



Community Primary School

Standing Orders for the Governing Board and Committees of the Governing Board 2025-26

These Standing Orders were adapted by a model provided by Oxfordshire County Council and are an attempt to provide Governing Bodies with clear operating procedures and fall into two categories: Statutory regulations and good practice guidance. The new School Government (Procedures) (England) Regulations (2003) have been used to compile this document.

This document seeks to assist Governing Bodies to understand and interpret the regulations. This document should be considered in conjunction with other key documents: your school's Instrument of Government, the Oxfordshire Governors' Code, Scheme of Delegation

This publication was produced after collaboration with Cambridgeshire, Oxfordshire and Warwickshire LEAs. The group, known as (GLM), was established to facilitate joint working and the sharing of good practice between the Governor services teams of the three local authorities.

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE
1. Election and Removal of Chair and Vice Chair (Regulation 7 & 9)		
- The Governing Board must decide the length of office of the Chair and Vice-chair; a period of not less than 1 year and not greater than 4 years. <i>[A Chair/Vice-chair may resign at any time and a new Chair/Vice-chair elected.]</i> - Election procedures need to be decided by the Governing Board. - Staff Governors cannot be Chair or Vice-chair of the Governing Board. - All candidates must withdraw while the election process is undertaken and shall not vote. (Regulation 14 & Schedule)	A one-year term of office is recommended. If the Chair/Vice-chair resigns mid-term the new Chair will be elected for a term of office to be agreed by the Governing Board. The clerk should manage the election procedures. Nominations should be notified to the clerk prior to, or at, the meeting at which the election will take place. Additional nominations can be received on the day. All nominations can be self-nomination or nominations from colleagues. Elections should be by secret ballot. If only one candidate the ballot should accept/decline the candidate. In the event of a tie the decision will be based on the toss of a coin.	Term of office is one year. Term of office expires on the first FGB meeting of the academic year. Clerk to manage the process. Nominations may be given orally or in writing (including e-mail). Additional nominations will be accepted up to the start of the meeting in which the election takes place. The election will be by secret ballot.

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2. Urgent Action (Regulation 13)		
The Chair (or Vice-chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of: - the school; - any pupil at the school (or his/her parent); - any person who works at the school.	A meeting can be called in less than 7 days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting could be called. Emergency action should only be used in extreme circumstances.	Guidance adopted.
3. Appointment and Removal of the Clerk (Regulation 10)		
The Governing Board shall appoint the Clerk to the Governing Board (Governance Professional). The Clerk to the Governing Board must not be: - A Governor; - An Associate Member; - Headteacher of the school. [In an emergency a Governor (not the Headteacher) may clerk for that meeting only.] The Governing Board may remove a clerk from office by resolution.	A full job description for clerks is available from Governor Services at Oxfordshire County Council. Seek HR (Personnel) advice from personnel provider.	Name of Clerk: Hazel Sheridan

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE
4. Meetings and proceedings of the Governing Board (Part 4)		
The following persons have a right to attend all meetings of the Governing Board: (Regulation 14) • Headteacher; • All Governors (unless suspended); • Clerk; • Associate Members* who have been agreed by the full Governing Board (unless the Governing Board requires them to leave for items relating to an individual member of staff or pupil). * The Governing Board decides who shall be associate members. (Regulation 8) There must be at least 3 meetings of the full Governing Board each school year. Meetings of the full Governing Board must be convened by the Clerk. Any 3 members of the Governing Board may requisition a meeting by giving written notice, including a summary of the business, to the clerk. The agenda / reports / papers shall be sent to the Governors 7 days before the meeting.	The Governing Board may invite other persons to attend at their discretion (e.g., Officers of the LEA). The Governing Board should decide whether meetings are open to the public for non-confidential matters. The Governing Board should decide whether an item under discussion is likely to relate to an individual member of staff or pupil – requiring an associate member to withdraw. Schools usually hold 6 meetings per year but this depends on the way in which the Governing Board and its committee meetings are organised. Fewer meetings of the full Governing Board may be appropriate if more responsibilities are delegated to committees. Ideally items for the agenda should be notified to the Clerk 2 weeks before the meeting.	Meetings will not be open to the public. Names of Associate Members: 0 Number of planned meetings per year (FGB and committee): • FGB – 5 meetings • Finance – 4 meetings • Personnel – 5 meetings • Standards - 5 meetings

