



Weaverthorpe C.E. Primary School

Interim Executive Board Standing Orders & Code of Practice

**Adopted by: Full Governing Board
Autumn1 2021**

Review date: Autumn1 2022

Contents

Meetings of the Governing Board.....	2
Chair and Vice-Chair – Term of Office	2
Election of Chair and Vice-Chair	3
Election of Vice-Chair – Procedure	3
Annual calendar of Meetings and Business	3
Notice of Meetings and Agenda	4
Agenda Items	4
Quorum	4
Voting	4
Confidential Matters	5
Minutes of Meetings	5
Record of Attendance	6
Apologies for Non-attendance at Meetings of the Governing Board.....	6
Disqualification for Non-Attendance.....	6
Records of the Governing Board	6
Governor Training	7
Register of Business Interests	7
Eligibility	7
Conduct.....	7
Declarations of Interest.....	7
Urgent Action by the Chair/Vice-Chair of the Governing Board	7
Delegation to the Headteacher	8
Financial and Other Guidance	8
Virtual Governance.....	8
Variation and Revocation of Standing Orders	8
Interpretation of Standing Orders	9
Associate Members.....	9
Appendix A: NGA Model Code of Conduct August 2021	10

Meetings of the Governing Board

The Governing Board shall meet monthly during term time when necessary, and with a meeting every half term as a minimum. The Board will meet as agreed necessary during school holidays.

Chair and Vice-Chair – Term of Office

The IEB is designed to be a short- term Governing Board in exceptional circumstances. Therefore, the term of office of the Chair and Vice-Chair shall normally run for the duration of the IEB.

Election of Chair and Vice-Chair

The Chair of the IEB is appointed by the appointing body (the local authority), therefore there are no election requirements for the Chair. The IEB will elect a Vice-Chair to distribute responsibility and leadership, and to allow meetings to run smoothly in the Chair's absence.

Election of Vice-Chair – Procedure

The following procedure shall apply to the election of the Vice-Chair:

- the Chair shall invite nominations from the meeting. A governor may nominate him/herself;
- if only one candidate is nominated, either the nominee is endorsed by all governors within the meeting or that candidate must withdraw from the meeting whilst the remaining governors vote by secret ballot on whether to accept or reject the nominated candidate. In the event of an equality of votes the Chair **does not** have a casting vote and a "no decision" shall be recorded in the minutes. The IEB members will agree which process to adopt prior to the election of the Vice Chair;
- if two candidates are nominated then both nominated candidates shall withdraw from the meeting whilst a secret ballot takes place. The Vice Chair shall be elected by a simple majority of the votes cast. In the event of each candidate polling the same number of votes then the successful candidate shall be decided by the toss of a coin;
- if 3 or more candidates are nominated and none of the candidates achieves a simple majority of the votes cast (e.g. 5.3.3.) then there shall be a second secret ballot to try to achieve a candidate with a simple majority (e.g. 6.3.2.) or, failing that, the candidate with the fewest votes (e.g. 5.4.2.) shall be eliminated;
- the unsuccessful candidate may then return to the meeting and a further secret ballot takes place between the two remaining candidates;
- in the absence of a Chair or Vice Chair in the meeting, the clerk should oversee the election of a Chair for that meeting. If the meeting fails to elect a Chair for the meeting, then the meeting shall stand adjourned and shall be re-convened within not more than 28 days.

Annual calendar of Meetings and Business

At the first meeting of the autumn term the Governing Board shall agree in principle how meetings will be scheduled for the year, and the date of the next meeting. They shall also agree whether meetings will be face-to-face, virtual, or mixed.

Notice of Meetings and Agenda

Every member of the Governing Board shall receive the following *at least seven clear days* in advance of a meeting:

- written notice of the meeting;
- a copy of the agenda for the meeting;
- a copy of any reports or papers to be considered at the meeting.

This standing order shall not apply where the Chair of the Governing Board so determines on the ground that there are matters demanding urgent consideration. In that case the written notice of the meeting shall state that fact and the agenda, reports and other papers to be considered at the meeting are received within such shorter period, as the Chair shall direct.

The Clerk to the Full Governing Board circulates draft minutes to all governors via their secure e-mail address. Any suggested amendments should be sent to the Chair who will then forward them to the Clerk.

Agenda Items

With the agreement of the Chair of the Governing Board any member of the Governing Board shall be entitled to include, on the agenda for any Governing Board, an item(s) on any particular issue provided that written notice thereof is given, as appropriate, to the Chair of the Governing Board, and to the clerk at least 14 days prior to the meeting taking place.

