

Standing Orders – Local Governing Body (LGB)

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1. Context

These Standing Orders are subject to the provision in the Articles of Association and should be used within the context the following suite of governance and related documents adopted by the Trust:

- Scheme of Delegation
- Committee Terms of Reference
- Code of Conduct for Trustees
- Role description for Trustees; Chair of Trust Board; Governance & Compliance Manager; Clerk; Company Secretary

2. Convening and Planning Meetings, and the Conduct of Business

2.1 Chair and Vice Chair

a) The LGB will nominate from among its number a Chair and elect a Vice Chair for the coming year (deemed to begin 1 September and end 31 August) at the final meeting of the preceding year. The Trust Board then ratifies the election of the Chair by the LGB in readiness for the coming year at its final meeting of the preceding year.

b) The Chair will conduct all meetings of the LGB except where, in their absence, the chair will be taken by the Vice Chair.

c) If both the Chair and Vice Chair are absent from a meeting or have resigned, the LGB will elect from its number a Chair for that meeting (the Clerk temporarily overseeing proceedings to enable this).

d) If both the Chair and the Vice Chair resign, the Clerk will convene a special meeting within 10 days to elect their successors and refer the approval of Chair to Trust Board for ratification.

e) The term of office for each governor shall not be more than 3 years and any person may be reappointed or re-elected subject to remaining eligible to be so.

2.2 Calendar of Meetings

a) The LGB will meet not less than 4 times each year.

b) The schedule of LGB meetings will be planned for the coming year at the final meeting of the preceding year in accordance with reference to the Trust Board's recommendations.

2.3 Timing of Meetings

a) Meetings will start at times which are acceptable to LGB, and will be limited to 2 hours' duration.

b) Where business has not been completed within the time stated in paragraph 2.3a above, those present at a meeting may resolve to extend the meeting for a given time in order to deal with specified business.

2.4 Quorum

a) The quorum will be four governors (including at least one community governor), unless the meeting is concerned with any of the issues listed below, when the quorum must be two thirds (rounded up to a whole number) of those members of the LGB who are entitled to vote:

II. The co-option of a governor; or

III. The appointment of members of a working party with delegated authority and the determination of any question relating to such a committee.

b) The quorum for a working party will be a minimum of three governors, including members from more than one representative group.

c) A meeting cannot be held if inquorate, and, therefore, decisions may not be made.

d) If during the course of a meeting it becomes inquorate it will be discontinued.

e) A meeting may be discontinued at any time by resolution of the LGB.

f) When a meeting is discontinued, or is inquorate, any items remaining on the agenda will be placed on the agenda of a subsequent meeting.

2.5 Convening Meetings

a) All meetings will be convened by the Clerk, who must also comply with any direction of the Chair of the LGB, and with any request signed by three governors or the Chair of the Trust Board, to convene a meeting.

2.6 Notice of Meetings

a) Written (including electronic) notice of meetings and the agenda will be sent to governors 14 clear days before the meeting, while those for an extraordinary meeting called by the Chair or by request, may be sent within a shorter time.

b) Non-receipt of notice of a meeting will not invalidate the meeting.

2.7 Agenda

a) Agenda will be organised by the Clerk in consultation with the Chair and Head Teacher together utilising the Trust template agenda. The Trust Board may add items to the LGB agenda by notifying the Clerk.

b) Items may be placed on the agenda by individual or groups of, governors by writing to the Clerk.

c) Papers which inform agenda items will be made available to governors 7 clear days before the meeting.

2.8 Late Items/Any Other Urgent Business

- a) Immediately after the declarations of business and pecuniary interest have been noted, governors should inform the meeting of any item they wish to raise under Other Urgent Business.
- b) The meeting will decide whether any item so identified may be raised under Other Urgent Business, another more suitable item, whether it should be deferred to a subsequent meeting, or whether it should not be heard at all.

2.9 Attendance

- a) A record will be kept of all persons attending a meeting of the LGB.
- b) Attendance, absences and apologies should be recorded in the minutes under in following classifications:
 - I. Present: the names of governors (eligible to vote) including staff governors;
 - II. In attendance: the names of others who attend and participate in the meeting but are not governors;
 - III. Apologies received.
 - IV. Absent and no apologies received.
- c) The time of departure of any member leaving before the end of a meeting will be recorded in the minutes, as will the time of any late arrival.

2.10 Minutes of Meetings

- a) The minutes of meetings will be drawn up on consecutively-numbered loose leaf pages, each page initialled by the person signing them as the true record.
- b) A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.
- c) Copies of the draft minutes will be sent to the Chair within 5 working days of the meeting. Draft minutes checked for accuracy by the Chair, will be available to all members of the LGB within 10 working days of the meeting.
- d) The minutes of a meeting will be considered for approval or amendment at the next meeting.
- e) Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- f) Those matters which by law must remain confidential or which the LGB decides shall be confidential will be identified as such in the meeting and recorded in separately documented confidential minutes.
- g) The draft minutes of meetings will be available for public inspection on request and to Trustees once they have been approved by the Chair.
- h) The approved minutes will be available for public inspection at reasonable times by arrangement with the Clerk.

2.11 Correspondence

- a) All incoming correspondence, excluding any concerning a complaint, is for the attention of the whole LGB. Significant items will be presented to each meeting of the LGB, including any on which the Chair has already taken urgent action, so that the need for, and the nature of, action may be decided or confirmed.
- b) The Chair of the LGB shall write letters on behalf of the LGB.

