SAINT FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL
GOVERNING BOARD STANDING ORDERS

In maintained schools governing board procedures must comply with the School Governance Constitution (England) (Regulations) 2012, plus amendments, The School Governance (Federation) (England) Regulations 2012, plus amendments and The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. While these regulations provide a basic framework the governing board also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit the regulations will apply. The relevant regulation is indicated in brackets.

Date Reviewed: 24th September 2025 Date of review: September 2026

Signed ..... Date .....

1 Roles of the Governing Board and Headteacher

(Part 2, Regulation 6 – School Governance (Roles, Procedures and Allowances) (England) (Regulations) 2013

The governing board must operate in accordance with the following principles:

1.1 The functions of the governing board include the following core functions —

(a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;

(b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and

(c) ensuring the sound, proper and effective use of the school's financial resources.

1.2 In exercising their functions the governing board shall —

(a) act with integrity, objectivity and honesty and in the best interests of the school; and

(b) be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.

1.3 The head teacher's responsibilities include—

(a) the internal organisation, management and control of the school; and

(b) the educational performance of the school.

(c) the head teacher is accountable to the governing board for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing board

2. Governing Board Constitution and Membership

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 (Appendix A)

2.1 All governors are asked to complete a skills audit annually which informs future appointments and helps identify our training and development needs. The governing board will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies

2.2 This governing board is constituted under the School Governance (Constitution) (England) Regulations 2012, which enable a governing board to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

- Co-opted governors are persons "who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school".
- Local Authority governors are persons who are nominated by the local authority and appointed by the governing board "having, in the opinion of the governing board, met any eligibility criteria that they have set".

2.2.1 Procedure for co-options:

- *Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school*
- a decision on co-option will be made at a quorate meeting of the full governing board
- *the agenda for the meeting should include "Appointment of a co-opted governor" as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.*

2.2.2 *Procedure for Local Authority governor appointments:*

- *on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee*

- *the chair / other designated governor will meet the LA nominee and if content that the person meets the governing board's criteria will propose that person to the next full governing board meeting with relevant supporting personal details.*
- *the agenda for the meeting will include "Appointment of an LA governor" as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.*
- The governing board will appoint LA nominated governors and the date and term of the appointment should be recorded in the minutes by the clerk.

3. Election of Chair / Vice-chair

(Part 3, Regulation 7) *School Governance (Roles, Procedures and Allowances) (England)(Regulations) 2013*

All governors other than those who are under 18, pupils, or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

3.1 Prior to the election of the chair and vice-chair, the governing board must determine the date on which their term of office will end. At this school the term of office for the Chair and Vice Chair will be one year

3.2 Where a vacancy arises before the end of an incumbent's term the governing board will elect one of their number to fill that vacancy at their next meeting.

3.3.1 Election procedures

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing board. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

a) *The clerk to governors will invite nominations in advance of an election date*

b) *The agenda for the meeting will include "Appointment of a chair and vice-chair" as separate items. The names of candidates will appear on the agenda.*

c) *Where there are no advance nominations the clerk will invite nominations at the meeting.*

d) *Candidates will be invited to make a short statement before withdrawing.*

e) *Voting will be by secret ballot.*

f) *In the event of a tie a decision will be made by drawing lots.*

4. Functions of the Clerk

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
Part 3, Regulation 11)

The governing board must appoint and have regard to advice from the clerk on the exercise of its functions.

The clerk must not be a governor or the Headteacher. However, if the designated clerk fails to attend a meeting, an associate member or a governor who is not the Headteacher may act as clerk for that meeting.

4.1 The clerk to the governing board must:

- ensure the efficient functioning of the governing board
- convene meetings of the governing board
- issue notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- attend governing board meetings; producing draft minutes for agreement by the chair *within 14 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*
- maintain a register of governors and associate members and report vacancies to the governing board
- maintain a record of governor attendance at meetings and reporting on non-attendance to the governing board
- provide advice to the governing board on the exercise of its functions
- *Additional administrative support for governing board functions by agreement.*

5. Meetings and Proceedings

5.1 The number of full governing board meetings per annum will be 5.

5.2 *The governing board will set a schedule of meetings, including those of committees, at the final meeting of the previous school year*

5.3 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.

5.4 The agenda will be prepared by the clerk *in consultation with the chair and Headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 14 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and Headteacher.* The final decision on the agenda is for the chair.

5.5 Any other urgent business: will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing board will decide whether any such item is to be discussed or dealt with in an alternative way. In general, only "for information" items will be accepted; issues which require a report or decision will not be dealt with as AOB.

5.6 The quorum for a meeting of the governing board is one half - rounded up - of the membership of the governing board excluding vacancies. The quorum for any committee meeting is at least three governors **(associate members are not governors)** who are members of the committee.

5.7 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.

5.8 Every question to be decided at a meeting of the governing board meeting is to be determined by a majority of the votes of the governors present and voting on the question.

