

## **THE STANDING ORDERS OF THE GOVERNING BODY OF REDNOCK SCHOOL**

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### **Membership of the Governing Body**

The composition of the Governing Body is recorded in the Instrument of Government. The Governing Body 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 Body. They may be given voting rights on certain committees but not at Full Governing Body.

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

The Governing Body will adopt an agreed Code of Conduct.

### **Clerk to the Governors**

The Governing Body will appoint a Clerk to the Governors. In the absence of the clerk, a Governor (but not the Head Teacher) may take the minutes of a meeting.

### **Meetings**

The Governing Body will meet formally a minimum of 4 times per year but may meet at other times as necessary.

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 ahead of 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 7 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 convene a meeting.

Governors must be present at a meeting to participate and vote. This includes those governors who are attending the meeting virtually.

If both the Chair and Vice-Chair(s) are absent, another Governor can take the chair for that meeting.

Details of any discussions, disputes or disagreements 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 Body.

### **Agenda**

The agenda will be prepared by the Clerk in accordance with any determination of the Governing Body and in consultation with the Chair and the Head Teacher.

Any Governor may place an item on the agenda by writing to the Clerk.

Papers that inform agenda items will be sent to Governors with the agenda. These will be made available to Governors a minimum of 5 days before the meeting.

### **Late Items / Any Other Business**

The agenda will include 'Notification of AOB' immediately after 'Apologies for Absence' and any Governor wishing to raise an urgent meeting item must give notice at this time.

The Governing Body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting or committee.

### **Attendance**

The Clerk will keep a record of those Governors and all other persons present at meetings of the Governing Body and any of its committees.

Where a Governor sends an apology for absence with reason, the Governing Body will decide whether to 'consent' to the absence and the Clerk will record the decision in the minutes.

### **Minutes of the Meeting**

The draft minutes will be sent by the Clerk to the Chair for checking.

Copies of the draft minutes, once 'approved' by the Chair, will be sent to all members of the Governing Body.

The approval of the minutes of the previous meeting will be on the agenda of every meeting of the Governing Body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the Chair.

Those matters which the Governing Body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

The approved minutes will be published on the school website.

Minutes made available for inspection will include papers forming part of the meeting.

A copy of the signed minutes will be sent to the Local Authority if requested.

### **Confidentiality of Proceedings**

Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

### **Correspondence**

All incoming correspondence to the Governing Body (other than any concerning a complaint) is for the attention of the whole Governing Body, even if addressed to the Chair and/or the Clerk. Significant items will be circulated to all Governors as and when received/presented to each meeting of the Governing Body for action or information as appropriate. The Chair will report upon any correspondence on which he/she has already taken urgent action.

The Governing Body will determine by resolution who may write letters on behalf of the Governing Body, either generally or on specific issues.

### **Quorum and Decisions**

The quorum for a Full Governing Body meeting and vote is 50% of the total number of Governors, minus any vacancies.

The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the Governing Body, except where the Governing Body has delegated the function to a committee or an individual.

Decisions are made by a simple majority of Governors present and voting (except for a decision to change the school name, which must be unanimous). In the event of a tie the Chair has a second, or casting, vote.

Voting by proxy (except on a change of school name), electronic or telephone means is not permitted.

Decisions of the Governing Body are binding on all members.

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

The Term of Office of Chair and Vice Chair/s is 4 years, (reviewed annually) and will end on the date of the first meeting of the Governing Body after the anniversary of his / her election, or at the end of his / her term of office as a Governor, whichever date is earlier. It may be agreed for the Chair or Vice Chair term of office to be extended by a further 12 months where agreed by the Governing Body.

If the Chair or Vice-Chair resigns or has to relinquish their office, the election of a successor will be an agenda item at the 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 Body meeting and verbal nominations at the meeting. A Governor can nominate him/herself.
- The Clerk takes the chair for this agenda item, but does not have a vote.
- If there is only one candidate and that nomination is seconded and the candidate confirms they are willing to stand, a vote will be taken by a show of hands; election will be by majority vote.
- If there are two or more members nominated and candidates have confirmed they are willing to stand and the nomination seconded, a ballot will be conducted.
- In the event of a ballot, candidates will be allowed to put forward their case for being elected and then asked to leave the meeting.
- Remaining governors will be given time to discuss the candidates' suitability.
- Ballot papers will be handed out and a ballot conducted.
- Returned ballot papers will be counted.

- Candidates will be asked to return to the meeting and the result of the election will be announced by the Clerk. The candidate polling the majority of votes will be duly elected.
- If there is a tie, the process will be repeated until a nominee polls a majority of votes in their favour.
- The current Chair will at this point step down and the newly elected Chair will assume the role.

### **Delegation of Functions**

The Governing Body can delegate any of its statutory functions to a committee, a Governor or to the Head Teacher, subject to prescribed restrictions.

The Governing Body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The Governing Body 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 Body. This does not preclude the Chair or Vice-Chair taking action under their emergency powers.

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of delegation, as described in the committee's Terms of Reference.

The following functions cannot be delegated:

- The constitution of the Governing Body
- The appointment or removal of the Chair or Vice-Chair
- The appointment of the Clerk
- The suspension of Governors
- The establishment of committees and delegation of functions

### **Committees**

1. The following committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference which must be reviewed annually. Each committee will have a Chair, a Vice-Chair, a Clerk and a minimum quorum of three Governors who are members of the committee:

- Audit & Assurance Committee
- Outcomes, Performance & Experience Committee
- Sixth Form Committee

The Governing Body remains responsible for any decisions taken by committees and these decisions must be reported back to the Full Governing Body.

2. The Governing Body delegates its functions to the designated committee | panel of governors established as and when required, to consider:

- Hearings Committee
- Student Disciplinary Hearings
- Appeals Committee
- Head Teacher's Appraisal Committee

A Working Party can be set up by the Governing Body. A working party cannot take any decisions or have delegated powers, but can provide information and/or make recommendations to the Governing Body or a Committee.

Recommendations received from Working Parties will be recorded in the minutes, together with any related Governing Body resolution.

A Working Party established for a specific purpose will be discontinued when their work has been completed.

### **Nominated Governors (Link Roles)**

Nominated Governors will take responsibility for the following areas:

#### 1. Statutory

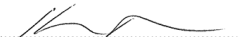
- Safeguarding including culture and welfare
- Special Educational Needs and Disabilities
- Careers Education and Guidance, including employer engagement

#### 2. Locally Agreed

- Pupil Premium / Disadvantaged Pupils
- Health & Safety
- Sixth Form
- Curriculum & Classroom
- Business & Finance
- Staff Experience
- Community Engagement

### **Declaration**

The Governing Body resolved to adopt these revised Standing Orders on approval of the revised Governance Arrangements at its meeting on the

Signed:  (Chair)

Name: Katie Norton

Date: 25th September 2024