STANDING ORDERS

FOR

THE PROCEDURAL WORKS

OF

APPLEDORE SCHOOL

GOVERNING BODY

2026-2027

As recommended by Devon Governor Services
May 2004

STANDING ORDERS
FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BODY

CONTEXT

Under the terms of the School Governance (Procedures) (England) Regulations 2003, governing bodies have more freedom to determine their own procedures with effect from 1 September 2003. In the main this is a 'good thing', however it is important that the governing body is clear about the procedure it has agreed, as there is also potential for confusion and muddle! These Standing Orders outline the decisions each governing body is required to make and includes suggested resolutions. However, the suggestions may not reflect the best working pattern for your school. Therefore, **for each decision the governing body can vary the terms in accordance with the guidance given by filling in the blanks.** The Standing Orders are available electronically on www.devon.gov.uk/governors and can be downloaded by each governing body for ease of amendment. The decisions made must be agreed and recorded at a full governing body meeting.

ALTERING STANDING ORDER DECISIONS

Once agreed, a governing body can change its Standing Orders at any full governing body meeting. As a matter of best practice, it is recommended that the governing body review their Standing Orders in the autumn term each year. Any amendments must be agreed and recorded at a full governing body meeting. An updated version of the Standing Orders should be signed, dated and added to the Standing Orders file.

The previous version should be clearly marked "Replaced by the version dated…" The obsolete version should be retained with the minutes of the meeting at which it was replaced, in case of any dispute in the future regarding the proceedings of the governing body, in order to confirm the agreed procedures at the time in question.

CONSTITUTION OF THE GOVERNING BODY

The Constitution of each governing body will change by August 31 2006. The Education School Governance (Constitution) (England) Regulations 2003 set out the new arrangements for the constitution of maintained schools. Each governing body is required to re-constitute and make a new Instrument of Government during the period 1 September 2003 to 31 August 2006.

The new regulations include guiding principles on the proportions of different categories of governor. As now, the new instrument must specify the size of the governing body and the number of governors in each category in accordance with the constitutional model.

This document has originally produced by Buckinghamshire Governor Services and has been amended by Devon Governor Services. May 2004.

Governing Body name: Appledore School

BEST PRACTICE
That each governing body compile a "STANDING ORDERS" file that contains:

- **The governing body's Standing Orders**
- **A copy of the School Governance (Procedures) Regulations**
- **The current Instrument of Government**
- **The Terms of Reference for Committees**
- **The policy on governors' expenses**
- **Register of Business Interests forms for all governors**

The file should be accessible to all governors. The clerk to the governing body should also retain a copy for their records. After the new Instrument of Government has been approved following re-constitution, a copy should be filed in the Standing Orders file, replacing the old instrument.

MEETINGS OF THE GOVERNING BODY
The full governing body must meet at least three times in each school year.

The Governing Body notes the requirement to meet at least three times in each school year and has set the date for meetings in 2026/27 as follows: 22nd September 2026, 13th October 2026, 1st December 2026, 26th January 2027, 2nd March 2027, 27th April 2027, 29th June 2027

TERMS OF OFFICE
The governing body must determine the length of term of office for the Chairman and Vice-Chairman, prior to the election taking place. This must be between one and four years in length. The term of office as Chairman or Vice-Chairman cannot be longer than the remainder of the term of office of the governor in question.

The Governing Body resolves that:

The Chairman of Governors will have a term of office of four years and the term of office will end on the date of the first meeting of the governing body after the 4th anniversary of his/her election.

The Governing Body resolves that:

The Vice-Chairman of Governors will have a term of office of four years and the term of office will end on the date of the first meeting of the governing body after the 4th anniversary of his/her election.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
The Governing Body can decide the election process for the Chairman and the Vice-Chairman. The process must be agreed at a full governing body meeting. The

clerk chairs the meeting for the item to elect the Chairman. The Chairman takes over the meeting, once elected, including the item to elect the Vice-Chairman.

Please note that a governor who is paid to work at the school or who is a pupil at the school is not eligible for the office of Chairman or Vice-Chairman.

Factors the governing body should consider in agreeing their election process are:

- Whether written nominations are to be sought in advance of the meeting
- Whether a governor can stand for office if they are unable to be present at the meeting
- Whether a governor can vote if not present at the meeting (in writing or by proxy)
- Whether nominations will only be taken at the meeting
- Whether a candidate will self nominate or be proposed (and seconded if wished) by other governors
- Whether there will be secret ballot or a show of hands (and whether this would vary depending on the situation i.e. in all circumstances or only when there is more than one candidate)
- How the governing body would treat a tie in the votes – Would candidates have the opportunity to speak to the governing body about why they want to be Chairman and then another vote could be taken, for example, or would you toss a coin, or would you do something else? Although this is an unlikely scenario the procedure should accommodate all potential results.
- Whether a governor can be re-elected and whether there should be a limit to the number of terms a governor could serve

The process must be fair, clear and transparent.

The Governing Body resolves that the following process will apply to the election of Chairman and Vice-Chairman:

Governors will be able to submit written nominations prior to the full governing body meeting at which election of chair is an agenda item. No verbal nominations will be accepted at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered. Written nominations will be requested at the last full governing meeting of the summer term.

