

Heritage Park Primary School

Standing Orders and Elections Procedures for Governors



Approved by: Full Governing Body

Last reviewed on: September 2025

Next review due by: September 2026

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Standing Orders and Election Procedures for the Governing Body

Composition of the Governing Body

The Instrument of Government for the Governing Body of Heritage Park Primary School has been drawn up in accordance with the School Governance (Procedures) (England) Regulations 2003 and was formally agreed on 20th February 2018.

The **Instrument of Government** states that the Governing Body shall consist of 9 members in the following categories:

- 2 Parent governors – parents (including carers) of registered pupils at the school are eligible to stand for election for parent governorship at the school. Parent Governors are elected by other parents at the school.
- 1 Staff governors – both teaching staff and support staff are eligible for staff governorship.
- 1 Head Teacher
- 1 Local Authority governors – appointed by the LA.
- 4 Co-opted governors – appointed by the Governing Body to represent community interests.

The composition of the Governing Body should be reviewed at regular intervals to ensure that it represents the community as served by the school.

Associate Members

- The governing body can appoint associate members to serve on any committee and to attend full governing body meetings.
- Associate members may vote on certain issues but not those relating to admissions; pupil discipline; election or appointment of governors; the budget and financial commitments of the governing body.

Governor Elections and Role Overview

- Chair – Elected by the governing body. Terms of office generally 1 year and can be removed from office by the governing body.
- Vice-Chair – Elected by the governing body. Terms of office generally 1 year and can be removed from office by the governing body. Takes the responsibility of the Chair in their absence.
- Parental Governors – Arrangements for elections are decided by the LA and delegated to the head teacher. Election is by postal secret ballot (includes posting by hand). It is expected that parent governors act in the collective interests of parents of pupils at Heritage Park Primary School. This is by acting as a champion for the school and bringing the voice of parents into governor meetings.
- Staff Governors – Elected by the school staff, paid to work at the school, who can vote for any candidate. Any election which is contested must be held by secret ballot. It is expected that staff governors act in the collective interests of staff at Heritage Park

Primary School. This is by acting as a champion for the school and bringing the voice of staff into governor meetings.

- Local Authority Governors – Nominated by the L.A. with the responsibility of serving as a link between the local authority and the school.
- Co-opted Governors– chosen by the governing body to represent community interests. They can be people who live or work locally or other people who are committed to ‘the good government and success of the school’. Terms of office generally 4 years and can be removed from office by the governing body.

Disclosure and Baring Service (DBS) Disclosure Applications

- Heritage Park Primary School will carry out an enhanced Disclosure and Barring Service (DBS) check and Section 128 check upon appointment and re-appointment to a governor role. Any individual who refuses to comply with a request for the above checks will be disqualified from holding or continuing to hold office as a governor.
- Further details of reasons for disqualification from becoming a governor may be found in the DfE Governance handbook.

Induction of new governors

- New governors will be provided with all relevant information to enable them to gain an understanding of the school and their role as a governor.
- All new governors should attend recognised Governor Induction training at the earliest opportunity.
- Each new governor will be given an induction pack that includes:
 - List of governors and their responsibility areas
 - Minutes of the last full Governing Body meeting of the previous academic year
 - The last Head Teacher’s report of the previous academic year
 - A copy of the School Development Plan.
 - A copy of the Governor Development Plan
 - The latest OFSTED report (available online)
 - A copy of all Governor related policies

Appointment of Elected Officers of the Governing Body

- At the final meeting of the academic year, the Chair and Vice Chair will be elected. Nominations will be made by email, telephone or letter to the clerk at least 5 working days before the meeting and a vote will take place if necessary. The term of office will run for the following academic year.
- The Chair will conduct all the meetings of the whole governing body except where, in his/her absence, the Vice Chair takes the chair.
- If both the Chair and Vice Chair are absent, those governors present may choose someone from among their number for that meeting only. This should not be an employee or pupil at the school.
- If the Chair resigns, leaves the governing body or is removed from office, the governing body must hold an election at the next meeting. The Vice-Chair will exercise the powers of the Chair in the interim.

Role of the Chair

- To make sure that the governing body's affairs are conducted in accordance with the law.
- To ensure that meetings are run effectively.
- To help the governing body work as a team and ensure that all governors have an equal opportunity to participate.
- To work effectively with the head teacher, establishing a constructive and professional relationship.
- To carry out any duties delegated by the governing body and to undertake specific roles as set out in the Chair's job description.
- To ensure that the governing body acts as a sounding board to the Head and provides strategic direction.

