



# **STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD**

**Approved by the Governing Board: September 2025  
Date of next review: September 2026**

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## **MEETINGS OF THE GOVERNING BOARD**

The full governing board has agreed to meet **8** times in each school year. Dates of the meetings for the year to be decided in advance and published at the beginning of the academic year.

## **TERMS OF OFFICE**

The Governing Board resolves that - the Chair and Vice Chair of Governors will have a term of office of **one year** and the term of office will end on the date of the first meeting of the Governing Board after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

## **ELECTION OF CHAIR AND VICE-CHAIR**

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

Governors will be able to submit written nominations prior to the full Governing Board and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

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 secret ballot. The clerk will tally the votes at the meeting.

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, 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**

Currently, the term of office for all governors (irrespective of category) is four years.

The Governing Board agrees to appoint associate members to the governing board, in addition to the agreed Constitution. Associate members will have no voting rights.

## **APPOINTMENT OF THE CLERK**

The Governing Board resolves that the clerk to the Governing Board is Petra Robinson.

## Downsway Primary School

The clerk of the Governing Board should ensure that the work of the Governing Board complies with the Regulations.

- Agendas and papers should be circulated to all Governors at least **seven** days in advance of the meeting
- 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 Chair at the next Governing Board meeting to verify that the minutes are a true record.

## QUORUM

The Governing Board notes the new requirements in respect of a quorum.

Size of Governing Board (governors in post)	QUORUM REQUIREMENT
9 GOVERNORS	5

## COMMITTEES

The full Governing Board meets **8** times a year. Should a need arise; the following committees will be convened:

Recommended Committees	Membership	Quorum
Staff committee	Chair, Vice Chair & one other Governor (excluding Staff Governor)	3 Governors
Staff Appeal Committee	Other governors (excluding members of the staff committee and excluding Staff Governor)	3 Governors
Pay Appeals Committee	Three governors (excluding Staff Governor)	3 Governors
Pupil discipline committee	Chair, Vice Chair & one other governor	3 Governors
Working Parties	Will appoint from Governing Board when need arises	3 Governors

## DELEGATION OF FUNCTIONS

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

### Functions which can be delegated

## **Downsway Primary School**

The statutory decisions which the Governing Board will delegate are:

- School Discipline Policies.
- The exclusion of pupils.
- Admission matters.
- The alteration, discontinuance or change of category of maintained school.

### Functions which cannot be delegated

The following functions will not be delegated:

- The constitution of the Governing Board
- The appointment or removal of the Chair or Vice-Chair
- The appointment of the clerk
- The suspension of Governors
- The establishment of committees and delegation of functions

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

The Governing Board agrees to the delegation of the functions as described in the terms of reference for the Staff committee, Staff appeal committee and Pupil discipline committee and to those functions listed above.

### The Chair of Governors

The Chair of Governors 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.

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

### Staff appointments and dismissals

The Governing Board has overall responsibility for all staff appointments and dismissals. However, the Governing Board agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, with advice from the Chair and a representative from the external Human Resources provider. All appointments and dismissals are subject to the adoption of appropriate HR policies.

However, in exceptional circumstances an individual Governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

The exceptional circumstances are as follows:

## **Downsway Primary School**

- A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the Governing Board considers a new appointment for the Headteacher post, the normal expectation for the Headteacher to undertake these responsibilities should apply.
- Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal has instigated a proposal to dismiss or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case-by-case basis in the light of circumstances.
- Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Governing Board may also lead in the appointment of support staff with senior management responsibilities.
- A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the LA has made representations to the Chair of the Governing Board on grounds of serious concerns about the performance of the Headteacher.
- Where the Headteacher has failed to abide by financial limits agreed by the Governing board for any school purpose.

In exceptional circumstances, outlined above, the following arrangements will apply:

The Governing Board will form a committee who will be responsible for staff appointments and the Staff Disciplinary Committee will be responsible for initial staff dismissal issues.

### Appointment of Headteacher and Deputy Headteacher

The Governing Board will be responsible for selecting an appointments panel (of at least 3 Governors) to lead on the appointment of a Headteacher and Deputy Headteacher

## **DECLARATION**

The Governing Board, at its meeting on the 24th September 2025 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the Governing Board for the formal Governing Board records and a copy has been retained at the school for reference.

Signature (Chair):

Date of signature: 24 September 2025