St Levan School

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| **STANDING ORDERS** |
| These Standing Orders are designed to establish clear procedures for the operation of the Governing Body. They should be read in conjunction with the School Governance Procedures Regulations and the School Governance Constitution Regulations.  They cover the following issues:   * Meetings of the Governing Body * Term of office of Chairman and Vice-Chairman * Election process for Chairman and Vice-Chairman * Term of office for each category of Governor * Appointment of the Clerk * Quorum * Committee membership and terms of reference * Delegation of functions |
| **MEETINGS OF THE GOVERNING BODY**  The Governing Body is required in law to meet at least three times a year.  *The Governing Body of St Levan School will meet six times in each school year, once a half term and on additional occasions as required.* |
| **TERM OF OFFICE FOR CHAIR AND VICE CHAIR OF GOVERNING BODY**  The governing body must determine the length of term of office for the Chairman and Vice-Chairman, prior to the election taking place. This must be between one and four years in length.  Please note that the term of office as Chairman or Vice-Chairman cannot be longer than the remainder of the term of office of the governor in question.  For example; the governing body determines that the chairman’s terms of office will be three years. The term of office of the governor elected Chairman, however, ends in two and a half years’ time, so the newly elected Chairman’s terms of office will also end in two and a half years’ time  *The Governing Body of St Levan School resolves that:*  *the Chairperson & Vice Chairperson of Governors will have a term of office of one year and the term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier, although they may be re-elected for successive years*  The Regulations say that, when the office of Chairman or Vice-Chairman becomes vacant, the governing body must elect a new Chairman or Vice-Chairman at the next meeting.  This process would apply, even if an existing Chairman or Vice-Chairman was re-appointed after a term of office came to an end. The office of Chairman or Vice-Chairman would be deemed to have become vacant on the date the term of office ended and an election process must be undertaken. This does not, of course, prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish. |
| **ELECTION OF CHAIR AND VICE CHAIR OF GOVERNING BODY**  The Governing Body can decide the election process for the Chairman and the Vice-Chairman. The process must be agreed at a full governing body meeting. The clerk chairs the meeting for the item to elect the Chairman. The Chairman takes over the meeting, once elected, including the item to elect the Vice-Chairman.  **Please note that a governor who is paid to work at the school or is a pupil at the school is not eligible for the office of Chairman or Vice-Chairman.**  Factors the governing body should consider in agreeing their election process are:   * Whether written nominations are to be sought in advance of the meeting * Whether a governor can stand for office if they are unable to be present at the meeting * Whether a governor can vote if not present at the meeting (in writing or by proxy) * Whether nominations will only be taken at the meeting * Whether a candidate will self-nominate or be proposed (and seconded if wished) by other governors * Whether there will be a secret ballot or a show of hands (and whether this would vary depending on the situation i.e. in all circumstances or only when there is more than one candidate) * How the governing body would treat a tie in the votes – Would candidates have the opportunity to speak to the governing body about why they want to be Chairman and then another vote could be taken, for example, or would you toss a coin, or would you do something else? Although this is an unlikely scenario the procedure should accommodate all potential results. * Whether a governor can be re-elected and whether there should be a limit to the number of terms a governor could serve * Succession planning (vice-chairman to learn the role and move up to chairman at a later date)   The process must be fair, clear and transparent.  *The Governing Body of St Levan School resolves that the following process will apply to the election of Chairman and Vice-Chairman:*   * *Governors will be able to submit written nominations prior to the full Governing Body meeting and verbal nominations at the meeting. A governor can nominate him/herself for office and does not need to be present at the meeting to be considered.* * *If the posts are uncontested a vote will still be required and in order to be appointed the Chair or Vice Chair will need to gain a number of votes in excess of 50% of the constitution.* * *In the event of a contested election a secret ballot will be held and a simple majority will suffice.* * *The clerk will announce the result, with the nominee receiving the majority of votes being duly elected.* * *If there is a tie the candidates will be invited to speak and share their views about how they would fulfil the role and a further vote will be taken, and a further show of hands will be counted.* * *If there is still a tie, governors should discuss the strengths of the nominees further, and take another vote.* * *If there is still a tie, the result will be determined by drawing lots.* * *Nominees must leave the room and not take part in the election process.* |
