The Standing Orders of the Governing Body
Academic Year 2026 - 2027

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Membership of the Governing Body

The composition of the governing body is recorded in the Instrument of Government.

The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the full governing body. They may be given voting rights on committees but not at full governing body.

The Governing Body will record any voting rights accorded to Associate Members in the relevant committee's Terms of Reference.

The Governing Body will adopt an agreed Code of Conduct.

Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the Minutes of a meeting. The governing body must have regard to advice from the clerk as to the nature of the governing body's functions.

Meetings

The Governing Body will meet at least six times per school year.

All meetings will be convened by the Chair / Clerk
Electronic notice of meetings, with an agenda and will be available electronically at least 7 days before the meeting.

Any papers to be considered will be available electronically at least 3 days (but ideally 7 days) before the meeting.

Items for the agenda should be notified to the Chair or Clerk 10 days before the meeting.

The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor.

Any three governors can request that the clerk convenes a meeting.

Governors must be present at a meeting to participate and vote. The Governing Body approves in principle remote participation in meetings by video conference where an important decision is needed, and a meeting is not in quorum by those present. Prior agreement must be sought prior to the meeting from the Clerk. Governors will ensure that no other persons are present or can hear the meeting when they are participating remotely.

If both the chair and vice chair are absent, another governor (but not any person employed to work at the school) can take the chair for that meeting.

Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

The clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not. In such a case, the governor concerned must withdraw from the discussion and may not vote.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing body.

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 (refer to The School Governance (Constitution) (England) Regulations 2012: Schedule 4 Paragraph 9).

The Governing Body's minutes will be prepared electronically by the Clerk and signed electronically by the Chair and minutes will be available for public inspection at the school office.

Quorum and Decisions

The quorum for a full governing body meeting is calculated as 50% of only those governors in post, rounded up to the nearest whole number.
The quorum for committees is as recorded in the individual committee's Terms of Reference.

All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

Decisions are made by a simple majority of governors present and voting. Voting by proxy is not permitted.

In the event of a tie the chair has a second, or casting vote.

Decisions of the governing body are binding on all members.

Chair and Vice Chair

The Term of Office of both Chair and Vice-Chair expires at the first meeting of the Governing Body in each academic year.

If the chair or vice-chair resigns or has to relinquish their office, the governing body must elect one of their number to fill that vacancy at their next meeting, the new chair or vice-chair will be elected for the rest of the remaining term of office.

The election of the chair and vice chair will be conducted by the following process:

- Governors will be able to submit written nominations prior to the full governing body meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.

- The clerk takes the chair for this agenda item, but does not have a vote.

- A ballot will be conducted even where there is only one nominee.

- The nominee(s) will be asked to leave the room/ absent themselves from an on- line meeting whilst the election process takes place.

- The remaining governors (as long as the meeting remains quorate) will take a vote by secret ballot, and the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.

- The nominee(s) will return to the meeting.

- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.

- If there is a tie, the outcome is decided by drawing lots.

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Delegation of Functions

The governing body can delegate any of its statutory functions to a committee, a governor or to the headteacher, subject to prescribed restrictions**.**
The governing body remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The governing body can still perform functions it has delegated.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the chair or vice chair taking action under their emergency powers.

The delegation of functions will be reviewed annually.

The governing body agrees the delegation of the functions as described in the terms of reference for the respective committee.

Committees

The following committees will be set up with membership, quorum and functions as detailed in each committee's Terms of Reference.

All committee meetings are open to all governors.

Any governor, Headteacher or committee who has been given delegated authority to carry out a Governing Body function must report any decisions or action to the Governing Body.

Each committee will have a chair, a clerk (identified from the members) and a minimum quorum of three governors who are members of the committee:

Resources Committee (terms of reference)

Learning, Teaching and Standards Committee (terms of reference)

Declaration

The governing body, at its meeting on 15/09/2026, resolved to adopt these Standing Orders.

Co-Chair of Governors: Mark Carter & Rachel Clay

Date: 15th September 2026