



St Brigid's School

To Inspire and be Inspired

Standing Orders for the Governing Body

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St Brigid's School, DENBIGH

STANDING ORDERS FOR THE GOVERNING BODY

Standing Orders are the rules established by the Governing Body to regulate the work of the governors.

COMPOSITION OF THE GOVERNING BODY

The Governing Body is composed of:

- 10 Foundation Governors
- 2 Teacher Governors
- 1 Staff Governor
- 2 Parent Governors
- 1 Community Governor
- 1 LEA Governor
- 1 Headteacher

18 Governors as detailed in the Instrument of Government for the School.

The term of office for governors is 4 years

In addition an Associate Pupil Governor is appointed annually.

ELECTION AND APPOINTMENT OF GOVERNORS

Foundation Governors. St Brigid's School Limited appoints Foundation Governors. When a vacancy occurs, the Company Secretary will inform the Directors of the Company and seek nominations from them to submit to a meeting of Directors who will debate the nominations and appoint a new Foundation Governor.

Parent Governors When a vacancy occurs, the Clerk will act as Returning Officer. The election will be by secret ballot of parents. When a vacancy occurs a letter will be sent informing parents and inviting nominations. Nomination forms will be included and a minimum of 10 school days allowed for their return. If an election is required, ballot papers will be sent out and a minimum of 10 days allowed for their return to the School. The count will be taken that day and the result displayed on the notice boards and included in the next newsletter to parents. The ballot papers will be held in school for 7 days in the event of a disputed result.

Each parent of a child may vote, but has only one vote even if they have several children at the school.

Teacher and Staff Governors When a vacancy occurs, the Clerk will act as Returning Officer. The election will be by secret ballot of teachers or non-teaching staff. A notice will be displayed on staff notice boards inviting nominations within 10 school days of the notice. If an election is required, ballot papers will be sent out and a minimum of 10 days allowed for their

return to the School. A count will be taken that day and results announced and displayed on the notice boards. The ballot papers will be held in school for 7 days in the event of a disputed result. (*For definitions of 'Teacher governors' and 'Staff governors' see The Government of Maintained Schools (Wales) Regulations 2005*)

LEA Governor Means a person who is appointed by the local education authority, who may advertise in local newspapers for candidates.

Community Governor Denbigh Town Council may appoint the Community Governor. If no candidate is nominated, then Trefnant Community Council may be asked to nominate the governor.

MEETINGS

Ordinary Governing Body Meetings will be held at the School and will start at 6.30pm and will be limited to 2 hours.

Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.

AGENDA

The Agenda will be organised with the Clerk in consultation with the Head and Chair.

Any governor may place an item on the Agenda by contacting the Clerk not less than 10 days before the meeting.

Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Body will decide whether any such item will be discussed or dealt with at a subsequent meeting.

Written notice of meetings, together with the Agenda and papers which inform agenda items, will be sent out to arrive five clear days before the meeting – except when the Chair calls an urgent meeting at short notice.

ATTENDANCE

Where a governor has sent an apology to the Clerk, the Minutes will record the Governing Body's consent or otherwise to the absence.

The time of arrival and/or departure of any governor will be recorded in the minutes.

MINUTES

Within 10 school days of the meeting, the draft minutes will be sent by the Clerk to the Chair and Head for checking. Once the Chair has approved the Draft minutes, they may be made available for inspection by any interested party together with agenda, and supporting reports or papers.

Those minutes, which the Governing Body has determined as confidential, will be minuted on a separate sheet and copies will be made available to governors only.

Recommendations from Committees or Working Groups will be recorded in the minutes.

CORRESPONDENCE

All incoming correspondence to the Governing Body is for the whole Governing Body whether addressed to the Chair, Clerk or Governors.

The Clerk will receive and log all correspondence to the Governing Body, and will present all significant items to the next meeting of the Governing Body.

DEBATE

The Chair will ensure that all governors enjoy equality of opportunity to express their views.

The Chair will regulate all debates.

DECISION MAKING

The Governing Body must make all decisions unless an individual or a Committee has been delegated to deal with a specific issue.

Only governors present at a meeting may vote. Proxy voting is not allowed.

A simple majority decides any matter put to the vote. In the event of a tie, the Chair has a second vote.

Voting will be by show of hands unless one governor requests a secret ballot.

Decisions of the Governing Body are binding on all its members.

URGENT ACTION

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the School, a pupil at the School, or their parents, or a person who works at the School. All such actions to be reported to the next meeting of the Governing Body by the Chair or the Clerk.

PUBLIC STATEMENTS

No governor will make any public statement about any matter concerning the School except through the Chair.

INFORMATION AND ADVICE

The Director of Education or representative will be invited to attend meetings in order to inform and advise the Governing Body.

Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited in a non-voting capacity.

ACCESS TO MEETINGS

When the Head Teacher is absent, a member of the Senior Leadership Team will be expected to attend, but will have no vote.