Quorum

- the quorum for a meeting of the Governing Board shall be not less than 50% of the number of governors in post at the time of the meeting (not including vacancies) or such other number as may be determined from time to time by regulations issued by the Department for Education;
- associate members shall not be included in the calculation for quorum purposes.

Voting

- every proposition shall be seconded prior to the vote being taken;
- every proposition shall be determined by a show of hands or, at the discretion of the Chair of the meeting, by consensus;
- only those governors at the meeting and present in the room at the time of the proposition being put by the Chair shall be entitled to vote; (please note the one exception to this is a vote to change the name of the school where ALL governors would be required to vote and for this reason a proxy vote is allowed, this would also require the school to adopt the 2012 School Governance (Constitution) (England) Regulations)
- in the event of a tied vote the Chair shall have a second or casting vote;

- after a proposition is put from the Chair, but before the vote is taken, any two governors by show of hands may require that the voting be recorded in the minutes of the meeting to show whether each governor present gave his/her vote for or against the proposition or abstained from voting. It is recommended that this would be a confidential minute;
- after a proposition is put from the Chair, but before the vote is taken, any two governors by show of hands may require that the voting shall be by secret ballot;
- in the event of requisitions for both a secret ballot and a recorded vote then the requisition for the secret ballot shall take precedence and no action shall be taken on the requisition for a recorded vote.

Confidential Matters

Prior to the consideration of or discussion on any matter on any agenda for a meeting of the Governing Board, consideration shall be given as to whether the matter includes confidential information and the Governing Board shall determine whether the public or any other person, not being a member of the Governing Board, should be excluded from the meeting during the consideration of the matter. In the event of any matter being deemed to be confidential then the minutes of the discussion and decision shall be excluded from the minutes of the meeting to be made available for public inspection. This standing order is additional to the requirement for governors to withdraw from a meeting and take no part in the consideration or voting on any item in which they have a declarable interest as required by standing order 18.

Minutes of Meetings

The draft minutes of all Governing Board meetings shall be approved by the Chair of the meeting and the Headteacher within 14 days of the meeting having taken place. Thereafter the approved draft Governing Board minutes shall be circulated to all members of the Governing Board within 21 days of the meeting having taken place. The Clerk should circulate a list of actions within 14 days of the meeting having taken place.

All non-confidential minutes shall be made available for public inspection on the school website only after they have been submitted for approval to the next succeeding meeting of the Governing Board.

Record of Attendance

Every governor attending a meeting of the Governing Board shall sign her/his name in the attendance book or sheet provided for that purpose. For meetings held remotely the Clerk will record the names of all those governors joining the meeting.

Apologies for Non-attendance at Meetings of the Governing Board

All apologies together with the reason(s) for non-attendance at a meeting of the Governing Board shall be submitted to the Clerk or to the Chair not later than the commencement of the meeting. The Governing Board shall then determine whether such absence(s) should be treated as a 'consented' or 'non-consented' absence(s) and recorded as such in the minutes of the meeting. The failure to submit an apology shall be deemed to be a 'non-consented' absence and recorded as such in the minutes of the meeting.

Disqualification for Non-Attendance

Any governor, with the exception of the Headteacher, who fails to attend any meeting of the Governing Board for a consecutive period of 6 months without the approval of the Governing Board, and such approval being recorded in the minutes, shall be automatically disqualified from serving as a governor. The period of 6 months shall begin from the date of the first meeting missed by the governor. Co-opted governors so disqualified shall not be eligible for nomination, election or re-appointment as a governor of any category for a period of 12 months immediately following his/her disqualification. Parent or staff governors are eligible for nomination and election (or appointment in the case of parent governors) immediately following their disqualification.

Records of the Governing Board

The Clerk to the Governing Board shall be responsible for maintaining and keeping up to date the records of the Governing Board which for the purpose of this standing order shall comprise the following:

- the minutes of the meetings of the Governing Board;;
- the record of attendance;
- the register of business and other interests;
- the record of hospitality/gifts;
- copies of self-declaration forms to confirm that governors are not disqualified for any of the criteria listed;
- any such other records as may be determined from time to time by formal resolution of the Governing Board;
- The signed and approved Code of Conduct and Standing Orders.

The records of the Governing Board shall be kept in a secure place provided at the school and shall be available for inspection by the public, members of the Governing Board, parents of pupils at the school and the Local Authority. Confidential items and confidential minutes shall not be made available for public inspection.

