2023/24 Standing Orders for the Governing Board and Committees of

Fringford Church of England Primary School

Approved by the Full Governing Board on:	**19th September 2023**
Chair of Governors	**Name:** **Signature:**
Headteacher	**Name: Franco Pastore** **Signature:**

GOVERNOR SERVICES

1. Election and Removal of Chair and Vice Chair [The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)]

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
The governing board must decide the length of office of the chair and vice-chair; a period not less than 1 year. *A chair/vice-chair may resign at any time and a new chair/vice-chair elected.* • Chair/Vice-Chair election procedures need to be decided by the governing board. • Staff governors (including the Headteacher) cannot be chair or vice-chair of the governing board. • All candidates must withdraw while the election process is undertaken and shall not vote. (Regulation 14 & Schedule)	If the chair/vice-chair resigns mid-term the new chair will be elected for a term of office to be agreed by the governing board. The clerk should manage the election procedures. Nominations should be notified to the clerk prior to, or at, the meeting at which the election will take place. Additional nominations can be received on the day. All nominations can be self-nomination or nominations from colleagues. Elections should be by secret ballot. If there is only one candidate the ballot should be to accept/decline the candidate. In the event of a tie the decision will be based on the toss of a coin.	Term of office **ONE** Year Term of office expires **SEPTEMBER 2024** Nominations written/oral? **ORAL** Additional nominations accepted? **YES**

OXFORDSHIRE COUNTY COUNCIL

2. Urgent Action [The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)]

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
The chair (or the vice-chair if the chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of: ▪ the school; ▪ any pupil at the school (or their parent); ▪ any person who works at the school.	A meeting can be called in less than 7 days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting could be called. Emergency action should only be used in extreme circumstances.	**YES**

3. Appointment and Removal of the Clerk The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
The governing board shall appoint the clerk to the governing board. The clerk to the governing board must not be: a) A governor; b) An associate member; c) Headteacher of the school. *[In an emergency a governor (not the headteacher) may clerk for that meeting only].* The governing board may remove a clerk from office by resolution.	A full job description for clerks is available from Oxfordshire County Council Governor Services or the NGA **Oxfordshire Governor Services runs a full Clerking Service. To enquire about buying into this service contact……..** Seek advice from personnel provider.	**Name of clerk:** **TESS KIRKBY** **AGREED - DISCUSS WITH GOVERNOR SERVICES**

GOVERNOR SERVICES

4. Meetings and proceedings of the Governing Board The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
There must be at least 3 meetings of the full governing board each school year. The following persons have a right to attend all meetings of the governing board: ▪ Headteacher (whether or not they are a governor) ▪ All Governors (unless suspended) ▪ The Clerk to Governors ▪ Associate members who have been agreed by the full governing board (unless the governing board requires them to leave the meeting for items relating to an individual member of staff or pupil) ▪ Other persons as the governing board may determine. Meetings of the full governing board must be convened by the clerk. Any 3 members of the GB may requisition a meeting by giving written notice, including a summary of the business, to the clerk.	Schools usually hold 6 meetings per year but this depends on the way in which governing board and its committee meetings are organised. Fewer meetings of the full governing board may be appropriate if more responsibilities are delegated to committees The governing board should decide whether meetings are open to the public for non-confidential matters. The governing board may invite other persons to attend at their discretion (e.g. Officers of the LA).	Number of planned meetings per year: **SIX** Meetings will be open to the public? **NO** Names of Associate members this academic year: **NONE AT PRESENT**

The agenda /reports /papers must be sent to the governors 7 clear days before the meeting.	Ideally items for the agenda should be notified to the clerk 2 weeks before the meeting.	
A governor who, *without the consent* of the governing board, fails to attend full governing board meetings for a period of 6 months is disqualified. (School Governance (Constitution) (England) Regulations 2003: Regulation 20 & Schedule 6)	A record (in the minutes of the meeting) of governing board consent or otherwise for absence is essential in order to invoke disqualification. If no apology is received, then no consent can be granted.	Agreement of absence is a standard item on governing board agenda? **YES**

