

# **WINTERBOURNE NURSERY & INFANT SCHOOL**



**Standing Orders of  
the Governing Body**

**Agreed by governors: 19<sup>th</sup> April 2018**  
**Next review: September 2018**

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The term Governors is used throughout this document to refer to whoever is responsible for fulfilling governance functions - whether that be the governors of a maintained school, the trustees of a Standalone or Multi-Academy Trust, or the local governors to whom the function in question has been delegated within a MAT.

## **Standing Order 1 – Governing Board Appointments**

The constitution of the Governing Board, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government. All governors will be required to complete a skills audit yearly, which will be collated by our Governing Board clerk. This will identify our training and development needs. For any governor vacancy the Governing Board will use the skills audit analysis to help inform the recruitment of governors that will strengthen the Board. The Governing Board will inform all appointing parties of the required skills and experiences in order to recruit to vacancies appropriately.

### **Co-opted Governor Appointments**

The Governing Board is responsible for the appointment of Co-opted Governors. All potential co-opted Governors will complete an application form and provide a statement outlining the contribution that they can make to the effective governance and success of the school. In addition, details of two referees will be given, in order that references can be taken up. To make an informed decision on whether the prospective Governor is a suitable match, an interview or detailed discussion will also take place with each potential candidate. The decision to appoint will be made at a quorate Full Governing Board meeting where the appointment is an agenda item. The names of potential governors will be on the agenda and their supporting statements circulated in advance with the agenda. If unsuccessful, the process will be repeated, until a suitable candidate is appointed.

### **Local Authority Governor Appointments**

The Local Authority is responsible for nominating potential Local Authority Governors to the Governing Board. On notification of a Local Authority Governor vacancy, the Board Chair will liaise with the Improvement Adviser (Governance) at Governor Services Octavo Partnership over the desired skills and experience required in their new Governor. To make an informed decision on whether the prospective candidate meets the required skills and experiences wanted, an interview or detailed discussion will take place with each potential Governor nominated by the Local Authority, with written references taken up. The decision to appoint will be made at a quorate full Governing Board meeting where the appointment is an agenda item. The names of potential Governors should be on the agenda and their supporting statements circulated in advance with the agenda. The Board Chair will then inform the Improvement Adviser (Governance) of the Governing Board's decision, and Governor Services Octavo Partnership will liaise with the Local Authority to ensure the appointment is made. If unsuccessful, the process will be repeated, until a suitable candidate is appointed.

### **Staff Governor Appointments**

When the Staff Governor post is vacant, the Governing Board will adopt Octavo Partnership Governor Services' Guidance to 'Holding Staff Elections' updated in August 2016. The Governing Board appoints the executive head teacher as the returning officer.

### **Parent Governor Appointments**

When there are Parent Governor posts vacant, the Governing Board will adopt Octavo Partnership Governor Services' Guidance to 'Holding Parent Elections' updated in August 2016. The Governing Board appoints the executive head teacher/head of school as the returning officer.

## **Standing Order 2 - Annual Cycle of Governor Meetings**

### **Convening meetings**

The Governing Board will hold at least 3 full Governing Board meetings per year, and one full Governing Board business meeting in September. We will hold at least 3 meetings per committee per year.

Provisional agreement for all Governing Board meeting dates will be agreed in the summer term. The Governing Board will confirm and formally agree the provisional dates for all its full Governing Board and committee meetings for the forthcoming academic year, at the business meeting at the beginning of the school year, which all governors will attend.

All meetings will be convened by the clerk, in accordance with the arrangements made by the Governing Board, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.

The agreed clerking arrangements for each meeting is that the named professional clerk will clerk all Governing Board meetings. The clerk will produce a draft agenda three weeks in advance of a Governing Board meeting for discussion with the Board Chair and the head teacher/executive head teacher. Any governor may request an item on the agenda by writing to the clerk giving at least 3 weeks' notice and providing any papers to inform the decision of the Board Chair to include or not include as an agenda item. If 3 or more governors request the same item, this will automatically be put onto the agenda.