| **APPOINTMENT OF THE CLERK**  The governing body is required to appoint a clerk to the governing body. The clerk may not be a governor, an associate member of the governing body or the Headteacher of the school.   |  | | --- | | *The Governing Body of St Levan School resolves that the clerk to the Governing Body is*  *Mr Geoff Brighton* |   There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:   * Convening meetings * The proceedings of meetings * Removal of the chairman or vice-chairman from office * Suspension of a governor   The clerk to the governing body should ensure that the work of the governing body complies with the Regulations.  **QUORUM**  Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present. The new Regulations require one half (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number.   |  | | --- | | *The Governing Body of St Levan School notes the requirements in respect of a quorum*. | | |  |  | | --- | --- | | ***SIZE OF GOVERNING BODY (governors in post)*** | ***QUORUM REQUIREMENT*** | | *9 or 10 governors* | *5* | | *11 or 12 governors* | *6* | | *13 or 14 governors* | *7* | | *15 or 16 governors* | *8 (our current required number)??* | | *17 or 18 governors* | *9* | | *19 or 20 governors* | *10* | | |
| **TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR**  ***Best Practice***  The governing body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years.  The Standing Orders make reference to categories of governor such as parent or community governor. Some of the category names, definitions and eligibility have changed due to the legislation. This information is available by school type in the statutory guidance and a link to this information is included on the introductory web page for the New Procedures for Governing Bodies.   |  |  | | --- | --- | | *The Governing Body of St Levan School resolves that all Governors will serve for a term of office of four years* | | | *Staff governors* | *4 years* | | *Parent governors* | *4 years* | | *Community governors* | *4 years* | | *LA governor* | *4 years* | | *Foundation governors* | *4 years* | |
| **ASSOCIATE MEMBERS**  From time to time the Governing Body will agree that the constitution of the Governing Body is augmented by Associate Members who will usually be given voting rights in committees (subject to the restrictions imposed by governance regulations which means they cannot vote on any resolution concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body).  Associate members do not count towards the quorum of the full governing body. Committees may only take a vote if the majority of those present are governors.  **OBSERVERS**  The Governing Body will also determine that meetings be attended occasionally or on a regular basis by other members of staff including members of the leadership team. Although classified as observers they will be able to participate in meetings but will not be accorded voting rights at either committee or governing body meetings. |
| **PROCEDURES FOR THE OPERATION OF COMMITTEES** **& WORKING PARTIES**  **DEFINITIONS**  A COMMITTEE of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include associate members and, if so, whether they may vote. **This information must be minuted at a full governing body meeting. The** governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chairman of each committee must also be appointed annually.  A WORKING PARTY of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the full governing body (or a relevant committee if responsibility has been delegated to a committee) for approval.  **MEMBERSHIP OF COMMITTEES**  In accordance with the terms of reference for the committees, each committee will elect its Chair and Vice Chair at the first meeting of the academic year. Terms of office for these posts will be for one year, although governors may be appointed for successive terms. Nominations can be sought at the meetings and voting for uncontested nominations will be by a show of hands and a simple majority. In the event of contested nominations voting will be by ballot with the person gaining the highest number or votes being appointed.  Membership will be as determined by the Governing Body from time to time and will be reviewed at the first meeting of the Governing Body each academic year.  The governing body is required to appoint a clerk to each committee. This cannot be the Headteacher but can be another governor and could be shared between named governors. It is recommended that one governor be named as committee clerk for a period of a year for each committee.  