

STANDING ORDERS FOR THE GOVERNING BODY AND COMMITTEES

Statutory	Good Practice Guidance	Guidance Adopted Y/N or Alternative (Please Specify)
1. Election and Removal of Chair and Vice Chair (Regulation 5)		
<p>The Governing Body must decide the length of office of the Chair and Vice-Chair, a period not less than 1 year and not greater than 4 years. (A Chair/Vice Chair may resign at any time and a new Chair/Vice Chair elected.)</p> <p>Election procedures need to be decided by the Governing Body.</p>	<p>Governing Bodies may wish to consider retaining the one year term of office for Chair and Vice-Chair, as it gives flexibility and avoids a possible deterrent effect of a longer term.</p> <p>If the Chair/Vice Chair resigns mid-term the new Chair/Vice Chair will be elected for the full term of office agreed by the Governing Body.</p> <p>The Clerk should manage the election procedures.</p>	<p>Term of office – One Year</p> <p>Term of office expires – October each year or first Main Governors meeting of the academic year (whichever occurs first).</p> <p>Clerk to manage process - Yes</p>

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<p>Any Governor who is paid to work at the College may not be Chair or Vice Chair of the Governing Body.</p> <p>All candidates must withdraw whilst the election process is undertaken and shall not vote. (Regulation 14 and Schedule)</p>	<p>Written or oral nominations should be notified to the Clerk before the meeting at which the election will take place.</p> <p>Additional nominations can be received on the day.</p> <p>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 candidate.</p> <p>In the event of a tie a second ballot will be held.</p>	<p>Nominations written – YES</p> <p>Additional nominations accepted – NO</p> <p>Secret Ballot – YES</p> <p>YES</p>
2. Urgent Action (Regulation 6)		
<p>The Chair (or the Vice Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interest of:</p> <ul style="list-style-type: none"> • The College • Any pupil at the College (or his parent) • Any person who works at the College 	<p>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.</p> <p>Emergency action should only be used in extreme circumstances.</p>	<p>YES</p> <p>YES</p>

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<ul style="list-style-type: none"> • Associate Members of the Governing Body (unless the Governing Body requires them to leave for items relating to an individual member of staff or pupil). • In certain circumstances the LA may also have a right to attend. <p>(See also Regulation 14 and Section 8 below).</p> <p>The Governing Body decides whether to have associate members and who they shall be.</p> <p>(Regulation 11)</p> <p>There must be at least three meetings of the full Governing Body each school year.</p> <p>Meetings of the full Governing Body must be convened by the Clerk.</p> <p>The agenda/reports/papers shall be sent to the Governors 7 days before the meeting.</p>	<p>Most schools hold six meetings per year but this depends on the way in which the Governing Body and its committee meetings are organised. Fewer meetings of the full Governing Body may be appropriate if more responsibilities are delegated to Committees.</p> <p>Ideally items for the agenda should be notified to the Chair or Clerk two weeks before the meeting.</p>	<p>Number of planned meetings per term</p> <p>Autumn – Two Spring – One Summer – One</p>

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A Governor who without the consent of the Governing Body fails to attend full Governing Body meetings for a period of 6 months is disqualified. (School Governance (Constitution) (England) Regulations 2003: Regulation 20 and Schedule 6)	A record (in the minutes of the meeting) of Governing Body consent or otherwise for absence is essential in order to invoke disqualification. If no apology is received then no consent can be granted.	Agreement for absence is a standard item on Governing Body agenda YES YES
5. Quorum (Regulation 12)		
From 1 April 2004 the quorum needs to be calculated as 50% of only those Governors in post, rounded up to the nearest whole number. Vacancies need no longer be included in the calculation. Associate members must not be included in the calculation for quorum.	If the Governing Body is carrying a large number of vacancies resulting in a very low quorum, it is recommended that governing bodies try to ensure that attendance is generally above the minimum quorum level.	The quorum for our Governing Body is ten
6. Voting (Regulation 12)		
All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional (casting) vote.		YES

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7. Minutes and Papers (Regulation 13)		
<p>Minutes should be prepared by the Clerk and signed minutes must be available for public inspection.</p> <p>(Excluding confidential items:</p> <ul style="list-style-type: none"> • Items which refer to an individual parent, pupil or member of staff • Other items the Governing Body deem confidential) 	<p>Draft minutes 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”. (Excluding confidential items)</p> <p>Confidentiality should be restricted to a few very sensitive items.</p> <p>The way individual Governors vote, and their opinions should be regarded as confidential.</p>	<p>The Governing Body’s minutes will be available:</p> <ul style="list-style-type: none"> • From the College Office • On the College website
8. Restrictions on Participation (Regulation 14 and Schedule)		
<p>Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.</p>	<p>An annual register of interest must be established and updated annually.</p>	<p>Date for annual update of register – First Meeting of the academic year.</p>

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<p>Each Governor must declare at the start of any meeting if there is an item on the agenda which poses a potential conflict of interest or where a fair hearing is required and his/her impartiality is in doubt. In such a case, the Governor concerned must withdraw from the discussion and may not vote.</p> <p>In the event of a dispute the Governing Body decides whether the individual should withdraw.</p>		<p>YES</p> <p>YES</p>
9. Suspension (Regulation 15)		
<p>A Governing Body can suspend a member of the Governing Body for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations)</p>	<p>This should be used as a last resort.</p>	<p>Code of Conduct adopted by all Governors - YES</p>
10. Delegation to Committees and Individuals (Regulations 16 and 17)		
<p>The full Governing Body, in accordance with regulations, must annually decide any delegation to Committees or individuals.</p>	<p>Ref. Regulations</p>	<p>YES</p>

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<p>(Regulation 21) 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 Principal is not permitted to Clerk a Committee.</p> <p>Seven days notice must be given for all Committee meetings and Agendas circulated.</p>	<p>Minutes of all Committee Meetings to be circulated to Governors</p> <p>Confidential minutes are confidential to those present at the meeting only.</p> <p>Delegated decisions taken by Committees should be reported to the Governing Body but not re-debated except where a rescission is being considered.</p> <p>It is recommended that the Governing Body receiving training.</p>	<p><i>Curriculum, Personnel and Property and Finance.</i></p> <p>Clerk – Mrs Linda Parfrey</p> <p>Training available from Cambridgeshire Governor Services.</p>