Appointment and duties of the Clerk to the Governing Body

- The governing body must appoint a clerk to the governing body. Governors associated members and the head teacher of the school cannot be appointed as clerk to the governing body.
- The clerk is accountable to the governing body.
- The clerk maintains a register of attendance and reports this to the governing body.
- The clerk maintains a register of members of the governing body and reports vacancies to the governing body.
- The clerk takes minutes of all full meetings of the governing body. If s/he is unable to attend, a substitute should be appointed.
- The clerk advises the governing body on constitutional and procedural matters.
- The clerk has a responsibility to meet the administrative needs of the governing body.
- The clerk should work closely with the Chair and they should confer with each other regularly.

Meetings of the Governing Body

- The Governing Body must hold at least 3 meetings in every school year, and more when necessary.
- Heritage Park Primary School will intend to hold 10 meetings a year:
 - 1x Strategy focused session.
 - Held in the first month of the academic year.
 - Focus: Strategic and planning
 - 6x Full Governor Body Meetings
 - Held 1 per half-term, usually in the last two weeks of the half-term.
 - Focus: Curriculum presentations, Governor Body statutory requirements, Policies, Safeguarding and School updates
 - 3x Resource Meetings
 - Held 1 per term, usually scheduled near key document submissions
 - Focus: Finance, Health and Safety and Strategic Discussions
- Dates for meetings will be set at the final meeting of the academic year for the academic year following.
- Meetings will be held at a time acceptable to the full governing body.
- Meetings will be planned on an annual basis.

- Regular attendance at meetings of the full governing body is essential. If a Governor is unable to attend, they should inform the clerk with a reason for absence for acceptance by the governing body.
- Written notice of meetings, agendas and papers which inform agenda items will be uploaded to GovernorHub at least seven clear days before the meeting whilst those for an extraordinary meeting called by the chair or by requisition written notice may be sent within a shorter time.

Quorum

- The quorum for full governing body meetings must be one half (rounded up to a whole number) of the membership of the governing body, excluding any vacancies.

Drawing up the agenda

- The clerk will discuss the agenda with the Chair and the Head Teacher.
- Urgent items may be included under Any Other Business.

Withdrawal

- In accordance with the LMS scheme, the governing body will establish a register of pecuniary interests for all governors and staff, which should be open to inspection. Governors and staff will declare any links they have with local firms from which the school may wish to buy goods and services. The register should be maintained by the clerk to the governing body and reviewed at the first meeting of the governing body in each academic year.
- Governors should declare a particular interest, financial or other, in any of the items on the agenda at a meeting. If this is the case, they should not take part in discussion, must not vote and should withdraw from the meeting.
- Pecuniary interest is defined as a financial interest either personally or through a company or relative or partner.
- Apart from the head teacher, no one employed at the school can take part in a meeting at which pay or appraisal of any member of staff is being discussed.
- Head Teachers must withdraw if their own case is under discussion.
- A governor should withdraw and not vote if their appointment or removal as a governor is being discussed.
- The chair should withdraw if their removal is being discussed.
- Should a governor wish to step down before the end of their agreed term. To do so they must inform the Chair of Governors (Vice-Chair if this is the Chair), Clerk and Headteacher in writing (email is sufficient)

Confidentiality

- Governors must observe complete confidentiality when asked to do so by the governing body especially in relation to matters concerning individual staff, pupils or parents.
- Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential. Any dispute, discussion or disagreement should remain confidential to those present at the meeting.

- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.
- Any governor who persistently breaches confidentiality that has been agreed by the governing body will first be approached privately to explain why this behaviour is damaging to the governing body. If this has no effect, further measures may have to be taken.

Voting Procedures

- Every question to be decided at a full governing body meeting must be decided by a majority of votes of those governors present and eligible to vote.
- Where there are an equal number of votes, the Chair has the casting vote.
- All decisions must be made by a full meeting of the governing body unless an individual or committee has been delegated to deal with a specific issue.
- Decisions will be made after full discussion.
- Voting will be by a show of hands unless any one member or more require a secret ballot.
- Any decision made by the governing body is binding upon all its members.
- Decisions of the governing body may only be amended or rescinded at a subsequent meeting of the governing body when the proposal to amend or rescind will be a separate agenda item.

The Publication of Minutes

- The clerk must ensure that minutes are drawn up, approved by the governing body and are signed by the Chair at the next meeting once agreed.
- The governing body must make available for inspection to any interested person a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practicable.
- Information relating to a named person or any other matter that the governing body considers confidential should not be made available for inspection.
- Action will be taken on the basis of decisions and need not await the approval of minutes at the next meeting.

