



STANDING ORDERS FOR THE BLAGREAVES FEDERATION GOVERNING BOARD SEPTEMBER 2020

MEETINGS

Full Governing Board meetings will be held virtually using Microsoft Teams until it is safe to meet at either school. Meetings will start at 6.15pm 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.

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 Head and Chair.

Any governor may place an item on the Agenda by contacting the Clerk not less than 14 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 Board will decide whether any such item will be discussed or dealt with at a subsequent meeting.

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.

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

MINUTES

Within 14 days of the meeting, the draft minutes will be sent by the Clerk to the Headteachers and Chair for checking.

The Chair / Head will check the minutes for factual inaccuracies and return to the Clerk for distribution.

Those minutes, which the Governing Board determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.

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

A copy of the minutes will be sent to the Governor Support Team.

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.

DECISION MAKING

All decisions must be made by the Governing Board 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 unless a vote is being taken on changing the school name.

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 Schools, a pupil at either School or their parents, or a person who works at either School. All such actions to 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 Schools without the authority of the Governing Board.

INFORMATION AND ADVICE

The Strategic Director for Children and Young People, 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 either Head Teacher is absent, their Deputy Head Teacher will act as a representative for the Head Teacher but will have no vote.

When not acting as the Head Teacher's representative, the Deputy Head Teachers should attend meetings of the Full Governing Board as an observer, as part of their role on the leadership team.

School Business Managers should attend Resources Committee meetings, where applicable, and may also be invited to Full Governing Board meetings if the need arises. They will have no voting rights.

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.

ELECTION OF CHAIR AND VICE CHAIR AND TERM OF OFFICE

Please see Appendix 1.

The Terms of Office for Chair and Vice Chair will be 1 year.

ELECTION / APPOINTMENT / NOMINATION OF GOVERNORS

Procedures of parent and staff governor elections

We will make every effort to conduct informed parent and staff elections in which the expectations and skills required of prospective candidates are made clear. Prior to an election taking place, we will use a skills audit to identify any specific gaps that need to be filled in the skills, knowledge and experience of existing governors.

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 the delegation.

When establishing Committees, the Governing Board will:

- determine the membership
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

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
- establish the terms of reference (in consultation with the Group)
- determine procedures for reporting back.

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.

REVISION

The Governing Board will review these Standing Orders at the Annual Meeting at the start of each school year.

Signed on behalf of the Governing board _____

Date _____

Dear Governor

ELECTION OF CHAIR AND VICE CHAIR

It is that time of year again when the Board must elect a Chair and a Vice Chair.

In September 2013, amended in January 2014, new governance regulations came into place, School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (“the regulations”) as amended by the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013, as follows:

- The Board must elect a chair and a vice-chair from among their number.
- Prior to the election of the chair and vice-chair, the Board must determine the date on which the term of office of the chair and vice-chair will end.
- A governor who is employed at the school as a teacher or as any other member of the school’s staff is not eligible to be chair or vice-chair of the Board of that school.
- The chair or vice-chair may at any time resign their office by giving notice in writing to the clerk to the Board.
- The chair or vice-chair ceases to hold office -
(a) if that person ceases to be a member of the Board;
(b) if that person is employed at the school as a teacher or as another member of the school’s staff; or
(c) if that person is removed from office in accordance with regulation 9 or replaced by a chair nominated by the Secretary of State pursuant to section 67 of the EIA 2006.
- Where a vacancy arises in the office of the chair or vice-chair, the Board must elect one of their number to fill that vacancy at their next meeting.
- Where the chair is absent from any meeting or there is at the time a vacancy in the office of the chair, the vice-chair is to act as chair for all purposes.
- The regulations set out the procedure for appointing a chair and vice-chair from among the existing members of the board. The focus should be on appointing someone with the skills for the role, not just the willingness to serve. It is possible to appoint more than one person to share the role of chair, or similarly the role of vice chair, if the board believes this is necessary and in the best interests of the school. The board would need to ensure that any role-sharing arrangement does not lead to a loss of clarity in its leadership.
- Succession planning arrangements should be in place so that any change in the chair does not impede the board’s effectiveness. Although the regulations do not place any restrictions on this, boards should consider carefully how many times they re-elect their chair to a new term of office. In some circumstances, a change of chair may be necessary for the board to remain invigorated and forward looking.
- The board may decide that none of its existing members has the appropriate skills to serve as its chair. Nothing in the regulations prevents boards advertising for and recruiting a highly skilled chair from outside its current membership. The successful candidate would need to be appointed to a vacant position on the board prior to being elected as chair in accordance with the regulations.

PROCEDURE:

- Nominations are to be made in advance of the meeting for both Chair and Vice Chair. It is recommended that nominations or expressions of interest are made at the summer term meeting of each school year – indicated as an agenda item or nominees contact the clerk to the Board at least a month in advance of the autumn term meeting.
- Governors can self nominate themselves providing they are eligible and not employed at the school.
- The names of nominees should be included on the agenda for the meeting at which the posts are to be filled.
- Even if advance nominations are received, nominations will be accepted at the meeting.
- If no advanced nominations are received then names can be put forward at the meeting, prior to the agenda item Election of Chair and Election of Vice Chair
- If there is more than **one** nomination a secret ballot will be held. All nominees **MUST** leave the meeting whilst the ballot is conducted. The clerk should announce the name of the person with the most votes, but does not need to disclose the full results.
- If there is only **one** nomination, it is not necessary for the Board to vote. However, there is a requirement for the candidate to leave the room so the other governors can discuss, in confidence, whether to accept or reject that person. If the Board rejects the only candidate they cannot then accept nominations from the rest of the Board.
- If the votes are tied, we recommend that the tied candidates draw lots/toss a coin.

The Terms of Office for Chair and Vice-Chair will be one year.

If you wish to nominate yourself, please complete this form and return to the clerk by email.

I wish to nominate myself for the position of Chairperson*

I wish to nominate myself for the position of Vice-Chairperson*

Signed:

Date:

Print Name: