



The Standing Orders of the Governing Body of St Monica's Catholic Primary School

The functions of the governing body include the following core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- overseeing the financial performance of the school and making sure its money is well spent.

In exercising their functions the Governing Body will:

- act with integrity, objectivity and honesty and in the best interests of the school; and
- be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

The Headteacher's responsibilities include:

- the internal organisation, management and control of the school; and
- the educational performance of the School.

The Headteacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 (published January 2014). While these regulations provide a basic framework the Governing Body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

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1. Membership of the Governing Body

- 1.1 The composition of the Governing Body is recorded in the Instrument of Government.
- 1.2 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 Governing Body. They may be given voting rights on committees but not at Governing Body.
- 1.3 The Governing Body will adopt an agreed Code of Conduct.

2. **Clerk to the Governors**

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a Governor (but not the headteacher) may take the Minutes of a meeting. The Governing Body must have regard to advice from the Clerk as to the nature of the Governing Body's functions.

3. **Meetings**

- 3.1 The Governing Body will meet at least three times per school year.
- 3.2 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 made available at least 7 days before the meeting.
- 3.3 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 seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any Governor.
- 3.4 Any three Governors can request that the Clerk convenes a meeting.
- 3.5 Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.
- 3.6 If both the Chair and Vice-Chair are absent, another Governor (but not any person employed to work at the school) can take the Chair for that meeting. Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.
- 3.7 The Governing Body 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.
- 3.8 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.

4. **Quorum and Decisions**

- 4.1 The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.
- 4.2 Decisions are made by a simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie the Chair has a second, or casting, vote. Decisions of the Governing Body are binding on all members.
- 4.3 All decisions are made by the Governing Body, except where the Governing Body has delegated the function to a committee or an individual.

- 4.4 The quorum for Committees is as recorded in the Organisational Arrangements document or individual Committee's Terms of Reference, but must not be less than 3 Governors who are members of the Committee.

5. **Chair and Vice-Chair**

- 5.1 Prior to the election of the Chair and Vice-Chair the Governing Body must determine the date on which the term of office will end.
- 5.2 If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body must elect one of their number to fill that vacancy at their next meeting.
- 5.3 The election of chair and vice chair will be conducted by the following process:
- *Governors will be able to submit verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.*
 - *The Clerk takes the chair for this agenda item, but does not have a vote.*
 - *A vote will be conducted even where there is only one nominee.*
 - *The nominee(s) will be asked to leave the room whilst the election process takes place.*
 - *The remaining Governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
 - *The nominee(s) will return to the meeting and the clerk will announce the result.*
 - *If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.*

6. **Delegation of Functions**

- 6.1 The Governing Body can delegate any of its statutory functions to a Committee, a Governor or to the Headteacher, subject to prescribed restrictions.
- 6.2 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.
- 6.3 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
- 6.4 The delegation of functions as detailed in the Organisational Arrangements document will be reviewed annually.

6.5 Committees arrangements and membership will be reviewed annually at the first meeting of the Autumn term. Each Committee will have a Chair, a Clerk and a minimum quorum of three Governors who are members of the Committee.

7. **Collaboration with other Schools**

The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged.

8. **Governors' Allowances**

The Governing Body has agreed to reimburse a Governor or Associate Members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. All claims are subject to audit scrutiny.