



# Standing Order of St Wenn School Governing Board

Standing Orders are rules established by the Governing Board to regulate the work of the governors. They are in addition to any government regulation and are optional. The Standing Order will be reviewed in the Autumn Term of each academic year.

## **Meetings**

Ordinary Governing Board meetings will be held St Wenn School and will start at 5.30pm and will be limited to two hours maximum.

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.

Any business not completed will become part of the agenda for the next meeting of the Governing Board.

## **Agenda**

The Agenda will be organised by the Clerk in consultation with the Chair and Head Teacher respectively. The Agenda will be sent to members no later than 7 days ahead of the meeting.

Any governor may place an item on the Agenda by contacting the Chair not less than 10 days before the meeting. Any governor wishing to raise an urgent item at the meeting must give notice to the Chair at the start of the meeting. Non-urgent matters will be carried forward for inclusion on the next meeting's agenda.

## **Attendance**

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

Where no apology has been received, the absence will be recorded as such within the minutes.

**Absence without apology on 3 successive occasions will be considered by the board for possible suspension.**

A Record of Governor Attendance will be maintained and displayed on the School website.

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

## **Minutes**

Within 10 days of the meeting, the draft minutes will be sent by the Clerk to the Chair and Head Teacher respectively for checking.

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

Once agreed, the minutes will be published on the school's own website for transparency purposes and openness.

Those minutes, which the Governing Board determines as confidential, will be minuted under 'Part 2 – Confidential Minutes' on a separate sheet and copies will not be publicly available or included on the website.

A copy of the Agenda, Minutes and Head Teacher Reports, with exception of Confidential Minutes, will be sent to Governor Services at County Hall, Truro.

## **Correspondence**

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

The Clerk will receive and log all correspondence to the Governing Board.

The Clerk will present all significant items to the next meeting of the Governing Board.

## **Debate**

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

The Chair will regulate all debates. Governors will be mindful of the Code of Conduct at all times.

## **Decision Making**

All decisions must be made by the Governing Board unless an individual or a Committee has been delegated by the Board to deal with a specific issue.

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

Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote.

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

Decisions of the Governing Board 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 must be reported to the next meeting of the Governing Board by the Chair or Clerk.

### **Public Statements**

No governor will make any public statement about any matter concerning the School without the authority of the Governing Board.

### **Information and Advice**

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

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

### **Access to Meetings**

When the Head Teacher is absent, the Deputy Head Teacher will be permitted to attend but will have no vote.

The Deputy Head Teacher may attend meetings of the Governing Board as an observer, as part of their professional development.

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

### **Delegation of Functions**

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Board.

### **Committees**

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

When establishing Committees, the Governing Board will:

- determine the membership
- select or confirm the Chair
- review the terms of reference (in consultation with the Committee)
- determine procedures for reporting back to the Full Board.

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

The Head Teacher has a right to attend any Committee meeting.

### **Working Groups**

When establishing Working Groups, the Governing Board will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)
- establish ways of reporting back to the Full Board.

The Head Teacher has a right to attend any Working Group meeting.

### **Confidentiality**

All governors have a duty not to discuss any confidential item of governors' business outside the meeting.

Governors should be mindful of the requirements set out within the Code of Conduct and also consider the 7 Nolan Principles of Public Life.