

## **GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL**

### THE SCHOOL GOVERNANCE PROCEDURES (ENGLAND) REGULATIONS 2003

#### **Standing Orders for the Governing Body of Hollickwood Primary School (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 2016
- 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 – In addition to written nominations being taken in advance of the meeting, 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: Janet Robinson
- 2.2 Names of clerks to committees/Governing Body: TBA

##### **3. Convening Governing Body Meetings (Regulation 11)**

- 3.1 Number of planned governing body meetings per annum – 6 plus budget meeting
- 3.2 Number of governing body meetings per term:
  - Autumn - 2
  - Spring - 2
  - Summer - 2

##### **4. Minutes and Papers (Regulation 13)**

- 4.1 Clerk to Governors to keep signed Minutes in a Minute Book
- 4.2 Part I (non-confidential and for public viewing) Draft minutes approved by the Chair to be made available for inspection at the school
- 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of Confidentiality to be included in agenda as and when appropriate, to declare items to be treated as confidential and not for publication.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 was adopted:

5.3 Date of adoption of Code of Conduct: 20 July 2015  
(to be reviewed at the first Governing Body meeting of the 2016 autumn term)

## **6. Committees of governing bodies (Regulation 20)**

6.1 Appointment of committee chairs/lead governors to be determined by the respective committees at the first committee meeting following the review of committee membership. Committees will operate through the main Governing Body meetings rather than through committee meetings

6.2 Names of chairs/lead governors of committees:  
Zahid Ur Rehman; Kunal Amin; Bidesh Sarkhar; Jason Reeves

## **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. To be included as an agenda item for each meeting

7.2 Register of Business Interests established

7.3 Date register entries last reviewed : 5 October 2015

## **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.

## **11. Governing Body meeting agendas**

- To have standing sections to cover each of the four standard areas:
- Teaching and Learning;
- Staffing;
- Finance and Premises and Strategy, Communications and Stakeholder Engagement.