

GOVERNING BODY OF ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

STANDING ORDERS.

1. Chairperson and Vice-Chairperson.

- 1.1 At the first meeting in each school year the governing body will elect a chairperson and vice-chairperson from among the foundation governors (excluding any employee or pupil of the school).
- 1.2 The chairperson will conduct all meetings of the governing body with the exception of the following circumstances:
 - (a) in the absence of the chairperson, the chair will be taken by the vice-chairperson.
 - (b) in the absence of the chairperson and vice-chairperson, the meeting will first proceed to the election of a governor (other than an employee or pupil of the school) to act as chairperson of that meeting.
 - (c) where the election of the chairperson is taking place, the clerk will take the chair.
- 1.3 If the chairperson resigns, or has to relinquish the office for any reason, the vice-chairperson will act as chairperson until a successor is appointed at the next meeting of the governing body.
- 1.4 If the vice-chairperson resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.
- 1.5 If both the chairperson and vice-chairperson resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 20 days to elect their successors.

2. Dates of Meetings.

- 2.1 The governing body will meet at least once a term.
- 2.2 The governing body will set the dates for its meetings, including those of any committee and working group on a termly basis at the last meeting of the preceding term.

3. Location, timing and duration of meetings.

- 3.1 Ordinary meetings will be held at the school, will start at 4.00 p.m. and will be limited to two hours.
- 3.2 Where the business has not been completed within the agreed time, the governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

3.3 A meeting may be discontinued at any time if the governing body so resolves.

3.4 Any business not completed will become part of the agenda for the next meeting of the governing body.

4. Quorum

4.1 Ordinarily the quorum is one-third of the membership of the governing body (including vacancies), rounded up to the next whole number, but for those matters listed below the quorum is two thirds (rounded up) of those serving governors who are entitled to vote:

- appointing parent governors if insufficient parents stand for election.
- appointing additional co-opted governors.
- determining membership, terms of reference and any other matter relating to a committee to which the governing body has delegated any of its functions including a selection panel for a head teacher or deputy head teacher.
- removing a governor or the chairperson from office.
- Arranging for an education action forum to discharge any function of the governing body.

4.2 A meeting will be discontinued if it becomes inquorate, and the provisions of 3.4. apply.

5. Convening meetings.

5.1 All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to:

- (a) any direction from the chairperson where a matter is urgent, and
- (b) any requisition signed by three governors.

6. Notice of Meetings.

6.1 Email notice of meetings, together with agenda, will be sent – to arrive seven clear days before the meeting except where the chairman calls an urgent meeting a short notice – to:

- (a) governors at their email addresses.
- (b) the head teacher, if not a governor.

6.2 Non-receipt of notice of a meeting will not invalidate the meeting.

6.3 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

7. Agenda

7.1 The Agenda will be organised by the clerk in consultation with the chairperson and the head teacher.

7.2 The agenda for every meeting will start with a time for prayer.

7.3 Any governor may place an item on the agenda by writing to the clerk not less than eight days before the meeting.

7.4 Whenever possible, papers which inform agenda items will be sent to governors with the agenda. The person who puts an item onto the agenda will give the clerk any papers to inform that item. Wherever possible this will be in time to allow the clerk to circulate the papers with the agenda. If it is not possible to circulate papers with the agenda they should, where possible be circulated before the meeting.

8. Late Items and Any Other Business.

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

8.2 The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

9. Attendance.

9.1 The minutes of the meeting will record all persons attending meetings of the governing body or any of its committees and all governors or committee members sending apologies to the clerk.

9.2 Where a governor has sent an apology to the clerk, the minutes will record the governing body’s consent or otherwise to the absence.

9.3 The time of arrival and/or departure of any governor or committee member not in attendance throughout any meeting will be recorded in the minutes.

10. Minutes of meetings.

10.1 The minutes of meetings of the governing body and its committees will be kept in a binder on consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record.

- 10.2 Any dissenting views will be recorded in the minutes of the meetings, if that is the wish of one or more governors present.
- 10.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- 10.4 Within 14 days of the meeting, the draft minutes will be sent by the clerk to the chairperson of the meeting for checking.
- 10.5 Copies of the draft minutes, after checking by the chairperson, will be sent to all members of the governing body within 21 days of the meeting and made publicly available at the school.
- 10.6 The minutes of each meeting will be considered for approval or amendment at the next meeting and, once approved by the governing body as a true record, will be signed and dated by the chairperson of that meeting.
- 10.7 Those matters which the governing body determines shall remain confidential will be minuted separately and copies of such minutes will not be made publicly available.
- 10.8 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by any one wishing to see them.
- 10.9 A copy of the signed minutes will be sent to the Diocesan Schools' Commissioner and the Chief Education Officer.

