



Standing Orders

The Calcot Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **School's own**

Review period: **Annually**

Responsible committee: **FGB**

Statutory: **No**

Required on website: **No**

Ratified by Full Governors: **16 October 2025**

Review due: **Oct 2026**

Co-Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2017 September	No changes
2	2018 September	No changes
3	2019 December	No changes
4	2020 December	Slight amendments
5	2021 September	No changes
6	2022 September	Slight amendments
7	2023 September	No changes
8	2023 September	Slight amendments
9	2025 September	Significant amendments

3. Website

9	Oct 2025
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Standing Orders

For the Procedural Workings of the Governing Body

These Standing Orders are established in accordance with: the School Governance Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2007, the School Governance (Constitution) (England) Regulations 2012 and the DfE's Maintained Schools Governance Guide.

Related documents:

- Instrument of Government
- Membership list of current governors
- Governance Terms of Reference
- Membership list for committees
- Agreed calendar of meeting dates for the academic year
- Register of Business Interests
- Governors expenses Policy
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2007 or School Governance (Constitution) (England) Regulations 2012 (delete as appropriate)
- Latest version of the Department for Education's Maintained Schools Governance Guide

COMPOSITION OF THE GOVERNING BODY

The Governing Body is composed of: LA, parent, staff, and co-opted governors as detailed in the Instrument of Government for the school.

The term of office for all categories of governor is four years.

The Governing Body may appoint Associate Members of the Governing Body and/or its committees and it will determine what voting rights and term of office they have. Associate Members are not governors.

MEETINGS OF THE GOVERNING BODY

The full governing body will meet a minimum of 5 times in each school year.

The dates of the meetings are as per the agreed list of meetings for each academic year.

SINGLE OR JOINT CHAIRS

The governing body may elect a single Chair or Joint Chairs. In the case of joint Chairs being elected either Chair carries the authority as Chair of the Governing Body. However, joint Chairs will liaise to ensure that decisions are agreed between Chairs.

CONVENING MEETINGS

All meetings will be convened by the governance professional, in accordance with the arrangements made by the governing body, but subject to:

- (a) any direction from the chair(s) where the matter is urgent and
- (b) any requisition signed by three governors.

NOTICE OF MEETINGS

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the chair(s) calls an urgent meeting at short notice:

- (a) to each governor,
- (b) the headteacher (whether or not that person is a governor), and
- (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

ATTENDANCE

The governance professional will keep a record of those governors and all other persons present at meetings of the governing body and any of its committees.

The following persons have the right to attend any meeting of the governing body:

- a governor
- the headteacher of the school, whether or not that person is a governor
- an associate member and
- such other persons as the governing body may determine

If a governor fails to attend meetings without the consent of the governing body for a period of **six months**, they will be disqualified from holding office as a governor.

QUORUM

The quorum for a meeting of the governing body and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post, other than for subcommittees (see **Committees** below).

In calculating the quorum vacant positions on the governing body are not included and so are associate members. Meetings that become inquorate will continue but **no legal** decisions may be made.

ALTERNATIVE ARRANGEMENTS FOR GOVERNOR PARTICIPATION AT MEETINGS

The governing body has agreed that for practicality, emergency or for health and safety reasons, governors are allowed to participate or vote at meetings, by telephone or video conference. However, this is not the normal arrangement for governing body meetings.

DECISION-MAKING

Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or individual.

Every question to be decided at a meeting of the governing body is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the governing body have adopted alternative arrangements for governor participation as set out above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote.

The chair has authority to take certain *urgent actions* if a delay in dealing with the matter would be seriously detrimental to the interests of the school or an individual, the matter being reported to the next meeting of the governing body. This is called *chair's actions*.

The Policy Control Document listing statutory and additional policies for the governing body, its committee or individuals with responsibility for monitoring and reviewing each policy, will be agreed at least annually.

WITHDRAWAL FROM MEETINGS

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (conflict of interest, pecuniary interest, inability to be impartial – see section 16).

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

MINUTES OF MEETINGS

The governance professional must ensure that minutes of governing body meetings are drawn up and signed (subject to the approval of the governing body) by the chair(s) at the next meeting. The approved minutes are kept on GovernorHub. .

Within 10 school days of the meeting, the governance professional will forward the draft minutes to the chair(s) for checking, and to the headteacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing body within 15 school days of the meeting.

Those matters that the governing body determines as confidential will be minuted separately as Part 2 minutes. *Advice from the school's Data Protection Officer will be taken should a request be made by a member public.*

GOVERNANCE PROFESSIONAL

The governing body must appoint a governance professional to governors and must have regard to advice from the governance professional as to the nature of the governing body's functions.

Governors and the headteacher cannot be the governance professional to the governing body. If the governance professional is not able to attend a meeting the governors present at the meeting can appoint a member of the governing body (but not the headteacher) to act as governance professional for that meeting.