The agenda and papers will be emailed to all governors at least 7 days in advance of each meeting. Non-receipt of notice of a meeting will not invalidate the meeting.

### **Meeting Proceedings**

The following people are entitled to attend a meeting of the Governing Board:

- A Governor.
- The head teacher/executive head teacher (whether or not a Governor).
- The clerk to the Governing Board.
- An associate member (maintained school only).
- Any other person who the Governing Board has agreed.

No substitute members are permitted, except if the executive head teacher is unable to attend due to illness or an emergency, the deputy executive head teacher will attend in his/her place. However, the deputy will not be entitled to a vote, unless the deputy is acting head teacher. Associate members (maintained schools only) may be asked to leave for specific items e.g. when the business under consideration concerns an individual member of staff or pupil.

The quorum for a full Governing Board meeting is one half (rounded up to a whole number), not including vacancies. Meetings which become inquorate will be discontinued and rearranged within 2 weeks. / The quorum for a board of trustees meeting shall be any three trustees, or where greater, any one third (rounded up to a whole number) of the total number of trustees holding office at the date of the meeting. Meetings which become inquorate will be discontinued and rearranged within seven days of the original meeting.

Meetings will be limited to 2 hours' duration.

Where the business has not been completed within the agreed time, the governors present will choose one of the following options:

1. Continue the meeting for a further 30 minutes in order to deal with the business notified on the agenda.
2. Discontinue the meeting and arrange for the item(s) to be moved to the agenda for the next meeting.
3. Call a further meeting as soon as practicable to complete the unfinished business – within 2 weeks.

Any governor wishing to raise an item of urgent business at the meeting must notify the Chair in advance. The chair will determine if this item is to be included in the business of the meeting or delegated to a committee, individual or the next full meeting agenda.

At each meeting the chair will ensure that all governors enjoy equality of opportunity to express their views. The Governing Board will receive and note any decisions on matters which it has delegated to a committee or to an individual. It is important that there is an avoidance of repeating discussion that has occurred in the committee. Decisions will be recorded in the minutes. Recommendations received from working groups will be recorded in the minutes, together with any related Governing Board resolution.

All decisions must be made by the Governing Board unless the Board has delegated the function to a committee or to an individual.

Governors have approved alternative arrangements for governors to participate or vote at meetings of the Governing Board including, but not limited to, by telephone or video conference (see standing order for alternative arrangements for participating and voting in Governing Board meetings), otherwise only governors present at a meeting may vote. Proxy voting is not allowed, except for consideration of a change of name of the school, when special procedures will apply as set out in the Regulations .

## **Voting**

For any decision to be agreed, the Governing Board must be quorate. A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting or second vote. For any contentious issues, or following a request from one or more governors, voting will be by secret ballot, otherwise voting will ordinarily be by show of hands. Decisions of the Governing Board are binding upon all its members.

Decisions of the Governing Board (or of any of its committees) may be amended or rescinded at a subsequent meeting of the Governing Board only if a proposal to amend or rescind appears as a specific agenda item.

No action may be taken by an individual governor unless authority to do so has been delegated formally by the Governing Board. The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:

- A delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff.
- A meeting could not be called in sufficient time to deal with the matter.
- The matter is one which can be delegated to an individual under government regulations.

If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Governing Board.

## **Minutes and Papers**

The clerk will ensure that the minutes of the Governing Board meeting are drawn up, agreed by the chair, and circulated to the Board within 14 days of the Board meeting. The clerk will then ensure that the minutes are approved by the Governing Board and signed by the board Chair at the next Governing Board meeting.

The Governing Board will then ensure that the following are available for inspection by any interested person:

- The agenda for every meeting.

- The signed minutes of every meeting.
- Any report or other paper considered at any such meeting.

The Governing Body has agreed that the draft minutes, with the agreement of the Chair, may be made available to staff employed in the School.

Any material in the minutes relating to a named person who works or will work in the school, a named pupil or potential pupil, or any other matter that the Governing Board is satisfied should remain confidential may be excluded from being made public.

