



Governor - Standing Order

HEDGEWOOD PRIMARY SCHOOL

Weymouth Road, Hayes, UB4 8NF (020 88456756)

Academic Year

The Governing Body of Hedgewood School have discussed and agreed the standing orders outlined below.

Hedgewood School's Governing Body will operate at all times in accordance with the School Standards and Framework Act 1998, the School Governance Regulations, The Education School Governance (Procedures) (England) Regulations and all other relevant and subsequent legislation.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body:

Chair and Vice-Chair

The Governing Body have agreed that the term of office for the Chair of Governors shall be for one year.

The Governing Body have agreed that the term of office for the Vice Chair of Governors shall be for one year.

If both the Chair and Vice Chair resign, or have to relinquish their offices for any reason, the Governing Body will hold a Special Meeting within days to elect their successors.

The Governing Body have decided on the following procedures for the nomination and election of the Chair and Vice Chair of Governors.

1. The election of Chair of Governors and/or Vice Chair of Governors must appear as an agenda item.
2. The election of Chair of Governors to be conducted by the Clerk to Governors (if there is more than one nomination).
3. Only those Governors present at the meeting may cast a vote.

4. The Governor who has the highest count of votes is elected as Chair.
5. The Clerk conducts the election for Vice Chair in the same manner as above.

Governing Body Meetings

The Governing Body will set the dates for its meetings.

Where the business has not been completed within a reasonable time (i.e. 2 hours) those Governors present may resolve to continue the meeting

1. for a specified extension of time or
2. if not completed, in order to finalise the business identified on the agenda
3. Meetings will be limited to a reasonable time (i.e. 2 hours).

Agenda Items

The Clerk will liaise with the Chair and Headteacher to prepare the Agenda.

Any Governor may request an item on the agenda by notifying the Chair and the Clerk giving reasonable notice (inform via the Clerk to Governors).

Papers that Governors will need to consider at the meeting will be attached to the Agenda and sent to all Governors in reasonable time for the meeting.

Attendance

The time of arrival and/or departure of any Governor not in attendance throughout the entire meeting will be recorded in the minutes.

Governors will ensure apologies for absence are sent to the Clerk to Governors as soon as possible. Apologies should be communicated to the Clerk in advance of the meeting. The email address is kboulter@hedgewood.org

If members are unable to physically attend meetings, they are able to 'attend' via skype or conference call. It is hoped that this would be used on an occasional basis.

All meetings will be conducted through Zoom.

In the absence of the co-headteacher's, the Deputy Head or one or both Assistant Headteachers, in an advisory capacity only, will attend in their absence.

The Assistant Headteacher(s) will be invited to attend every meeting of the Governing Body as an observer(s) in an advisory capacity.

Information

1. All correspondence for the Governing Body will be reported to each meeting, for information or action as appropriate. The Chairman, Clerk and/or Headteacher will take appropriate action on correspondence received, giving a report on any urgent action taken.
2. The Governing Body will agree who will write letters and make public statements on its behalf, either generally or on specific issues.
3. The Headteacher will submit a written report to the Governing Body for circulation with the Agenda for each meeting of the Governing Body.
4. Where information required by the Governing Body is not readily available, reasonable time will be given for its production.
5. The Governors and all Associate Members shall inform the Clerk to Governors, as soon as possible, of any change in their personal contact details, pecuniary interests or their eligibility to continue to serve as a Governor or Associate Member.
6. The Clerk shall update the Local Authority's Governor Support Service of any change or update to Governing Body Membership on a termly basis.

Decisions and Delegation

1. Voting will ordinarily be by show of hands. During Zoom meetings; vocal acceptance/decline/abstain will be accepted. The email network could also be used and be confirmed at the next FGB meeting.
2. The Governing Body will delegate duties to committees and to individuals, including the co-headteacher's and may also establish working groups to provide information and recommendations for the Governing Body on specific issues.

3. All tasks delegated by the Governing Body to committees or individuals will be officially documented.
4. The Chair of each of the committees and working groups will be appointed by the Governing Body/the committee or working group concerned.
5. The Governing Body will determine when the committees and any working groups will meet/allow committees and any working groups to determine their own timetable of meetings within given limits.

Minutes of Governing Body and Committee Meetings

Any dissenting views will be recorded in the Minutes of the meeting, if that is the wish of one or more Governors present.

Copies of the draft minutes, once approved by the Chair, will be sent to all members of the Governing Body.

A copy of the approved minutes of all the full Governing Body meetings shall be sent by the Clerk to the Local Authority's Schools Governance Service as soon as practicable.

A copy of this document shall be supplied to every member of the Governing Body, all Associate Members and any new members.