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A Governor who, without the consent of the Governing Board, fails to attend full Governing Board meetings for a period of 6 months is disqualified. [School Governance (Constitution) (England) Regulations 2012]:	A record (in the minutes of the meeting) of Governing Board consent or otherwise for absence is essential in order to invoke disqualification. If no apology is received then no consent can be granted.	Agreement of absence is a standard item on Governing Board agenda.
5. Quorum (Regulation 14)		
For all meetings of the Governing Board the quorum will be 50% of the number of Governors in post. The Headteacher must notify the Clerk in writing if they do not wish to be a Governor of their school. (This decision does not affect the quorum.) Associate Members should not be included in the calculation for quorum.		The quorum for our Governing Board is 6, assuming all posts are filled. (Quorum is 5 with current membership of 10.)
6. Voting (Regulation 14)		
All matters are decided by a majority vote. In the event of a tie the Chair (or acting Chair) has an additional (casting) vote. (Except in the election of Chair or Vice-chair.)		

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7. Minutes and Papers (Regulation 15)		
Minutes should be prepared by the Clerk. Signed minutes must be available for public inspection, with the exception of confidential items: • items which refer to an individual parent pupil or member of staff • other items the Governing Board deems confidential. (Please refer to FOI Act requirements.) A resolution to rescind or vary a resolution carried at a previous meeting shall not be proposed at a subsequent meeting unless it is an agenda item for that meeting.	Draft minutes, excluding confidential items, that have been approved by the Chair should be made available as soon as possible after the meeting. These should be marked 'subject to ratification'. Confidentiality should be restricted to a few very sensitive items. The way individual Governors vote, and their opinions should be regarded as confidential.	The Governing Board's minutes will be available from the school office. Draft minutes are circulated to Governors as soon as they are available and are watermarked 'Draft'.
8. Restrictions on Participation (Regulation 14 & Schedule 1)		
Governors must declare at the start of any meeting if they have a potential conflict of interest, or where a fair hearing is required, and their impartiality is in doubt. In such a case the Governor must withdraw and cannot vote. Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate. In the event of a dispute the Governing Board decides whether the individual should withdraw.	An annual Register of Interests must be established and updated annually.	The annual update of the Register will take place 31st October 2025 and will be published on the website.

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9. Suspension (Regulation 18)		
A Governing Board can suspend a member of the Governing Board for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations).	This should be a last resort.	A Code of Conduct has been adopted by the Governing Board.
10. Delegation to Committees and Individuals (Regulations 18)		
The full Governing Board, in accordance with regulations, must annually decide any delegation to the Headteacher, committees or individuals. (These requirements do not apply to other working groups without delegated powers.) (Part 5) The Committee shall decide the quorum which must be at least 3 Governors.	Ref. Regulations	A Scheme of Delegation has been agreed and recorded. The numbers for Committees' quorums are stated in the Terms of Reference.

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(Regulations 22 & 24) A Chair shall be appointed annually to each committee by the Governing Board or elected by the Committee, as determined by the Governing Board. (Cannot be the Headteacher). The Governing Board must agree the names of Associate Members of Committees and whether they have been granted voting rights (associate members must not outnumber the Governors). Associate members may not vote on the following issues: • admissions • pupil discipline • appointment of Governors • budget • financial commitments	Where possible, all Governors should be notified of the Committee agendas and be able to contribute in writing or by attending. Where items of specific interest arise, if you are not a designated member of the Committee you will not be able to vote. The regulations exclude associate members from voting on: • admissions • pupil discipline • appointment of Governors • budget • financial commitments	Committee Chairs to be elected by each committee.

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(Regulation 23) All Committees must be clerked but this can be undertaken by a Governor who is a member of the Committee or an Associate Member. The Headteacher is not permitted to clerk a Committee. Seven days' notice must be given for all Committee meetings and agendas circulated.	Minutes of all Committee meetings to be circulated to all Governors. Confidential minutes are confidential to those present at the meeting only. Delegated decisions taken by Committees should be reported to the Governing Board but not re-debated except where a rescission is being considered. It is recommended that the Governing Board appoint and pay a trained clerk.	Finance Committee Clerk: Hazel Sheridan Personnel Committee Clerk: Committee member Standards Committee Clerk: Hazel Sheridan