### **Standing Order 3 - Committee Meetings**

#### **Note that the Board of Governors have resolved not to establish committees at present**

When establishing committees at the Governing Board business meeting, we will ensure compliance with the regulations concerning the constitution of the committees and will:

- Determine the membership (including non-Governors where permitted and appropriate e.g. members of staff, associate members with specific remit).
- Appoint the Chair of the committee taking account of specific skills and qualities.
- Establish and record terms of reference.
- Review the need for the committee, the membership of the committee and terms of reference annually.
- Decide whether or not to confer voting rights on any or all non-Governors for those matters where non-Governors are not prohibited from voting under the regulations.
- Determine and agree when the committees shall meet.
- Determine and agree arrangements for reporting back.
- Set the quorum for each committee (minimum quorum is 3 governors and the head teacher. Non governors, including associate members are not included as part of the quorum).

Committees will act strictly in accordance with the terms of delegation the Governing Board has delegated to them.

Each committee will meet prior to the full Governing Board meeting each term on a date that will enable minutes and decisions to be shared as part of the agenda for the full Governing Board meeting – preferably at least 4 weeks in advance of the full Board meeting.

The agreed clerking arrangement for each meeting is that the Governing Board clerk will clerk all committee meetings.

#### **Convening Meetings**

All meetings will be convened by the clerk, in accordance with the arrangements made by the Governing Board, but subject to any direction from the committee chair or Board Chair where a matter is urgent.

The clerk will produce a draft agenda three weeks in advance of a committee meeting for discussion with the committee chair and the head teacher and/or their representative.

Any member of the committee may request an item on the agenda by writing to the clerk giving at least 3 weeks' notice and providing any papers to inform the decision of the committee chair to include or not include as an agenda item. If 3 or more governors request the same item, this will automatically be put onto the agenda.

The agenda and papers will be emailed to all governors at least 7 days in advance of each meeting. Occasionally, the chair of the committee may decide that there are matters needing urgent attention and then less notice will be given – but this is the exception, not the norm.

Non-receipt of notice of a meeting will not invalidate the meeting.

All committees with delegated powers will keep formal minutes and copies will be circulated to all Governors within 14 days of the meeting for information and circulated with the agenda at the next full Governing Board meeting.

### **Meeting Proceedings**

The following people are entitled to attend a meeting of the committees:

- Any member of the committee.
- The head teacher (whether or not a member).
- The committee clerk.
- Any other person who the Governing Boards or the committee determine e.g. associate members.

The quorum for a committee meeting is 3 governors. Meetings which become inquorate will be discontinued and rearranged within 2 weeks.

Meetings will be limited to 2 hours duration.

Where the business has not been completed within the agreed time, those governors present may resolve to either:

1. Continue the meeting for a further 30 minutes in order to deal with the business notified on the agenda;
2. Discontinue the meeting and arrange for the item(s) to be moved to the agenda for the next meeting; or
3. Call a further meeting as soon as practicable to complete the unfinished business – within 2 weeks.

Any governor wishing to raise an item of urgent business at the meeting must notify the Chair in advance of the meeting. The chair will determine if this item is to be included in the business of the meeting, delegated to an individual, the next committee meeting or the full Board meeting.

At each meeting the chair will ensure that all governors enjoy equality of opportunity to express their views. Decisions and challenge will be recorded in the minutes. Recommendations received from working groups will be recorded in the minutes, together with any related committee resolution.

Only decisions relating to responsibilities delegated by the Governing Board can be taken, otherwise the whole Governing Board will need to make the decision.

The Governing Board has approved alternative arrangements for governors to participate or vote at committee meetings including, but not limited to, by telephone or video conference (see standing order for alternative arrangements for participating and voting in Governing Board meetings), otherwise only governors present at a meeting may vote; proxy voting is not allowed.

All committees will report in writing to the next meeting of the full Governing Board about any decisions made or action taken.

## **Voting**

For any decision to be agreed, the committee must be quorate - at least 3 committee members who are governors and the majority of committee members present are Governors will determine quorum. In the event of a tie, the chair has a casting or second vote. For any contentious issues, or by request from one or more governors, voting will be by secret ballot, otherwise voting will ordinarily be by show of hands.

