



Harlington School

Governing Board Standing Orders

Academic Year 2024 – 2025

The Governing Board of Harlington School have discussed and agreed the standing orders outlined below.

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 Governors' Handbook 2013.

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

1 Chair and Vice Chair

- a) The Governing Board have agreed that the term of office for the Chair of Governors shall be for one year.
- b) The Governing Board have agreed that the term of office for the Vice Chair of Governors shall be for one year.
- c) If both the Chair and the Vice-Chair resign, or have to relinquish their offices for any reason, the Governing Board will hold a special meeting within 10 days to elect their successors.
- d) The Governing Board have decided on the following procedures for the nomination and election of the Chair and Vice Chair of Governors.
 - I. Notice of the requirement to hold an election for the Chair or Vice Chair of Governors to be raised at a Full Governing Board meeting prior to the Full Governing Board meeting where an election will be held.
 - II. A nomination form from the Clerk to Governors in-between such meetings shall be sent to each member of the Governing Board (who does not work at the school) for self-nomination.
 - III. Received nominations to be notified to all governors with the agenda for the full governing board meeting where an election will be held, at least seven clear days in advance of the meeting.
 - IV. The election of Chair of Governors and/or Vice Chair of Governors must appear as an agenda item.
 - V. The election of Chair of Governors to be held by secret ballot conducted by the Clerk to Governors.
 - VI. Only those governors present at the meeting may cast a vote (statutory).
 - VII. The Governor who has the highest count of votes is elected as Chair.

- VIII. In the event of a tie, the two nominations with the highest number of votes will be put forward into a drawing of lots. The winner will be declared Chair.

The Chair of Governors conducts the election for Vice Chair in the same manner as above.

2. Staff Governors

- a) The Governing Board have agreed that two months before the expiration date of the term of office of the staff governor, an election process will be instigated within the staff body.
- b) The advertisement for the role of staff governor will be undertaken via an 'all staff' email on the school email system.
- c) Interested members of staff should submit a short paragraph in support of their application by the nominated date.
- d) If only one member of staff applies, they will be adopted as the staff governor.
- e) If more than one member of staff applies, an election will be held and the member of staff with the most votes will be adopted as the staff governor.

3. Governor Terms of Office

- a) The term of office for all governors shall be for four years.
- b) At the end of their term of office, a governor who is not a staff or parent governor may seek to renew their membership of the Governing Board without recourse to election. Parent and staff governors may not be automatically re – elected. At the end of their term of office the parent body, or the staff body, as appropriate will be offered the opportunity to apply for the role and, if necessary, elections for these positions will take place.

4. Governing Board Meetings

- a) The Governing Board will set the dates for its meetings, including those for any of the non-statutory committees or working groups for the forthcoming school year at the final meeting of the current school year.
- b) Meetings will normally be limited to two hours' duration.
- c) Where the business has not been completed within the agreed time, those governors present may resolve to continue the meeting either for a specified extension of time, or, if not completed, in order to finalise the business identified on the agenda.

5 Agenda Items

- a) The Clerk will liaise with the Chair and the Headteacher to prepare the Agenda.
- b) Any governor may request an item on the agenda by notifying the Chair and the Clerk giving at least two weeks' notice.
- c) Papers that governors will need to consider at the meeting will be attached to the agenda and sent to all governors at least seven clear days in advance of the meeting.
- d) "Notification of Any Other Business" will be included early on the Agenda, and any governor wishing to raise an urgent item for discussion during the meeting must give notice at this time.

6 Attendance

- a) The time of arrival and/or departure of any governor not in attendance throughout the entire meeting will be recorded in the minutes.
- b) Governors will ensure apologies for absence are sent to the Clerk to Governors as soon as possible. Apologies should be e-mailed to the Clerk in advance of the meeting.
- c) In the absence of the Headteacher, the Deputy Headteacher(s) will attend in their absence.
- d) The Governing Board will agree and review a protocol on observers to governing board meetings at the start of each academic year.
- e) In accordance with The School Governance (Constitution) (England) Regulations 2012, Governors who fail to attend meetings without the consent of the Governing Board for a continuous period of six months are disqualified.

7 Information

- a) All correspondence for the Governing Board will be reported to each meeting, for information or action as appropriate. The Chair, Clerk and/or Headteacher will take appropriate action on correspondence received, giving a report on any urgent action taken.
- b) The Governing Board will agree who will write letters and make public statements on its' behalf, either generally or on specific issues.
- c) The Headteacher will submit written reports to the Governing Board for circulation with the agenda for each meeting of the Governing Board.
- d) Where information required by the Governing Board is not readily available, reasonable time will be given for its production.
- e) 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.
- f) The Clerk shall update the Local Authority's Governor Support Service of any change or update to governing board membership on a termly basis.

8 Decisions and Delegations

- a) Voting will ordinarily be by show of hands unless one or more governors request a secret ballot.
- b) The Governing Board will delegate duties to committees and to individuals, including the Headteacher, and may also establish working groups to provide information and recommendations for the Governing Board on specific issues.
- c) All tasks delegated by the Governing Board to committees or individuals will be officially documented in an action tracker .
- d) The Chair of each of the committees and working groups will be appointed by the committee or working group concerned.

- e) The Governing Board will allow committees and any working groups to determine their own timetable of meetings within given limits.

9 Minutes of the Governing Board and Committee Meetings

- a) Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.
 - b) Copies of the draft minutes, once approved by the Chair, will be presented at the next meeting.
 - c) A copy of the draft approved minutes of all the full governing board meetings shall be sent by the Clerk to the Local Authority's Governor Support Service as soon as practicable. This will be by email.
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Chair of Governors Signature

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