Governors will circulate copies of all monitoring visits to the nominated governor who will keep a full record.

Governor Training

The Governing Board encourages all Governors to participate in training relevant to their needs as a Governor. Permission to attend training, where there is a cost to the school, must be obtained from the Head Teacher. All necessary arrangements for training must be made via the School Administrator.

Certificates and records of training done should be sent to the School Administrator, the nominated governor, and copied to the Headteacher

Register of Business Interests

Every governor shall complete the Register of Business Interests within one month of their election/appointment as a governor. Entries in the register shall be updated as and when necessary and, in any event annually. In the event of any governor having no registerable business interests then a NIL return shall be recorded for that governor(s).

Eligibility

Every governor shall complete the Disqualification and Declaration form to indicate that they are eligible to be a governor at a maintained school. Every governor shall complete an application for an enhanced check to the Disclosure and Barring Service. Refusal to do so disqualifies the refusing governor. Governor DBS records should be held within the school's Single Central Record along with all staff and volunteers.

Conduct

The Governing Board shall annually adopt an up-to-date code of conduct, published on the National Governors Association website. The current model code of conduct is in Appendix A.

Declarations of Interest

If any member of the Governing Board has any interest, whether pecuniary or otherwise, in any item on the agenda for any meeting at which they are present, they shall declare such interest prior to the consideration of that item and shall immediately leave the room and take no part in the consideration of or voting on that item.

Urgent Action by the Chair/Vice-Chair of the Governing Board

Where it is not reasonably practical to hold a meeting of the Governing Board or where the relevant 7 days' notice of the meeting cannot be given and there will be a delay that would be seriously harmful to the school or to any pupil or member of staff if the matter is not dealt with then the Chair (or in her/his absence the Vice-Chair) shall have authority to take

such action as is deemed appropriate in the circumstances to deal with the matter. Such action must be reported to the next available meeting of the Governing Board.

Delegation to the Headteacher

It is the resolution of the Governing Board that the Headteacher should take executive responsibility for making proposals relating to the ethos and mission of the school, for the organisation and management of the school and leadership of the staff and for the determination of the school's academic and other activities, including financial. In addition, it has delegated to the Headteacher authority to approve the appointment of staff in line with adopted appointment policies and procedures, with the exception of senior and middle leader staff, and to assign, grade, appraise, suspend and take disciplinary action as detailed in adopted staffing policies in respect of all staff.

Freedom of Information Act. The Governing Board has also delegated to the Headteacher day to day responsibility for the Freedom of Information Act policy and the provision of advice, guidance, publicity and interpretation of the school's policy.

Financial and Other Guidance

The Governing Board shall, at all times, abide by the North Yorkshire County Council Financial Standing Orders and any directions that may be issued by the Children and Young People's Service (LA) under The Code of Practice on Local Education Authority – School Relations, Ref.: DfE 0027/2001 and any subsequent amendment thereto. The Governing Board shall also have regard to and take account of any advice or guidance that may be issued by the LA from time to time.

Virtual Governance

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allows the Governing Board to approve alternative arrangements for Governors to participate or vote at meetings of the Governing Board, including but not limited to, by telephone or video conference. At this school, members can participate or vote at meetings by telephone or video conference in specific circumstances where it is of benefit to the Governing Board for them to do so, and where it has been agreed with the Chair in advance.

Variation and Revocation of Standing Orders

Any motion to add to, vary or revoke these standing orders unless appearing in full on the agenda for the meeting shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Governing Board. Any decision to add to, vary or revoke standing orders shall take effect when specified in the resolution or immediately in default of a time and date being specified.

Interpretation of Standing Orders

The ruling of the Chair as to the construction or application of any of these standing orders, or as to any proceedings of the Governing Board, shall be final and shall not be challenged at any meeting of the Governing Board.

Associate Members

Any reference in these standing orders to a governor shall, where the context so admits, include associate members.

Appendix A: NGA Model Code of Conduct August 2021

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

- 1) ensuring there is clarity of vision, ethos and strategic direction
- 2) holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- 3) overseeing the financial performance of the organisation and making sure its money is well spent

NGA recognises the following as the fourth core function of governance:

- 4) ensuring the voices of stakeholders are heard

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's reputation in our private communications (including on social media).
13. *We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. *We will work to create an inclusive environment where each board member's contributions are valued equally.

4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor/trustee and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

**New statement added in 2021*

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

The governing board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.