The Clerk to contact nominees to ask if nominees wish to stand.

Nominee (s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining governors will take a vote by a show of hands. Please note that if a secret ballot is agreed, the clerk will tally the votes.

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 still a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.

If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

This decision will be taken prior to Reconstitution.

The governing body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years. (Devon Governor Services recommends a term of four years).

The Governing Body resolves to have the same terms for all categories of governor. The agreed term is four years.

ASSOCIATE MEMBERS
The governing board can appoint Associate Members to serve on one or more governing board committees and attend full governing board meetings. An associate member may be removed from office by the governing board at any time. Associate Members are appointed as members of committees established by the governing board or as members of the governing board. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not governors and are not recorded on the Instrument of Government. Associate Members do not have the right to vote at governing board meetings. The governing board can give limited voting rights to Associate Members on committees at the time of appointment. Associate Members cannot count towards a quorum for any meeting of the full governing board or committee on which they serve.

APPOINTMENT OF THE CLERK
The governing body is required to appoint a clerk to the governing body. The clerk may not be a governor, an associate member of the governing body or the Headteacher of the school.

The Governing Body resolves that the clerk to the Governing Body is: Miriam Goldsmith-Ryan

There are some procedural matters not detailed in these Standing Orders that are laid down in the Regulations, such as:

- Convening meetings
- The proceedings of meetings
- Removal of the chair or vice-chair from office
- Suspension of a governor

The clerk to the governing body should ensure that the work of the governing body complies with the Regulations. Further guidance can be found within the Guide to the Law for Governing Bodies and Devon's Clerks' Manual: School Governors – A Guide to the Work of Governing Bodies (2003 updates).

QUORUM
Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present. The new Regulations require one half

(50%) of the existing membership of the governing body to be present before decisions can be made, rounded up to the nearest whole number.

The Governing Body notes the new requirements in respect of a quorum. According to our Instrument of Government the new quorum requirement for full governing body meetings equates to 50% of existing membership.

COMMITTEES AND WORKING PARTIES

DEFINITIONS

A COMMITTEE of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include associate members and, if so, whether they may vote. This information must be minuted at a full governing body meeting. The governing body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually. The Chairman of each committee must also be appointed annually.

A WORKING PARTY of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full governing body (or a relevant committee if responsibility has been delegated to a committee) for approval.

MEMBERSHIP OF COMMITTEES

The terms of reference of committees should be included with the STANDING ORDERS file. The membership of committees is listed below. A Chairman must be appointed each year to each committee, elected by the governing body or the committee members, if the governing body agree to delegate this task. The governing body is required to appoint a clerk to each committee. This cannot be the headteacher but can be another governor.

STRONGLY RECOMMENDED COMMITTEES	**MEMBERSHIP** (Enter the membership)	**QUORUM*** (see below)
First Committee (Staff Dismissal, Grievance)	All eligible governors	3 governors
Second Committee (Appeals)	All eligible governors	3 governors
COMMITTEES	(Identify the Chair and Clerk(s) in brackets after their name)	
Teaching and Learning committee	Jeremy Cooper, Claire Bannister, Jo Fortune, Louise May, Rich Evans Miriam Goldsmith-Ryan (Clerk)	3 governors
Resources committee	Jeremy Cooper, Jane Halloway, Philip Grant, Ed Miles, Jane Hallett Miriam Goldsmith-Ryan (Clerk)	3 governors
Pay Committee	Jo Fortune, Philip Grant, Louise May	3 governors
HT's appraisal committee	Jo Fortune, Philip Grant, Rich Evans	3 governors

BEST PRACTICE FOR COMMITTEE MANAGEMENT

- Agendas should be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers should be available to all governors (not just those on the committee).
- Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chairman at the next committee meeting to verify that the minutes are a true record.
- Committee members should feedback at the full governing body on the work of the committee and any decisions taken.

DELEGATION OF FUNCTIONS

A governing body can delegate any of its statutory functions to a committee, a governor or the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions **cannot** be delegated:

- The constitution of the governing body
- The appointment or removal of the Chairman or Vice-Chairman
- The appointment of the Clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions **can** be delegated to a committee, but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools,
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils
- Admission matters

The governing body can still perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action or decision made.

The Governing Body resolves that the following functions will be delegated to the committees or individuals named:

The Governing Body agrees to the delegation of the functions as described in the terms of reference for the Teaching and Learning Committee and The Resources Committee. The terms of reference for these committees are filed in the STANDING ORDERS file, to support and exemplify the statement.

The Governing Body agrees delegation to the Chair, who the Regulations say can "act in cases which may be deemed urgent i.e. where a delay* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school". The Governing Body agrees that The Vice-Chair can act in the same circumstances, if the Chair was unable to exercise the function for some reason.

The Governing Body agree delegation to the Headteacher as described in The Governing Body Decision Planner and the Roles of Governing Bodies and Headteachers documents, both of which are filed in the STANDING ORDERS file, to support and exemplify the statement.

*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of governing body or of a committee to which the function in question has been delegated, to be held.

DECLARATION

The Governing Body, at its meeting on 22nd September 2026 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school for reference.

Signature
(Chair)

Date of signature