



# Burdett-Coutts

GOVERNORS'  
STANDING ORDERS



Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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. These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

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E-Signed: N Bowles (Chair of Governors)

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## Contents

|  |   |
|--|---|
| Roles of the Governing Body and Head Teacher (Part 2, Regulation 6)                | 3 |
| Governing Body Constitution and Membership   | 3 |
| Election of Chair / Vice-chair (Part 3, Regulation 7)                              | 3 |
| Election procedures  | 4 |
| Functions of the Clerk (Part 3 Reg 11)   | 4 |
| Meetings and Proceedings (Part 4 Regs 12 - 16)                                     | 5 |
| Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)  | 6 |
| Delegation arrangements (Regulation 18, 19 and 20)                                 | 6 |
| Committees (Part 5 Regulations 21 - 26)  | 7 |
| Associate Members  | 7 |
| Collaboration with other schools (Schedule 2 Reg 4)                                | 8 |
| Governors' Allowances (Part 6 regs 27 – 30)  | 8 |
| Pecuniary Interests / restrictions on taking part in meetings (Schedule 1; Reg 16) | 8 |



## Roles of the Governing Body and Head Teacher (Part 2, Regulation 6)

The governing body must operate in accordance with the following principles:

- The functions of the governing body include the following core strategic functions:
  - a. ensuring that the vision, ethos and strategic direction of the school are clearly defined;
  - b. ensuring that the Head Teacher performs his or her responsibilities for the educational performance of the school; and
  - c. ensuring the sound, proper and effective use of the school's financial resources.
- In exercising their functions members of the governing body will:
  - a. act with integrity, objectivity and honesty and in the best interests of the school; and
  - b. 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 Head Teacher is responsible for:
  - a. The educational performance of the school and
  - b. The internal organisation, management and control of the school – which includes
  - c. the performance management of staff.
  - d. The Head Teacher 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 Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government.

All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation at the first business meeting of the school year, if required, and agree a strategy for recruiting to any vacancies.

## Election of Chair / Vice-chair (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

1. Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be until the first meeting of the governing body in the autumn term following the election.
2. In order to encourage distributed leadership and succession planning no-one will serve as chair or vice-chair for longer than six successive years.



3. Where a vacancy arises before the end of an incumbent's term, the governing body will elect one of their number to fill that vacancy at their next meeting.

## Election procedures

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. In the event of more than one candidate, candidates must withdraw during discussion and vote.

1. The clerk to governors will invite nominations in advance of an election date
2. The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda if there are any advance nominations.
3. Where there are no advance nominations the clerk will invite nominations at the meeting. Candidates will be invited to address the governing body
4. Voting will be by secret ballot.
5. In the event of a tied vote, the chair (this includes the acting chair, where a new chair is being elected mid-year) shall have a casting vote.

## Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the Head Teacher.

The clerk is responsible for:

- ensuring the efficient functioning of the governing body
- convening meetings of the governing body
- issuing notices of meetings, agendas and associated papers at least seven days in advance of meetings to all governors
- attending governing body meetings; producing draft minutes for agreement by the chair within 10 days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school
- maintaining a register of governors and associate members and reporting vacancies
- maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions
- additional administrative support for governing body functions by agreement.



## Meetings and Proceedings (Part 4 Regs 12 - 16)

1. The number of full governing body meetings per annum will be 5 (to include training meetings)
2. The governing body will set a schedule of full governing body meetings at the final meeting of the previous school year.
3. Meetings are convened by the clerk. Agendas and papers will be distributed at least seven days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.
4. The agenda will be prepared by the clerk in consultation with the chair and Head Teacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 10 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and Head Teacher. The final decision on the agenda is for the chair.
5. Any other business: will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The chair will decide whether any such item is to be discussed or dealt with in an alternative way. In general, only "for information" items will be accepted; issues which require a report or decision will not generally be dealt with as AOB.
6. The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is three governors who are members of the committee or the Head Teacher and two governors who are members of the committee, if the Head Teacher is a member of the committee.
7. The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.
8. **Absence / apologies:** a governor ceases to hold office if s/he is absent without permission from all meetings over six months, calculated from the date of the first missed meeting. Where a governor is absent and has sent apologies to the clerk or the chair the minutes will simply note receipt and a governor will cease to hold office after six months continuous absence. If an absent governor wishes to remain on the governing body s/he should inform the clerk of this fact in writing and the governing body will decide whether or not to agree to their continuation at their next meeting.
9. All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.
10. **Minutes and papers:** Within 10 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of the governing body as soon as possible.
11. The approval of the minutes of the previous meeting will be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.
12. The original signed minutes will be kept in a binder, each page initialled by the person signing them as a true record. They will be stored in a secure place in the school.



13. A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
14. All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.
15. The clerk will log all correspondence to the governing body notified to him or her by the recipient and may allocate it to an appropriate individual/committee. It will either be dealt with at the next GB meeting or that meeting will receive a report from whoever has dealt with the issue.
16. Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols.
17. Electronic communications: Governors may, by prior arrangement with the school and subject to the necessary equipment being available, participate in meetings via electronic means such as Skype, Zoom or Google Meets. In the case of prior agreement at a meeting, or if deemed urgent by the chair of governors or relevant committee chair, decisions such as ratification of minor amendments to a policy may be made via email. Any such decision will require at least 50% + 1 of the available votes to be valid and will be recorded in the minutes of a meeting of the full GB or a Committee with relevant delegated authority.

## Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)

1. The governing body has adopted a Code of Conduct for Governors. The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy.
2. Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances, the governing body will follow the procedures for suspension of a governor as set out in the Regulations.

## Delegation arrangements (Regulation 18, 19 and 20)

1. The governing body may delegate many of its functions to a committee, an individual governor or to the Head Teacher. It must review delegation arrangements annually.
2. No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.



3. The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
4. Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; Head Teacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

## Committees (Part 5 Regulations 21 - 26)

The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees:

- Pay Committee
- Leadership Appraisal Group (Head Teachers Performance Management Committee)
- Admissions Committee (assembled as required)

This governing body also has the following forums:

- Finance & Business
- Outcomes
- Ethos

## Associate Members

An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

The governing body has agreed the following arrangements for Associate Members:

- a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
- the agenda for the meeting will include "Appointment of an associate member to the ..... committee". The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance
- Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.



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## Collaboration with other schools (Schedule 2 Reg 4)

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. This school has agreed reciprocal arrangements with the governing body of St Gabriel's CE Schools, whose governors may be called on if there are insufficient governors available from this school.

## Governors' Allowances (Part 6 regs 27 – 30)

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.

## Pecuniary Interests / restrictions on taking part in meetings (Schedule 1; Reg 16)

A governor must declare an interest – direct or indirect, financial or personal – and withdraw from a meeting and not vote on the issue. If there is more than one candidate for appointment or election, all candidates must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw, the governing body will decide on the matter. In addition, members of staff will be asked to withdraw if the appointment of their successor is being discussed

Declaration of interests will be a standard item on governing body and committee agendas

A register of business and personal interests has been established. Governors are asked to complete a declaration of interests annually and to update the clerk in the event that their circumstances change during the year. Details of interests are published on the school's website.