

GOVERNING BODY FOR FAIRWAY PRIMARY SCHOOL AND CHILDREN'S CENTRE

THE SCHOOL GOVERNANCE PROCEDURES (ENGLAND) REGULATIONS 2003

Standing Orders for the Governing Body of Fairway Primary School and Children's Centre

(to be read in conjunction with the above Regulations)

1. Election of Chair/Vice Chair (Regulation 5)

- 1.1 Term of office 1 year
- 1.2 Term of office to expire: Autumn 2017
- 1.3 If the term of office is broken, the governing body will appoint a successor initially only for the remaining period of office
- 1.4 Election Procedures – nominations proposed and seconded at the meeting.
- 1.5 Voting Procedure will be by secret ballot in the event of either office being contested.
- 1.6 In the event of a single nomination, the governing body will vote on the nomination by a show of hands.

2. Functions of Clerk(s) (Regulations 9 and 21)

- 2.1 Name of clerk to governing body: Keith Golding
- 2.2 Names of clerks to committees: t.b.a.

3. Convening Governing Body Meetings (Regulation 11)

- 3.1 Number of planned governing body meetings per annum –5 (to 2015 summer term)
- 3.2 Number of governing body meetings per term: (to 2015 summer term)
 - Autumn - 1 x clerked
 - Spring - 1 x clerked
 - Summer - 1 x clerked

4. Minutes and Papers (Regulation 13)

- 4.1 Clerk to Governors to keep signed Minutes in a Minute Book
- 4.2 Draft minutes approved by the Chair to be made available for inspection at the school. **YES/NO**
- 4.3 Motion of Confidentiality to be included in agenda as and when appropriate, to declare items to be treated as confidential and not for publication.

5. Suspension of governors (Regulation 15)

- 5.1 In certain prescribed circumstances the governing body can resolve to suspend a governor for a period of up to six months.

5.2 Recommended Code of Conduct for Governors deferred for consideration by the Governing Body with recommendations brought to next termly meeting for adoption.

5.3 Date of adoption of Code of Conduct: 17 October 2016

6. Committees of governing bodies (Regulation 20)

6.1 Appointment of committee chairs to be determined by the respective committees at the first meeting following the review of committee membership.

6.2 Names of chairs of committees: **t.b.a.**

7. Restrictions on taking part in meetings (Regulation 14 and Schedule)

7.1 Pecuniary interest to be declared as appropriate by any relevant person attending the meeting.

7.2 Register of Business Interests established

7.3 Date register entries last reviewed : 17 October 2016

8. Appointment of successor

8.1 Members of staff to withdraw from meetings when appointment of a successor is discussed

9. Rescission and variation of resolutions

9.1 Rescission and variation provisions retained (from the School Government (England) Regulations 1999).

9.2. Namely that:

Any proposal to change, rescind or vary a previous decision of the governing body or a committee to be a specific item on the agenda.

10. Termination and adjournment of meetings

10.1 Termination and adjournment provisions retained (from the School Government (England) Regulations 1999).

10.2. Namely that:

- (1) If the number of governors present at the appointed time and place does not constitute a quorum then the meeting shall not be held;
- (2) A meeting of the governing body shall be terminated if the number of members present ceases to constitute a quorum;
- (3) Where a meeting is not held or is terminated before all items of business on the agenda have been disposed of then a further meeting shall be convened by the clerk as soon as is reasonably practicable.