11. Correspondence.

- 11.1 All incoming correspondence to the governing body (other than any concerning a complaint or a disciplinary or grievance matter) is for the attention of the whole governing body, even if addressed to the chairperson or the clerk.
- 11.2 The clerk will receive and log all correspondence addressed to the governing body, the clerk or the chairperson. The clerk will liaise with the chairperson over items addressed to him or her.
- 11.3 The clerk will present all significant items (other than any concerning a complaint or a disciplinary or grievance matter) to the next meeting of the governing body, including any upon which the chairperson has already taken urgent action, so that the need for, and the nature of, any action may be decided, noted or confirmed.
- 11.4 Unless the governing body determine otherwise by resolution, the clerk should write all letters on behalf of the governing body.

12. Information and advice.

- 12.1 The head teacher has a statutory duty to keep the governing body fully informed, and will present a written report to each termly meeting of the governing body.
- 12.2 A representative of the Bishop is entitled to attend any meeting of the governing body and will be invited to do so when considered appropriate.
- 12.3 The Chief Education Officer, or his representative, will be invited to attend meetings in order to inform and advise the governing body when considered appropriate.
- 12.4 Where important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.
- 12.5 Where information required by the governing body is not readily available, reasonable time will be given for its production.
- 12.6 Where expertise is needed but not available within the governing body, the governing body will consider inviting an appropriate non-governor to attend meetings.

13. Discussion and Debate.

- 13.1 The chairperson will ensure that all governors enjoy equality of opportunity to express their views. The chairperson will not allow any single governor to dominate any debate.
- 13.2 All debate is to be conducted through the chair and office holders are to be addressed by the title of their office.
- 13.3 The chairperson will regulate all debates and has the power:
 - (a) to stop a governor from talking if the chairperson considers that the governor is talking for too long.
 - (b) where the chairperson considers it appropriate, to prevent a governor from contributing more than once on any particular point.
 - (c) to reprimand any governor who does not conduct himself or herself properly, and

- (d) to require a governor to leave the meeting if, after being reprimanded, the governor still refuses to conduct himself or herself properly so that the meeting is disrupted.

- 13.4 The governing body will receive and note, without debate, any decisions on matters which it had delegated to a committee or to an individual. Decisions will be recorded in the minutes.
- 13.5 Recommendations received from committees or working groups will be recorded in the minutes, together with any related governing body resolution.

14. Decision Making.

- 14.1 All decisions (other than those taken under 15 above) must be made by the governing body unless an individual or a committee has been delegated to deal with a specific issue.
- 14.2 Only governors present at a meeting may vote; proxy voting is not allowed.
- 14.3 Any matter put to the vote is decided by a simple majority. In the event of a tie, the chairperson has a second vote – except in the case of a selection panel deciding which, if any candidate to recommend to the governing body for appointment as head/deputy.
- 14.4 Ordinarily voting will be by show of hands, unless one or more governors request a secret ballot.
- 14.5 Decisions of the governing body are binding upon all its members.
- 14.6 Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the governing body when a proposal to amend or rescind appears as a specific agenda item.

15. Urgent Action.

- 15.1 The chairperson, or in his or her absence, the vice-chairperson, has authority to take urgent action between meetings where the delay involved in calling a meeting would be seriously detrimental to the interests of the school, a pupil, his or her parents, or a member of staff. Such action is limited to that which the governing body has the power to delegate under regulation 41 of the School Government Regulations.
- 15.2 In the absence of the chairperson or vice-chairperson, the most senior foundation governor who is not absent (or any of them if there are more than one) shall have the same authority to take urgent action in the same circumstances as described in 15.1 above.

- 15.3 In addition, the chairperson shall have the power to take the following routine action on behalf of the governing body between meetings: (specify any routine powers delegated to the chairperson).
- 15.4 If any urgent or routine action is taken by the chairperson, vice-chairperson or any other person between meetings, this will be fully reported to the next meeting of the governing body in accordance with 13.2 above.

16. Public Statements.

- 16.1 Public statements will be made only by those delegated to make them. No governor may make any public statement about any matter concerning the school without the authority of the governing body.

17. Access to meetings of the Governing Body.

- 17.1 Apart from governors, the only people entitled to attend a meeting of the governing body are the head teacher (if not to be a governor), the clerk and any representative of the Bishop.
- 17.2 When the head teacher is absent, the deputy head teacher will be permitted to attend in his or her place but will have no vote.
- 17.3 The governing body will decide who, other than those entitled to attend may be admitted to a meeting and which of its meetings, if any, will be open to parents or the public.
- 17.4 If a meeting is to be opened to parents or the public, reasonable notice will be given.
- 17.5 A deputy head teacher will be invited to attend meetings of the governing body as an observer, as part of their professional development.
- 17.6 The chairperson has the power to require any person permitted to attend a governing body meeting to leave the meeting immediately if he or she is disrupting or threatening to disrupt the meetings.