5. Quorum [The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)]

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
For all meetings of the full governing board the quorum will be 50% of the number of governors in post (rounded up to the nearest whole number, excluding vacant positions). The headteacher must notify the clerk in writing if they do not wish to be a governor of their school. (This decision does not affect the quorum). Associate members and the clerk are **not** included in the calculation for quorum.		The quorum for our governing board is: **SIX** (Based on **ELEVEN** filled governor positions) 50% of all posts filled (not including vacancies or associate members)

6. Voting The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
All matters are decided by a majority vote. In the event of a tie the chair (or acting chair) has an additional (casting) vote (except in the election of chair or vice-chair).		**AGREED**

7. Minutes and Papers The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
Minutes should be prepared by the clerk. Signed minutes must be available for public inspection, with the exception of confidential items: ▪ items which refer to an individual parent, pupil or member of staff; ▪ other items the governing board deems confidential. (Please refer to Freedom Of Information Act requirements). A resolution to rescind or vary a resolution carried at a previous meeting shall not be proposed at a subsequent meeting unless it is an agenda item for that meeting.	Draft minutes, excluding confidential items, that have been approved by the chair should be made available to all governors as soon as possible after the meeting. These should be marked 'subject to ratification'. Confidentiality should be restricted to a few very sensitive items. The way individual governors vote, and their opinions, should be regarded as confidential. It is best practice to publish signed minutes on the school website, however there is no obligation to do so. All signed minutes should be	The governing board's *signed* minutes will be available: On the school notice board: **NO** School website: **NO** On request from School Office: **YES**

	available for inspection by anyone who requests them by other means if not published on the website	

8. Restrictions on Participation in meetings (Conflicts of Interest) The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
Governors must declare at the start of any meeting if they have a potential conflict of interest, or where a fair hearing is required and their impartially is in doubt. In such a case the governor must withdraw from that discussion and cannot vote. Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.	A register of interests must be established and updated annually. Updates should also be made as changes occur during the school year. The register must be uploaded to the school website	Date for annual update of register: **SEPTEMBER**
In the event of a dispute the governing board decides whether the individual should withdraw.	The governor leaves the room and the board discusses and votes on the action to take.	**AGREED**

9. Suspension The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
A governing board can suspend a member of the governing board for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations, above, for details).	This should be used as a last resort.	**AGREED – A CODE OF CONDUCT HAS BEEN ADOPTED BY THE GOVERNING BODY**

10. Delegation to Committees and Individuals The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk) (see Regulations 18-26)

Statutory Guidance	Good Practice	Adopted Yes/No or Alternative
The full governing board, in accordance with regulations, must decide any delegation to the headteacher, committees or individuals annually. (These requirements do not apply to other working groups without delegated powers).		A framework for delegation has been agreed and recorded: **TERMS OF REFERENCE AGREED: At first meeting of committees**
Any committees shall decide their quorum, which must be at least 3 governors.		**AGREED**
A chair shall be appointed annually to each committee by the governing board or elected by the committee, as determined by the governing board. (Cannot be the headteacher). The governing board must agree the names of associate members of committees and whether they have been granted voting rights. Associate members must not outnumber the governors. Associate members may not vote on the following issues: admissions, pupil discipline, appointment of governors, budget and financial commitments.	Where possible, all governors should be notified of the committee agendas and be able to contribute in writing or by attending where items of specific interest arise. If you are not a designated member of the committee you will not be able to vote.	Committees: ***Resources*** Chair: David Bradford Committee Quorum: 3 Committee Clerk: David Bradford Name of Associate member/s: Voting Rights: NA ***Pay Panel*** Chair: David Bradford Committee Quorum: 3 Associate member/s: Committee Clerk: David Bradford Voting Rights: NA

		Headteacher Appraisal Panel Members: Meryl Daniel Jane Birnage Carole Thomson External Advisor: Nichola Flowers
All committees must be clerked but this can be undertaken by a governor who is a member of the committee or an associate member. The headteacher is not permitted to clerk a committee. Seven clear days' notice must be given for all committee meetings and agendas circulated.	Minutes of all committee meetings to be circulated to all governors. Confidential minutes are confidential to those present at the meeting only. Delegated decisions taken by committees should be reported to the governing board but not re-debated except where a rescission is being considered. It is recommended that the governing board appoint and pay a trained governance professional to clerk their committee meetings as well as their FGB meetings. Contact Oxfordshire Governor Services to find out about buying in to our clerking service clerking.service@oxfordshire.gov.uk	**AGREED**