ELECTION OF THE CHAIR, JOINT CHAIRS AND VICE-CHAIR

The governing body must elect a chair, or joint Chairs and a vice-chair. When the position of chair or vice-chair falls vacant the governing body must elect a new chair, joint Chairs or vice-chair at the next full governing body meeting.

Before an election takes place, the full governing body must decide the date on which the term of office of the chair(s) or vice chair will end (the term would not normally exceed four years but the chair(s) may serve for two successive terms).

The governance professional will take the chair when the chair(s) is being elected. Governors who work at the school and associate members cannot stand for election as chair or vice-chair.

The process agreed by the full governing body for electing a chair, joint chairs and vice-chair is as follows:

1. The governance professional shall invite governors to submit written nominations prior to the election meeting which is deemed to be the first full governing body meeting of the academic year
2. A governor may nominate him/herself for office
3. Nominations shall be noted on the agenda for the election meeting
4. Verbal nominations shall only be considered at the election meeting if no written nomination has been received for the post in question
5. If there is a single nomination for any office the nominee shall be considered elected
6. If there is more than one nominee for a post, nominees will leave the room while the election process takes place
7. The remaining governors shall vote in person by secret ballot (there will be no absent voting)
8. The governance professional will tally the votes and his/her decision as to whether or not to admit a vote shall be final
9. The nominee(or nominees in the case of there being joint chairs) polling the majority of votes shall be duly elected
10. If there is a tie each candidate will be given the opportunity to speak to the governors about their nomination, after which a further vote will be taken
11. If there is a further tie, governors will discuss the strengths and skills of the nominees further and another vote will be taken
12. This process will repeat until a nominee polls a majority of the votes.

DECLARATION OF INTEREST

Governors will declare any pecuniary interest or conflict of interest with any agenda item at the beginning of the meeting.

The governing body will maintain a register of business interests of its members. The register is held on GovernorHub and published on the school's website.

At the start of each meeting, governors will be required to declare any personal interests in an agenda item.

CODE OF CONDUCT FOR WEST BERKSHIRE GOVERNORS

Every governor (and associate member) will read and agree to follow the Calcot Schools Code of Conduct for Governors.

GOVERNORS' EXPENSES

The governing body may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

This governing body has agreed the following:

- Governors may claim for exceptional travel expenses to formal courses and any postage costs incurred
- Reimbursement of costs incurred by the Chair of the Governing Body must be approved by the Chair of the Finance, Health, Safety & Sites Committee (FHSC)
- Reimbursement of costs incurred by any other governor must be approved by the Chair of the Governing Body
- Reimbursement of costs incurred by any governor will be reported to the Governing Body on an annual basis by the Chair of the Finance, Health, Safety & Sites Committee (FHSC)

COMMITTEES, WORKING PARTIES, APPEAL PANELS

Committees

A committee of the governing body is set up with delegated powers, with the governing body deciding its membership, the procedures for appointing its chair (or joint chairs), what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a full governing body meeting and minuted.

The governing body remains 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 by a full governing body meeting.

The Chair and Vice Chair of each committee must also be appointed annually.

Quorum of committees	The minimum quorum is three governors. Associate members are not included in calculating the quorum.
Headteacher	The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot act as the governance professional for committee meetings.
Clerk	The governing body must appoint a governance professional to each committee.
Committees:	Curriculum Finance, Health, Safety & Sites Personnel Headteacher's Performance Management Panel Governors' Disciplinary Committee (GDC) Complaints Staffing appeals Pay
Membership:	As per the list of committee membership.

Committee terms of reference are stored on GovernorHub.

Working parties

A working party of the governing body may be 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.

Appeal panels

In certain circumstances, the governing body may be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel.

Three eligible available governors will be appointed by the joint chairs and governance professional.

HEADTEACHER RESPONSIBILITIES

The headteacher has a statutory duty to keep the governing board fully informed and will present a written report to the governing body three times per annum.

The governing body agrees that the headteacher will be responsible for staff appointments outside of the leadership group and initial staff suspensions. The governing body being required to be involved in any disciplinary hearings.

Day-to-day responsibility for the Freedom of Information Act and GDPR and the provision of advice, guidance, publicity, and interpretation of the school's policy is delegated to the headteacher.

PARENT AND STAFF GOVERNOR ELECTIONS

- The governing body will agree the rules of the election and appoint a returning officer.
 - The rules of any election are kept by the governance professional and will be published on the school website (parent governor election) or on the staffroom noticeboard (staff governor election).
 - The returning officer will be the governance professional unless otherwise agreed.
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REVIEW

These Standing Orders will remain in effect until such time as the governing body is required to make any such alteration as a result of changes to school governance procedures, constitutions or regulations.

The governance professional will ensure that each governor is provided with a copy of these Standing Orders upon appointment to the governing body.