18. Pecuniary and personal interest.

- 18.1 The clerk will maintain a register of the business and other pecuniary interests of its members and of membership of secret societies in the form of consecutively numbered loose leaf sheets, each sheet being a statement completed and signed by the relevant governor.
- 18.2 As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not. .

- 18.3 A governor must withdraw from a meeting, if he or she (or a close relative, spouse or partner):
- Stands to gain financially from a matter under consideration.
 - Has a personal interest in a matter under consideration; or
 - Is a relative of a pupil, a parent or an employee being discussed.
- 18.4 When a committee is considering:
- Disciplinary action against an employee or against a pupil, or
 - A matter arising from an alleged incident involving a pupil.

A governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he or she has made relevant accusations, or is a witness in the case.

19. Complaints and Staff Discipline.

- 19.1 The governing body will establish procedures for dealing with both general complaints and curriculum complaints.
- 19.2 The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

20. Delegation of Functions.

- 20.1 Except in accordance with 15 above, no action may be taken by an individual governor (including the chairperson, vice-chairperson or head teacher) unless authority to do so has been delegated formally by resolution of the governing body.
- 20.2 In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the governing body will, where it is proper and appropriate to do so:
- Delegate work to committees with the power to make decisions on behalf of the governing body.
 - Delegate work to individual members of the governing body, including the head teacher.
 - Set up working groups to provide information and make recommendations to the governing body.
- 20.3 The Governing Body has agreed to delegate the following powers to the Headteacher.;
- To place orders up to £5,000 without advance approval of the Governing Body.

- To appoint non-teaching staff, e.g. relief teachers, L.S.A.'s, mid-day meal supervisors.

21. Committees.

- 21.1 Committees, if any, to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation.
- 21.2 When establishing committees the governing body, in addition to ensuring that all committees contain a majority of foundation governors, will:
- Determine the membership and the method of appointing the chairperson.
 - Determine the reserve membership to cover for the absence of ordinary members.
 - Establish and record terms of reference.
 - Allow the committees to determine their own timetables within given limits.
 - Determine procedures for report back.
 - Review the need for, and the membership of, committees annually.
- 21.3 The governing body may co-opt non-governors to committees but they may not form a majority, and they have no vote unless the governing body specifically gives them power to vote.
- 21.4 The head teacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.
- 21.5 The governing body will establish standing committees to consider:
- The dismissal of a member of staff (minimum of three members)
 - Other staff matters (pay, discipline and grievances)
 - Whether to reinstate an excluded pupil (minimum of three members)
 - Admissions, and
 - Unresolved complaints.
- 21.6 Except in the case of exclusions, the governing body will also establish standing committees to consider appeals against any decision of the above "first" committees. Appeal committees will have no fewer members than the relevant first committee.
- 21.7 No governor who served on the relevant first committee or had any previous involvement with the matter under appeal may serve on an appeal committee.

- 21.8 All committees with delegated powers will report in writing to the next meeting of the governing body about any decisions made or action taken.
- 21.9 All committees with delegated powers will keep formal minutes, in accordance with 10 above.

22 Working Groups.

- 22.1 In establishing working groups the governing body will:
- Determine the membership and the method of appointing the chairperson.
 - Establish and record terms of reference.
 - Allow working groups to determine their own timetables within given limits.
 - Determine procedures for reporting back.
- 22.2 The head teacher has the right to attend any working group meeting.
- 22.3 Working groups established for specific purposes will be discontinued when their work has been completed.
- 22.4 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body.

23. Confidentiality.

- 23.1 All governors have a duty to not discuss any confidential items of governors business outside a meeting with any person who is not a governor or entitled to attending governing body meetings.
- 23.2 All governors have a duty not to discuss with anyone any grievance or disciplinary related matter except as necessary to discharge any duty they have in accordance with the procedures laid down by the governing body. If any such matter arises during a meeting of the governing or any committee which does not have the duty to consider it under those procedures, the chairperson of that meeting shall declare that there is to be no discussion of the matter.
- 23.3 The chairperson has to power to issue a reprimand to any governor who is/has breached or is threatening to breach either of the duties described above.
- 23.4 The chairperson has the power to exclude from any item of confidential business any governor who has been reprimanded under 22.3 above.

24. Revision.

- 24.1 The governing body will review, and if necessary revise, these Standing Orders at the first meeting of each school year.