2.12 Information and Advice

- a) The Head Teacher and School Business Manager have a duty to keep the LGB fully informed, and will present written reports at each meeting.
- b) Where important information required by the LGB is given orally, it will be recorded in the minutes in appropriate detail.
- c) Where information is required by the LGB but is not readily available, reasonable time will be given for its production.

2.13 Discussion and Debate

- a) The Chair will consult the LGB on matters raised where they appear to be not relevant to the agenda, or for which due notice has not been given.
- b) The Chair will ensure that all governors enjoy equality of opportunity to express their views.
- c) Recommendations received from working parties will be recorded in the written minutes.
- d) The LGB will receive, but not debate, decisions which it has delegated. Decisions will be recorded in the minutes.

2.14 Decision-Making

- a) Members of the LGB recognise that all decisions must be made by a full meeting of the LGB unless an individual or a committee has been delegated to deal with a specific issue.
- b) Decisions will be made after full discussion and by a simple majority by show of hands unless any one member, or more, requires a secret ballot.
- c) A decision of the LGB is binding upon all its members.
- d) If there is a tied vote at the end of a discussion, the Chair may vote a second time to determine the issue.
- e) Decisions of the LGB may only be amended or rescinded at a subsequent meeting of the LGB when the proposal to amend or rescind appears as a separate agenda item.

2.15 Urgent Action

a) The Chair, or in their absence the Vice Chair, has authority to take urgent action between meetings provided that the following conditions exist:

I. Delay in dealing with the matter would be seriously detrimental to a student, a potential student, his or her parents, a member of staff, or a potential member of staff; and

II. A meeting could not be called in sufficient time to deal with the matter without being seriously detrimental as described in 2.15 above.

b) If, in rare circumstances, urgent action needs to be taken and with prior agreement (a majority of governors) the Clerk may organise a vote using electronic systems.

c) If any urgent action is taken by the Chair or votes using electronic systems between meetings, the facts will be reported to the next meeting of the LGB.

2.16 Public Statements

a) Public statements will be made only by the Chair or those delegated by the Chair to make them.

2.17 Access to Meetings of the LGB

a) Those persons entitled to attend a meeting of the LGB are any of its members, the Governance & Compliance Manager; the Clerk, Company Secretary, any Trustee, the COO or other member of the Executive Team as delegated by the CEO or COO.

b) When the Head Teacher is absent their reporting duties will be undertaken by the Deputy Head Teacher.

c) The LGB will decide who, other than as noted above, will be admitted to a meeting.

d) The LGB will determine its procedures for responding to those seeking permission to attend meetings.

e) The LGB will decide which of its meetings, if any, will be open to the public.

f) If a meeting is to be opened to parents/the public, reasonable notice will be given.

g) The Deputy Head Teacher will be invited to attend meetings as part of their professional development.

h) It is expected that, at the invitation of the Chair, there will be staff attendance at LGBs to present on specific agenda items.

2.18 Pecuniary and Personal Interest

a) The LGB will maintain a register of the pecuniary interests of its members, each member confirming the completeness of their declaration annually or at the point of any relevant change notifying this to the Clerk.

b) Members will draw attention as appropriate to their declared pecuniary or personal interests.

c) A governor will be required to withdraw from a meeting if they:

- I. Stand to gain financially from a matter under consideration;
- II. Have a personal interest in a matter under consideration; or
- III. Are a relative of a student, parent or employee being discussion.

d) Governors who have declared personal interest must be allowed to attend a meeting of a committee of the LGB to give evidence if they have made relevant accusations, or are witnesses in the case, when it is discussing:

- I. Disciplinary action against an employee or against a student; or
- II. A matter arising from an alleged incident involving a student.

2.19 Delegation of Functions

a) The LGB will decide as occasion arises the delegation of its functions in relation to complaints, appeals, the dismissal or grievance of a staff member, the exclusion of a student and pay decisions in relation to staff performance.

2.20 Committees and Working Parties

a) In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the LGB will, where it is proper and appropriate to do so:

- I. Set up committees and working parties to provide information and/or make recommendations to the whole LGB;
- II. Delegate work to individual members of the LGB.

2.21 Committees

a) Committees may be given delegated authority to make decisions on behalf of the LGB only where delegation is not forbidden by requirement.

b) When establishing committees, the LGB, in addition to ensuring that at least four governors (not including the Head Teacher) are appointed to each, will:

- I. Determine the membership and the method of appointing the Chair of each committee;
- II. Establish and record terms of reference for approval by the LGB;

c) Head Teacher has a right to attend any meeting of the LGB or any of its committees subject to the statutory rules laid down in respect of exclusions and staff disciplinary matters.

d) Trustees have the right to attend any meeting of the LGB or any of its committees.

e) The LGB (via the Clerk) will request that Trustees establish a committee to deal with appeals against any decision of a "first" committee.

f) The membership of the appeal committee will not include any member of the relevant "first" committee.

g) The Trustees will ensure that the appeal committee will have no fewer members than the relevant "first" committee.

h) A committee will provide a written report of its decisions and action to the next meeting of the LGB.

i) The minutes of a committee meeting will be approved by the relevant committee, and a copy will be presented to the next meeting of the LGB for information and filing.

3. Review

a) Amendments to these Standing Orders may be made only by the Trust Board.

Note: all decisions taken under delegated authority **MUST** be reported to the next available Trust Board meeting. This should be done by way of a minute of the decision or of the meeting at which the decision was taken.