5.9 Where there is an equal division of votes, the chair, or as the case may be, the person acting as Chair, for the purposes of the meeting (provided that such person is a governor), will have a second or casting vote.

5.10 **Absence/apologies: Schedule 4 – Regulation 9**

The School Governance (Constitution) (England) Regulations 2012 - Schedule 4, Regulation 9

A governor, other than governors who are governors by virtue of the office that they hold who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

5.11 Where a governor is absent and has sent apologies to the clerk or the chair, the minutes will record the governing board's consent or otherwise to the absence.

Where a governor is absent and has sent apologies to the clerk or the chair and consent has not been given, the minutes will simply note receipt, that consent has not been given and a governor will cease to hold office after six months continuous absence. If an absent governor wishes to remain on the governing board s/he

should inform the clerk of this fact in writing and the governing board will decide whether or not to agree his/her con*tinuation at their next meeting.*

5.12 All decisions are made at a full governing board meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing board will receive and note a report on any decision which it has delegated to a committee or an individual.

5.13 Participation in meetings by telephone, video conference or other remote means: is not permitted on an individual basis. Whole committee or FGB meetings can take place virtually, providing this arrangement has been previously agreed.

5.14 The only people entitled to attend a meeting of the governing board are governors, the Headteacher, the clerk and where appropriate, associate members. If the Headteacher is absent the Head of School will attend in his / her place but will have no vote, unless s/he has been formally designated as acting Headteacher.

5.15 The deputy Headteacher may be invited to attend meetings of the governing board and relevant committees as observers, as part of their professional development.

5.16 Minutes and papers: *Within 14 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of the governing board within 15 - 20 days of the meeting.*

5.17 The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.

5.18 The original signed minutes will be kept in a book / binder on consecutively numbered pages. They will be stored in a secure place in the school.

5.19 A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.

5.20 All incoming correspondence to the governing board, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing board. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

5.22 The clerk will log all correspondence to the governing board and may allocate it to an appropriate individual / committee. It will either be dealt with at the next GB meeting or that meeting will receive a report from whoever has dealt with the issue.

5.23 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / Member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

6. Conduct and suspension / removal of governors

The School Governance (Procedures, Roles and Allowances Regulations 2013 Part 4, Regulation 17

6.1 The governing board has adopted a Code of Conduct for Governors
The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.

6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing board or office of governor into disrepute. In these circumstances the governing board will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements

(The School Governance (Roles, Procedures and Allowances) Regulations) 2013 – Regulations 18 and 19

Subject to regulation 19 of the Regulations and regulation 3(2) of the Religious Character of Schools (Designation Procedure) Regulations 1998, the governing board may delegate any of its functions to:

a) a committee
b) an individual governor
c) to the Headteacher.

It must review delegation arrangements annually.

7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.

7.2 The governing board will receive and note a report on any decision which it has delegated to a committee or to an individual.

7.3 *Staff appointments: the delegation arrangements for staff appointments are:*

i) *Support staff: Executive Headteacher*
ii) Teaching staff: Executive Headteacher
iii) Senior staff: Executive Headteacher and Governing Body

7.4 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; Headteacher appraisal; exclusions; complaints: the governing board will adopt procedures set out in relevant policies and Terms of Reference.

8. Committees

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Part 5 Regulations 21 - 26)

8.1 The governing board determines the constitution, membership and terms of reference of any committee and must review these annually. This governing board has the following committees:

- Admissions
- Curriculum, Achievement and Standards
- Finance, Pay and Personnel
- Premises and Health and Safety
- Strategic Working Group

8.2 Associate Members (AM): An AM is a person who is appointed by the governing board as a member of any committee but who is not a governor. The governing board decides whether or not the AM has voting rights on the committee. An AM may attend full governing board meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

8.3 The governing board has agreed the following arrangements for Associate Members:

- *candidates will be asked to provide a statement outlining the contribution they can make to a particular committee*
- a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing board
- *the agenda for the meeting will include "Appointment of an associate member to the …….. committee. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance*
- *Associate Members may serve on committees or panels as decided by the full governing board.*

9. Collaboration with other schools

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Schedule 2, Regulations 1-3)

The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 as amended by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged.

Governors at St Francis of Assisi have agreed to collaborate with governors at Holy Cross and Servite Catholic Primary Schools

10. Governors' Allowances

The School Governance (Roles, procedures and Allowances) (England) Regulations 2013 – Part 6, Regulations 27 – 30)

The governing board has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform his / her duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. Governors are volunteers and cannot be paid for loss of earnings as a result of their work as a governor. All claims are subject to audit scrutiny.

11. Pecuniary Interests / restrictions on taking part in meetings

The School Governance (Roles, procedures and Allowances) (England) Regulations 2013 (Schedule 1, Regulations 1-3)

A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing board will decide on the matter.

11.1 Members of staff will be asked to withdraw if the appointment of their successor is being discussed.

11.2 Declaration of Interests will be a standard item on governing board and committee agendas

11.3 A register of Business Interests has been established and is available to view on the school website