Decisions of the committee may be amended or rescinded at a subsequent meeting of the committee or Governing Board only if a proposal to amend or rescind appears as a specific agenda item.

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

If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Governing Board.

## **Minutes and Papers**

The clerk will ensure that the minutes of the committee meeting are drawn up, agreed by the Committee Chair, and circulated within 14 days of the committee meeting. The draft minutes must also be circulated with the agenda of the next full Governing Board meeting, along with a brief report of actions taken and actions required by the Governing Board.

The clerk will then ensure that the minutes are approved by the committee and signed by the chair at the next committee meeting.

The Governing Board will then ensure that the following are available for inspection by any interested person:

- The agenda for every meeting.
- The signed minutes of every meeting.
- Any report or other paper considered at any such meeting.

The Governing Body has agreed that the draft minutes of committee meetings, with the agreement of the Chair of Governors, may be made available to staff employed in the School after they have been considered by the full Governing Body.

Any material in the minutes relating to a named person who works or will work in the school, a named pupil or potential pupil, or any other matter that the committee is satisfied should remain confidential may be excluded from being made public.

## **Standing Order 4 - Working Group Meetings**

Where the Governing Board has agreed that a working group is needed, we will:

- Determine the membership, including non-governors, and the appointment of the Chair.
- Establish and record terms of reference.
- Determine the time frame working groups have to complete their work to allow working groups to determine their own timetables within given limits.
- Determine procedures for reporting back.

The executive head teacher and the Board Chair have the right to attend any working group meeting.

The agreed clerking arrangement for each meeting is that the named professional clerk will clerk all working group meetings.

Working groups established for specific purposes will be discontinued when their work has been completed.

All working groups will update the relevant committee or full Board meeting as to progress and actions required each term. At the end of the working party project, the working party will present a written report, including recommendations, to the next meeting of the committee or Governing Board.

### **Minutes and Papers**

The clerk will ensure that the minutes of the working party are drawn up, agreed by the chair, and circulated within 14 days of the working party meeting. The draft minutes must also be circulated with the agenda of the next full Board meeting, along with a brief report of actions taken and actions required by the Governing Board.

The clerk will then ensure that the minutes are approved by the working party and signed by the Chair at the next working party meeting.

The Governing Board will then ensure that the following are available for inspection by any interested person:

- The agenda for every meeting.
- The signed minutes of every meeting.
- Any report or other paper considered at any such meeting.

The Governing Body has agreed that the draft minutes of committee meetings, with the agreement of the Chair of Governors, may be made available to staff employed in the School after they have been considered by the full Governing Body.

Any material in the minutes relating to a named person who works or will work in the school, a named pupil or potential pupil, or any other matter that the committee is satisfied should remain confidential may be excluded from being made public.

## **Standing Order 5 – Functions of a clerk**

*The Governing Board will appoint a professional clerk, or clerking service, and will have regard to advice from the professional clerk on the exercise of its functions. The professional clerk must not be a governor or the head of school or the executive head teacher. It is good practice to try and ensure that the Governing Board's clerk does not work in another role in the school to aid unbiased advice on the exercise of functions.*

Our clerk is responsible for:

- Ensuring the efficient functions of the Governing Board.
- Providing advice to the Governing Board on the exercise of its functions.
- Convening meetings of the Governing Board.
- Issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all Governors.
- Attending all Board meetings; producing draft minutes for agreement by the Chair with 7 days of the meeting; ensuring that minutes are agreed and signed by the Chair at the next meeting; and that signed minutes are securely stored at the school.
- Maintaining a register of governors and associate members and reporting vacancies.
- Maintaining a record of governor attendance at meetings and reporting on non-attendance to the Governing Boards.
- Maintaining a register of pecuniary interests / business conflicts of the governors.
- Administrative support for Governing Board functions.

If the designated clerk fails to attend a meeting a Governor, who is not the head teacher/executive head teacher, may act as clerk for that meeting.

The Governing Board may remove the clerk to the Governing Board from office; before any action is taken the Governing Board will take advice from their HR support.

