

# Governing Board Standing Orders

Committee with oversight for this policy Full Governing Board	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Full Governing Board	11/07/2023
Policy last ratified and adopted by the Full Governing Board	11/07/2023
Policy / Document due for review	July 2024

# Perivale Primary School

## Governing Board Standing Orders

### **Background**

The Governing Board of Perivale Primary School has discussed and agreed to the standing orders outlined below.

Our Governing Board will operate at all times in accordance with the School Standards and Framework Act 1998, the School Governance Regulations, The Education School Governance (Procedures) (England) regulations, The Schools Governance Handbook and all other relevant and subsequent legislation.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

### **Chair and Vice-Chair**

- The Governing Board have agreed that the term of office for the Chair of Governors shall be for a minimum of 1 year and a maximum of 4 years unless otherwise agreed at a Full Governing Board Meeting
- The Governing Board have also agreed that the term of office for the Vice Chair of Governors shall be for a minimum of 1 year and a maximum of 4 years unless otherwise agreed at a Full Governing Board Meeting
- If both the Chair and Vice-Chair resign, or have to relinquish their offices for any reason, the Governing Board will hold a special meeting within **1 term** to elect their successors.
- The election of the Chair of Governors and / or Vice Chair of Governors must appear as an agenda item at the last meeting of the Academic Year.
  - The election of the Chair of Governors to be conducted by the Clerk to Governors
  - Only those Governors present at the meeting may cast a vote.
  - The Governor who has the highest count of votes is elected as Chair of Governors
  - In the event of a tie, the two nominees with the highest number of votes will be put forward into a drawing of lots. The winner will be declared Chair.
  - The Chair of Governors conducts the election for Vice Chair in the same manner as above.

## **Governing Board Meetings**

- The Governing Board will agree the dates for its meetings in the next Academic Year towards the end of the Summer Term.
- Meetings will be limited to **2** hours duration.
- Where the business has not been completed within the agreed time, those Governors present may resolve to either continue the meeting for a specified time, or to finalise the business identified on the agenda with no time limit.
- The Governing Board have agreed that meetings can be held electronically e.g. via Zoom etc.

## **Agenda Items**

- The Clerk to Governors will liaise with the Chair and the Headteacher to prepare the Agenda.
- Any Governor may request an item to be placed on the agenda by notifying the Chair of Governors and the Clerk at least 10 days ahead of the meeting.
- Papers that Governors will need to consider at the meeting will be uploaded to the Governor Room.

## **Attendance**

- Governors are expected to attend all Full Governing Board meetings.
- If absence cannot be avoided, Governors will ensure apologies for absence for any Full Governing Board or Committee meetings are sent to the Clerk to Governors as soon as possible before the meeting.
- In the absence of the Headteacher, an Assistant Headteacher will attend in his / her absence
- Assistant Headteachers can be invited to attend every meeting of the Governing Board as an observer (unless he / she is a staff representative on the Governing Board).
- If the Governing Board decides to appoint any Associate Members, the term of office will be 4 years unless revoked at a future meeting.

## **Information**

- All correspondence for the Governing Board will be reported to each meeting, for information or action as appropriate. The Chair of Governors, Clerk to the Governors and / or Headteacher will take appropriate action on correspondence received, giving a report on any urgent action taken.
- The Governing Board will agree who will write letters and make public statements

on its behalf, either generally or on specific issues

- The Headteacher will submit a written report to the Governing Board for circulation with the agenda for each meeting (excluding extra ordinary meetings e.g. budget setting) of the Full Governing Board outlining progress.
- Where information required by the Governing Board is not readily available, reasonable time will be given for its production.
- The Governors and all associate members shall inform the Clerk to Governors as soon as possible of any change in their personal contact details, pecuniary interests or the eligibility to continue to serve as a Governor or associate member.
- The Clerk to Governors shall update the records on GovernorHub of any change or update to Governing Board membership as soon as it occurs.

### **Decisions and Delegation**

- Voting will ordinarily be by show of hands unless one or more Governors request a secret ballot.
- The Governing Board will delegate duties to committees and to individuals, including the Headteacher, and may also establish working groups to provide information and recommendations for the Governing Board on specific issues.
- All tasks delegated by the Governing Board to committees or individuals will be officially documented.
- The Chair of each of the committees and working groups will be appointed by the Full Governing board.

### **Minutes of Governing Board and Committee Meetings**

- All views will be recorded in the minutes of the Full Governing Board and Committee meetings.
- Copies of the draft minutes, once approved by the Chair of Governors or the Committee Chair and Headteacher will be uploaded to the Governor Room within 14 days of the meeting.

### **Approval of Policies**

The Governing Board of Perivale Primary School follows the guidance from the DfE in respect of monitoring / reviewing policies and there is a matrix detailing who should review / approve policies:

- A number of policies may be approved by the Headteacher without the need to

refer to the Full Governing Board or one of the sub-committees.

- Further policies can be approved by one of the sub-committees again without the need to refer to the Full Governing Board.
- The remaining policies are reviewed by one of the sub committees and then referred to the Full Governing Board for adoption.
- In cases where policies need to be approved between FGB meetings these can be approved electronically.

A copy of this document shall be supplied to every member of the Governing Board, all associate members, and any new members.