The Committee Structure will be in accordance with the attached framework and the frequency of meetings and the quorum will be as determined within the terms of reference for each committee   |  |  |  | | --- | --- | --- | | **STATUTORY COMMITTEES** | **MEMBERSHIP** | **QUORUM\***  **(see below)** | | First Committee | Refer terms of reference | 3 governors | | Appeals Committee | Refer terms of reference | 3 governors | | Pupil Discipline Committee | Refer terms of reference | 3 governors | | Admissions committee  (only applicable where the governing body is the Admissions Authority)\* | Refer terms of reference | 3 governors |   \*Occasionally, a governing body may want an admissions committee to consider over-subscription, even though the governing body is not the Admissions Authority.   |  |  |  | | --- | --- | --- | | **DISCRETIONARY COMMITTEES** | **(Identify the Chairman and Clerk(s) in brackets after their name)** | **QUORUM\***  **(see below)** | | Personnel | Refer terms of reference | 3 governors | | Resources | Refer terms of reference | 3 governors | | Curriculum & Standards | Refer terms of reference | 3 governors | | WORKING PARTIES | Enter the membership of the working parties |  | | *N/A in 2014/15* | *N/A in 2014/15* |  |   \*The Regulations also state that the minimum quorum for committee meetings shall be three governors. If a higher quorum is decided upon by the governing body this should be noted.  In the case of the First Committee the quorum should be three governors, unless there are not enough governors who have not been involved in any previous action or decision connected with the dismissal, when the decision can be delegated to two governors. This also applies to the Appeals Committee but there should be no fewer governors than made the initial decision.  **RECOMMENDED PRACTICE FOR COMMITTEE MEMBERSHIP**   * A member of staff is not appointed to the First, Appeals and Pupil Discipline Committees * The Headteacher is not appointed to the First, Appeals and Pupil Discipline Committee * A member of staff is not appointed to chair the following committees:   Finance Premises  Pay Review  Admissions  **RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT**   * Agendas should be circulated to all committee members at least seven days in advance of the meeting. * Minutes should be circulated to all governors (not just those on the committee) by the next full Governors Meeting, except the minutes of any First, Appeals or Pupil Discipline committee meetings. * Minutes should be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record. * Any governor may attend a committee meeting but only named committee members may vote. * Committee members should feedback at the full governing body on the work of the committee and any decisions taken. |
| **DELEGATION OF FUNCTIONS**  A governing body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.  The following functions cannot be delegated:   * The constitution of the governing body * The appointment or removal of the Chairman or Vice-Chairman * The appointment of the clerk * The suspension of governors * The establishment of committees and delegation of functions   The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:   * The alteration, discontinuance or change of category of maintained schools, * The approval of the first formal budget plan of the financial year * School discipline policies * Admission matters   The governing body can still perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.  **Please note that any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action or decision made.** |
| **DELEGATION OF POWERS TO THE CHAIR OF GOVERNORS**  *The Governing Body of St Levan School resolves to delegate the following responsibilities to the Chair of Governors:*   * *Approval of INSET days* * *Approval of leave of absence within the discretions set down in the Leave of Absence Policy* * *Approval of Educational Visits (this responsibility will be shared with the Vice Chair and the Chair of Curriculum and Standards Committee)* * *Correspondence on behalf of the Governing Body*   *The Governing Body agrees delegation to the Chairman, who the Regulations say can “act in cases which may be deemed urgent i.e. where a delay in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school**.” The Regulations add that the Vice-Chairperson can act in the same circumstances, if the Chairperson was unable to exercise the function for some reason* |
| **DELEGATION OF POWERS TO THE HEADTEACHER RELATING TO APPOINTMENTS AND DISMISSAL**  *The Governing Body of St Levan School delegates the power of appointment of staff to posts below the senior leadership group to the Headteacher (recognising her ability in turn to delegate to colleagues) whilst retaining governor involvement in all appointments. This means that a governor will be one of the members of the panel of staff taking decisions about all staff appointments.*  *Disciplinary decisions that fall short of dismissal will be delegated to the Headteacher unless she indicates his wish to refer an individual case to a committee of the governing body. Decisions about dismissal will continue to be a decision of the Governing Body through one of its Standing Committees.* |
| **DECLARATION**   |  | | --- | | *The Governing Body of St Levan School, at its meeting on 14.07.2014 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school for reference.*  Signature  (Chair)  Date of signature | |