6.1.4 The committee Chair and Vice Chair are elected by the governing body.
- 6.1.5 The governing body appoint the clerk to each committee which will usually be the Clerk to the Governors.

Table of Committees, Membership and Quorum

Committee	Areas of Responsibility	Membership	Quorum
Finance & Resources	<ul style="list-style-type: none">• Finance• Health and Safety• Premises• Staffing• Sustainability	Paula Baker (Chair of Committee) Carol Wilkins (Vice Chair of Committee) James Powell Glen Millar (Chair of FGB)	3
Curriculum & Standards	<ul style="list-style-type: none">• Curriculum• Standards• SEN	Anna Rennolds Cook (Chair of Committee) Andrea Cleaver (Vice Chair and of FGB) James Powell (Headteacher) Kate Dempster (Staff) Ella Heatly	3
Pay Panel	<ul style="list-style-type: none">•	Paula Baker Glen Millar Carol Wilkins	
Appeals Panel	<ul style="list-style-type: none">•	Paula Baker Anna Rennolds Cook Amy Green	

6.2 Committee Management

- 6.2.1 The clerk circulates agendas and draft minutes of the previous meetings to all committee members at least seven days in advance of the meeting and relevant papers are posted on the Governors' Secure Area of the school website.

- 6.2.2 The clerk distributes committee papers to all committee members at least seven days in advance of the meeting and relevant papers are posted on the Governors' Secure Area of the school website.
- 6.2.3 Minutes are signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.
- 6.2.4 The clerk holds copies of all signed minutes.
- 6.2.5 Any governor may attend a committee meeting but only named committee members may vote.
- 6.2.6 Committee Chairs feedback at the full governing body on the work of the committee and any decisions taken.

7. DELEGATION OF FUNCTIONS

Please also refer to **SCHEME OF DELEGATION** (May 2022) under 'Important Documents' on the Governors' Secure Area of the school website.

- 7.1 The governing body remains accountable for any decisions taken, including those relating to a function delegated to a committee or individual.
- 7.2 The following functions are not delegated:
- The constitution of the governing body
 - The appointment or removal of the Chair, Co-Chairs or Vice-Chair
 - The appointment of the clerk
 - The suspension of governors
 - The establishment of committees and delegation of functions
- 7.3 The governing body permits itself to perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.
- 7.4 All individuals or committees to whom a function or decision has been delegated report to the governing body in respect of any function carried out or decision made.
- 7.5 The governing body agrees the delegation of the functions set out in the terms of reference for the Finance & Resources Committee.
- 7.6 The governing body agrees the delegation of the functions set out in the terms of reference for the Curriculum & Standards Committee.
- 7.7 The governing body agrees the delegation of its functions to the Chair/Co-Chairs to act in cases which may be deemed urgent i.e., where a delay* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent(s) or carer(s), a person

employed to work at the school. The governing body agrees the delegation of its functions to the Vice Chair in the same circumstances if the Chair/Co-Chairs are unavailable.

** delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of the governing body or of a committee to which the function in question has been delegated, to be held"*

- 7.8 The Head Teacher leads in determining staff appointments outside of the leadership group and all initial staff dismissal decisions, with advice from the Chair/Co-Chairs and the Local Authority Human Resources representative where appropriate.
- 7.9 The governing body selects an 'appointment panel' for the recruitment of the Head Teacher and Deputy Head Teacher.

8. OTHER PROCEDURAL MATTERS

- 8.1 There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:
- Convening meetings
 - The proceedings of meetings
 - No nominations received when electing a Chair/Co-Chair and/or Vice-Chair
 - Removal of the Chair/Co-Chair or Vice-Chair from office
 - Suspension of a governor
- 8.2 Where any of the matters listed in 8.1 arise the governing body will discuss, agree and minute the appropriate course of action required, seeking advice from the clerk and any other relevant professional person or body.
- 8.3 The clerk ensures that the work of the governing body complies with the appropriate Regulations.

9. DECLARATION

- 9.1 The governing body, at its meeting on 1st February 2024 resolved to adopt the Standing Orders, as amended. A copy is retained at the school by the clerk for the formal governing body records.

Name: Glen Millar (Chair)

Signature:



Date of signature: 1st February 2024