Committees

Due to its size, the governing body operates as a body and does not contain committees. Governors are individually, or as a pair, assigned roles which they hold responsibility for monitoring. Where the decision is made to move to committees these will be discussed at a full governing body meeting and roles in each committee allocated.

Delegation of functions

The governing body can delegate any of its statutory functions to a governor or to the head teacher, subject to prescribed restrictions. Delegations must be reviewed annually and recorded in meeting minutes.

The following can be delegated to a committee but not to an individual.

- Change of category.
- Approval of budget plan.
- School discipline policies.
- Admissions.

The governing body cannot delegate functions relating to:

- The constitution of the governing body.
- The appointment or removal of the chair and vice-chair.
- The appointment of the clerk.
- The suspension of governors.
- The delegation of functions.

Delegations to individuals

- No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the full governing body.
- The governing body can delegate any of its statutory functions to a governor or to the head teacher, subject to prescribed restrictions.
- The governing body will review the delegation of functions annually.
- The governing body is accountable for any decisions taken, including those relating to functions delegated to an individual.

Access to meetings

- Governors, associate members, the Headteacher and the clerk have the right to attend governing body meetings.
- The governing body can allow any other person to attend their meeting.
- The governing body can appoint associate members to attend full governing body meetings.
- Associate members may be excluded from any part of a meeting when the item of business concerns an individual pupil/member of staff.

Restrictions on access to meetings

- Where there is a conflict between the interests of any person and the interests of the governing body, that person should withdraw from the meeting and should not vote.
- In a situation where there is any reasonable doubt that a person may not act impartially, s/he should withdraw from the meeting and should not vote.

Governor Visits

- Governors do not have an automatic right to visit the school but need to make visits in order to develop their understanding of the school and to enable them to fulfil their statutory responsibilities for the conduct of the school.
- Visits should be arranged in advance with the Headteacher.
- The governing body should plan visits to cover a wide range of school work and each should have a clear purpose.
- Governors should adhere to the 'Governor Visits Policy'

Communications with governors

- Email is the preferred method of communication, utilising a Heritage Park email account. It is expected for all governors to check emails at a minimum of once per week and respond timely. Emails should, wherever possible, be sent within the working hours of Monday-Friday

8am-6pm. Where this is not possible, emails should be scheduled to be received the following day. Emergencies can be emailed outside of these hours.

- By exception and in rare cases communication will be made to personal numbers (unless alternatively agreed), this is usually when an emergency arises. To facilitate this, it is expected all members of the governing body share personal numbers amongst their peers.

Documentation

- The main central repository for all governor information will be GovernorHub. All governors will be provided login instructions and access to the area.
- It is expected governors maintain updates to 'LIVE' documents in a timely manner, as these documents could be utilised as discussions at FGB sessions.
- Unless prefixed with the label 'LIVE' all documents should include a date in the title, preferably in the format 'yyyymmdd', this allows documents to automatically be stored on chronological order.
- When circulating documents, if it is draft document, it should ideally be labelled accordingly. Updates to draft documents should then be noted with an updated version, ie V2 (version 2) and the prefixed date updated. When finalised and agreed, all mentions of draft and versions should be removed and the date being a reflection of when it was noted as the final version. An example of this is: '20231002 Standing Orders Draft V1' with the final version then being renamed to, '20231010 Standing Orders'

Procedures for changing the standing orders

- Amendments to these standing orders may be made by the governing body at the first full meeting of the academic year.
- At any other meeting of the full governing body

MEETINGS CHARTER

As a governor I expect:

- ***people to attend regularly and be punctual;***
- ***an agenda and relevant documents to reach me at least seven days before the meeting;***
- ***an agenda that makes clear the purpose of each item;***
- ***a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;***
- ***my contribution to be heard and others to contribute to the discussion;***
- ***the decision making process to be clear;***
- ***governors to work together and not to be stubbornly partisan;***
- ***governors to take collective responsibility for decisions;***
- ***minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.***

Others can expect me to:

- ***attend regularly and be punctual;***

- ***read the agenda, minutes and other papers before the meeting and note items I want to say something about;***
- ***bring my papers to the meeting;***
- ***make relevant and positive contributions;***
- ***listen to and consider what other people want to say;***
- ***accept my share of collective responsibility, even for those decisions that I do not personally agree with.***