## **Standing Order 6 - Election of the Full Board Chair and Vice Chair**

*By law, the Governing Board must have a chair and vice chair in post. No meeting can continue until both posts are filled. The Governing Board need to determine the length of appointment for the chair of governors and vice chair.*

The Governing Board has agreed that the term of office for the Chair and Vice Chair of Governors is one year. The Chair and Vice Chair will be elected at the September business meeting of the Governing Board.

When the Chair and Vice Chair are due for election, the Governing Board will elect both positions from among its number (excluding any employees or pupils at the school).

The election of Chair and Vice Chair will be a specific item of business on the agenda for that meeting.

The process for the election of Chair and Vice Chair will be as follows:

1. On the summer agenda this will be a standing agenda item, to draw governors' attention that elections will be held at the first meeting of the school year.
2. All governors who are interested in being the chair will let the clerk know 3 weeks before the meeting date, submitting a nomination form with their reasons. Self nominations are acceptable.
3. Only if no nominations for chair have been received by the Clerk within the timescale above will nominations be accepted at the meeting.
4. No governor who is paid by the school can be elected chair or vice chair.
5. The clerk will ensure that this is an agenda item for the first meeting of every school year.
6. The clerk will take the chair when the chair is being elected. This is from the beginning of the meeting until the end of the election of the new chair.
7. Each governor who wishes to become chair, will be allowed 2 minutes to state their reasons to the governing body
8. Governors standing for election will then withdraw and not vote (even if only one person is standing for election, this governor must withdraw whilst the governing body deliberates.)
9. The vote will be decided by a secret vote. There is no second or casting vote in the election of chair.
10. In the event of a tie, the governing body have agreed that steps 6 – 8 will be repeated.
11. If the vote remains tied, the governing body have agreed the outcome will be decided on the toss of a coin.
12. If nobody has indicated willingness to stand for the office of chair, the meeting cannot continue until a chair can be elected.

The process for electing the vice chair is the same, except the new chair will run the proceedings and that nominations can be accepted at the meeting and do not have to be sent to the Clerk in advance.

If both the Chair and Vice Chair are absent from a meeting, the Governing Board will elect a chair for that meeting.

If the Chair resigns, or has to relinquish the office for any reason, the Vice Chair will act as chair until a successor is appointed at the next meeting of the Governing Board.

If the Vice Chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the Governing Board.

If both the Chair and Vice Chair resign, or have to relinquish their offices for any reason, the Governing Boards will hold a special meeting within 2 weeks to elect their successors.

### **Removal of Chair or Vice Chair**

The Governing Board can remove the Chair or Vice Chair by resolution. A resolution to remove the Chair or Vice Chair will not have effect unless the matter is specified as an item of business on the agenda for the meeting.

Further, any resolution passed by the Trustees to remove the Chair or Vice Chair shall not have effect unless confirmed by a second resolution passed at a Trustees' meeting held not less than 14 days after the first meeting. (Academies only.)

Before the Governing Board votes to remove the Chair or Vice Chair from office, the governor proposing the removal must at the meeting state their reasons for doing so and the Chair and/or Vice Chair be given an opportunity to make a statement in response, before withdrawing from the meeting, to allow the Governing Board to deliberate and vote.

### **Standing Order 7 - Election of Committee Chairs and Vice Chairs**

*The Governing Board must decide on how the chair and vice chair is to be appointed. Either the Governing Board appoints the chair and the committee appoints the vice chair; or the Governing Board appoints the chair and vice chair; or the committees elect the chair and vice chair with the same procedures for electing the chair and vice chair of the Governing Board.*

Our Governing Board has agreed that the Governing Board will appoint each committee chair, and the committee will elect their vice chair. The election process will be as standing order 6.

