

Administration of Governing Body

Membership

The composition of the governing body is recorded in the Instrument of Government.

The Governing Body can appoint Associate Members to serve on committees and groups. *Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the full governing body. They may be given voting rights on a committee but not at full governing body.*

The Governing Body will record any voting rights accorded to Associate Members in the appropriate Committee's Terms of Reference.

The Governing Body will adopt an agreed Code of Conduct.

Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The governing body must have regard to advice from the clerk as to the nature of the governing body's functions.

Meetings

The Full Governing Body will meet at least three times per school year.

All meetings will be convened by the clerk.

Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be sent at least 7 days before the meeting.

The Chair may call a meeting with a shorter notice period if they consider that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convenes a meeting.

Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

If both the chair and vice chair are absent, another governor (but not any person employed to work at the school) can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

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

Quorum and Decisions

The quorum for a Full Governing Body meeting and vote is 50% of the total number of governors, minus any vacancies.

All decisions are made by the governing body, except where the governing body has delegated the function to the Standing Committee, Governor Group or an individual.

Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting, vote.

Decisions of the governing body are binding on all members.

Chair and Vice Chair

Prior to the election of the chair and vice-chair the governing body must determine the date on which the term of office of the chair or vice chair will end.

If the chair or vice-chair resigns or has to relinquish their office, the governing body must elect one of their number to fill that vacancy at their next meeting.

The election of chair and vice chair will be conducted by the following process:

- *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 themselves and does not need to be present at the meeting to be considered.*
- *The clerk takes the chair for this agenda item, but does not have a vote.*
- *A ballot will be conducted even where there is only one nominee.*
- *The nominee(s) will be asked to leave the room whilst the election process takes place.*
- *The remaining governors (as long as the meeting remains quorate) will take a vote by a show of hand or a secret ballot. If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.*
- *The nominee(s) will return to the meeting.*
- *The clerk will announce the result, with the nominee polling the majority of votes being duly elected.*

- *If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.*

Delegation of Functions

The governing body can delegate any of its statutory functions to a committee/group, a governor or to the headteacher, subject to prescribed restrictions.

The governing body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers

The delegation of functions will be reviewed annually.

Standing Committee

The Standing committee functions are as detailed in its Terms of Reference. This committee will meet every 4 weeks.

All governors are members of this committee the quorum will be five including associates, in the event of a vote the majority of those present must be governors. A member of the school administration team will clerk these meetings

Task/Focus/Work Groups

Other Governor Groups and committees will meet as appropriate to their task.

These groups will report directly to the Full Governing Body and also to the Standing Committee as appropriate

Lead Governors

All governors will have at least one lead role and these roles will have a link to members of the Senior Leadership Team. These roles can be job shared if appropriate.

Governors can call meetings with SLT and other governors to discuss specific issues at appropriate times.

Each Governor will report directly to the Full Governing Body and also to the Standing Committee as appropriate.