A member of staff may attend meetings of the Governing Body as an observer, as part of their continuing professional development, however the member of staff should withdraw when the GB considers a confidential item.

The Governing Body will decide who, other than those who are entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public.

DELEGATION OF FUNCTIONS

An individual governor may take no action unless authority to do so has been delegated formally by resolution of the Governing Body.

COMMITTEES AND WORKING GROUPS

Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation.

When establishing Committees or Working Groups, in addition to ensuring that at least three governors are appointed to each, the Governing Body will:

- * determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.
- discontinue Working Groups once their work has been completed.

The Governing Body may co-opt non-governors to Committees but they may not form a majority and have no vote unless the Governing Body specifically gives them a vote.

The Chair, Vice-Chair and Head Teacher have the right to attend any Committee meeting, subject to the statutory rules of withdrawal.

The Governing Body will review the membership and terms of reference of its Committees at the first meeting in each academic year. The names of the Committee Chairs will be recorded in the Minutes.

QUORUM

For meetings of the full Governing Body the quorum will be one half, rounded up to a whole number, of the membership of the governing body, excluding any vacancies.

The quorum for a committee will be at least three governors who are members of the committee.

CALENDAR OF MEETINGS

The whole Governing Body will meet at least three times each year, and will plan the dates and times of its meetings as far in advance as possible.

GOVERNOR DISCUSSIONS

The Governing Body will receive, but not debate, decisions that it has delegated to a committee or an individual. Decisions will be recorded in the minutes.

The full Governing Body will not debate or discuss any matter that is likely, subsequently, to be the subject of a complaint, appeal or disciplinary hearing.

Discussions, proceedings and voting at meetings of the Governing body and committees will be treated as confidential and not revealed to anyone other than a governor.

PRINCIPLES OF CONDUCT FOR GOVERNORS

Governors should:

- Ensure that their actions reflect the considered, best interests of the school and its pupils;
- Attend governors meetings regularly;
- On appointment, avail themselves of the opportunity to attend induction training by the Education Authority or the school;
- On appointment, familiarise themselves with work of the school, and keep this knowledge up to date;
- Maintain their knowledge of current education policy, regulations and guidance and extend their skills by participating in training programmes including the whole governing body training and other events;
- Demonstrate a commitment to equality of opportunity and reflect this in developing and apply this in developing and applying the policies the school is required to have in respect of disability discrimination, race relations, sex discrimination and age discrimination;
- Act as a critical friend towards those with professional responsibilities in the school, bearing in mind the governing

body's own responsibility to promote high standards of educational achievement;

- Be conscious of and act within, the limits of responsibility of the governing body, and when necessary, seek and give due consideration to professional information advice and guidance;
- Respect the responsibility of the Headteacher for the day to day decisions for the management of the school;
- Observe collective responsibility by supporting, once determined by democratic means, the decisions of the governing body;
- Respect the governing body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside governing body's meetings, solely to governor colleagues and in appropriate cases solely to discussion within governing body committees;
- Develop, with colleagues on the governing body, a clear vision for the school;
- Focus their contribution to the governing body decisions upon what is in the best interest of pupils, and be conscious that the welfare of pupils should always come first in terms of child protection, health and safety and helping each child to develop their full potential;
- Encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development;
- Be aware that all governors are equal and respect others' views and behave accordingly in dealings with governor colleagues, noting that as the School has a Roman Catholic religious character, the particular responsibilities of Foundation Governors, and assist them with the discharge of those responsibilities;
- Be aware of their accountability to parents and others in the local community and seek to devise effective dialogue with all those interested in the conduct and standards of the school;
- Observe all protocols and procedures of the governing body;
- Be open, honest, objective fair and impartial and prepared to confront the personal prejudices that may hinder informed decision-making including conflicts of interest

Reference "A Handbook for Governors of Schools in Wales"

PECUNIARY AND PERSONAL INTEREST

The Clerk will maintain a Register of the pecuniary interest signed by all members of the Governing Body.

A governor will be required to withdraw from a meeting if he or she:

- * Stands to gain from a matter under consideration;
- * has a personal interest in a matter under consideration;
- * is a relative of a pupil, parent or an employee being discussed.

If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governing body.

HEAD TEACHER ROLE

The Head teacher has a statutory duty to keep the Governing Body fully informed, and will present a written report to each of the three annual meetings of the governing body.

Where the governing body requires important information, which is given orally, it will be recorded in the Minutes in appropriate detail.

REVIEW AND DISTRIBUTION

Only the Governing Body at its first meeting of any academic year may make amendments to these Standing Orders.

One copy of these Standing Orders will be presented to each member of the governing body, new governors when they join, and the Clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended.

Once agreed, the Chair should sign and date the last page, and initial those pages preceding.


Signed
Chairman of the Governing Body

Date 09/11/2015

Reviewed 11/2015