### **Standing Order 8 – Commitment from all Governors**

To carry out the governor role effectively, every governor will commit the time and energy needed. This will usually be around 15 hours a month, unless holding a position on the leadership team of the Board or if the school is not providing at least good education, where the time commitment could be more. Every Governor will take on an additional responsibility, in line with their skills and knowledge and needs within the Governing Board. All meetings in the evening and during the day will be attended as required. All governors will be fully prepared for all meetings, having read all the supporting documentation and ready to ask appropriate, challenging questions. All governors will visit the school during the school day, at least

once a term, to find out more about the school. All governors will respond when communicated with and return all requested information promptly. Governors will attend a minimum of one training and development session termly to (a) meet their personal development needs and (b) to meet the needs of the full Governing Board. Each governor will be a reflective governor, who monitors and reviews their own performance on a regular basis and at least yearly with the training and development governor.

## **Standing Order 9 - Appointment of Link Governors**

We will appoint the following Link Governors at our business meeting in September:

- Child Protection / Safeguarding
- Special Education Needs and Disability
- Health and Safety
- Children Looked After
- Data analysis / Attainment and Progress
- Finance
- HR

Note that some of these functions may be delegated to a committee rather than to an individual.

Their term of office will be for one year. Each Link Governor will be allocated to their area on the school improvement plan, visit the school termly and report back to the relevant committee for discussion and action on progress and impact. The Link Governor will provide a written report, using the agreed template, when feeding back to committees / Governing Board meetings.

## **Standing Order 10 - Alternative Arrangements for Participating and Voting in Governing Board Meetings**

### **1. Introduction**

- 1.1 The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing bodies of maintained schools in England to: “approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference”.
- 1.2 In relation to this the governing body of Winterbourne N&I School has determined the following arrangements will apply.

- 1.3 These arrangements apply to meetings of the full governing body and to committee meetings.

## **2. Virtual Attendance at Face to Face Meetings**

- 2.2 Where a governor wishes to attend a meeting of the governing body by either telephone or video link the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible. The governors will be asked their reasons for not attending the meeting in person and their attendance virtually will be subject to the approval of the governing body at the beginning of the meeting, though this approval will not be withheld without good reason. Where approval is withheld the reason for this will be minuted and the governor informed immediately.
- 2.3 Governors attending the meeting either by telephone or video conference will be entitled to vote on any issue providing they have been 'present' for the whole agenda item which the vote relates to. Where a secret ballot is required this will be facilitated where possible (eg by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not possible the governor will be required either to vote publicly or abstain.
- 2.4 Governors attending the meeting virtually will contribute to the quorum for the meeting. If the technological link is lost they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.
- 2.5 The meeting will be chaired by a governor who is present in person.
- 2.6 If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

## **3. Virtual Meetings**

- 3.1 Where a meeting is taking place virtually every effort will be made to enable all governors to access the meeting.

- 3.2 Where a meeting is taking place virtually the usual statutory notice arrangements will apply and all papers to be considered will be circulated at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.
- 3.3 Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor who is present, other than the headteacher, taking the minutes, and these will be presented to the next meeting of the full governing body.
- 3.4 Virtual meetings should not be recorded by any governor or the clerk without the approval of the governing body and for a specified purpose.

#### **4. Review of this Policy**

- 4.1 The policy will be reviewed at least annually, but any governor with any concerns about its operation can request that it is reviewed at any time.

### **Standing Order 11 - Disqualification of school governor for non-attendance**

All governors will make full efforts to attend all meetings and where governors cannot attend, the governor will explain in advance and in full, why attendance is not possible. The Board will decide and record their decision to accept the apologies or not to accept the apologies.

Where a governor has missed 3 meetings in a row, the chair of governors, or a governor who has had this responsibility delegated to them by the Governing Board, will arrange to meet the governor to discuss any difficulties and identify if support can be provided.

The clerk will inform the governor in writing, copying in the chair of governors, of the disqualification rule when the governor has failed to attend 3 months' worth of meetings.

If a governor, who has not had consent from the governing board to miss a meeting (apologies have not been accepted,) fails to attend all meetings of the governing board for a continuous period of six months, beginning with the date of the first meeting missed, is, on the expiry of that period, disqualified from continuing to hold office as a governor of our school.

These Standing Orders were drawn up to clarify our procedures and agreed at a meeting of the Governing Board on 19th April 2018

Signed: ..... Date: .....

Print Name: ..... Position: Chair of Board

Review Date: Annually - September 2018