WILLIAM ELLIS SCHOOL
GOVERNING BODY STANDING ORDERS

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England)) Regulations 2013. While the regulations provide a basic framework, the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit, the regulations will apply. The relevant regulation is indicated in brackets.

Date adopted 15 October 2026 Date of review Autumn 2027

Signed……. 15 October 2026

Mrs Sophie Jenkins
Chair of the Governing Body, William Ellis School

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1 Roles of the Governing Body and Head teacher (Part 2, Regulation 6)
The governing body must operate in accordance with the following principles:

1.1 The functions of the governing body include the following core strategic functions:
- (a) Ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- (b) Ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
- (c) Ensuring the sound, proper and effective use of the school's financial resources.

1.2 In exercising their functions the governing body will:
- (a) Act with integrity, objectivity and honesty and in the best interests of the school; and
- (b) Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

1.3 The head teacher's responsibilities include:
- (a) The internal organisation, management and control of the school; and
- (b) The educational performance of the school.
- (c) The head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the school's Instrument of Government. (Appendix A).

All governors will be required to complete a Declaration of Disqualification before taking up their post. All governors will be required to undergo an Enhanced DBS Check prior to taking up post. Governors will take up post subject to a successful DBS check

2.1 All governors are asked to complete a skills audit which informs future appointments and helps identify our training and development needs. The governing body will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies.

2.2 This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Local Authority governors:

- Local Authority governors are persons who are nominated by the local authority and appointed by the governing body "having, in the opinion of the governing body, met any eligibility criteria that they have set".
- Foundation schools with a foundation: Foundation governors are appointed by the Foundation. The Foundation has the following arrangements for appointment of Governors: Recommendations are made to the Board of Trustees by the governing body. The trustees approve the appointments.
- Parent and staff governors are elected according to the procedures agreed by the governing body having had reference to the elections guidance from the Local Authority.

2.2.1 Procedure for Local Authority governor appointments:

- On notification of a vacancy the chair will liaise with the LA (via Vinothan.sangarapillai@camden.gov.uk) over desirable eligibility criteria for a new appointee or reappointment
- The chair will meet the LA nominee and if content that the person meets the governing body's criteria will propose that person to the next full governing body meeting with relevant supporting personal details.
- The agenda for the meeting will include "Appointment of an LA governor" as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.
- A decision on co-option will be made at a quorate meeting of the full governing body
- The candidate, whether they have served a previous term as governor or not, will withdraw from the meeting for the consideration of the item.

3. Election of Chair / Vice-chair (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

3.1 Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be until the first meeting of the governing body in the autumn term following the election unless a longer term of office is agreed at the point of election.

3.2 Where a vacancy arises before the end of an incumbent's term the governing body will elect one of their number to fill that vacancy at their next meeting. The Vice-Chair will act as Chair in the interim.

3.3 **Election procedures**

The election of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda relating to the election of the chair. Candidates must withdraw from the room during the discussion and vote.

a) The clerk to governors will invite nominations **two weeks** in advance of an election date by e-mail. Candidates will be asked to make a short written statement in support of their candidature.
b) The agenda for the meeting will include "Appointment of a chair" and "Appointment of the vice-chair" as separate items. The names of candidates will appear on the agenda if known.
c) Where there are no advance nominations the clerk will invite nominations at the meeting
d) Candidates will be invited to make a short statement before withdrawing. Candidates will be asked to withdraw even if an election is unopposed.
e) Voting will be by secret ballot.
f) In the event of a tie a further vote will be taken/ a decision will be made by drawing lots.

4. Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint a clerk and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the head teacher. However, if the appointed clerk fails to attend a meeting, an associate member or a governor who is not the head teacher may act as clerk for that meeting. The governing body may also appoint another individual as clerk for one meeting only.

4.1 The clerk is responsible for:

- Ensuring the efficient functioning of the governing body
- Convening meetings of the governing body
- Issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- Attending governing body meetings; producing draft minutes for agreement by the chair within 10 school days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school. Confidential minutes to be stored separately.

- Maintaining a register of governors and associate members and reporting vacancies
- Maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions
- Additional administrative support for governing body functions by agreement.
- Similar clerking arrangements pertain for committees

4.2 The Camden Clerk's Handbook is available here

5. Meetings and Proceedings (Part 4 Regs 12 - 16)

The number of full governing body meetings per school year will be 6.

5.1 The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.

5.2 Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.

5.3 The agenda will be prepared by the clerk in consultation with the chair and head teacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 14 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and head teacher. The final decision on the agenda is for the chair.

5.4 Any other business will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing body will decide whether any such item is to be discussed or dealt with in an alternative way. In general only "for information" items will be accepted; issues which require a report or decision will not be dealt with as a.o.b.

5.5 Quorum

The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding any vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.

5.7 The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.

5.8 Apologies and Absence

Under the Regulations, a governor or associate member ceases to hold office if they are absent without permission from all meetings over six months, calculated from the date of the first missed meeting.

Where a governor is absent and has sent apologies to the clerk or the chair, the minutes will record the governing body's consent or otherwise to the absence

5.9 All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.

5.10 Voting by proxy is not permitted. Participation in meetings by telephone, video conference or other remote means may be permitted provided that:

a. Governors have given notice of their intention to do so by detailing the telephone number or other contact details on which they can be reached or from which they will take part at least 48 hours before the meeting;
b. The governors present at the meeting have access to the appropriate equipment.

If after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed provided it is still quorate.

5.11 The only people entitled to attend a meeting of the governing body are governors, the head teacher, the clerk and where appropriate, associate members. If the head teacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting head teacher.

5.12 The deputy head teacher/other staff members may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development or to assist the head teacher.

5.13 Minutes and papers: Within 10 days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of governing body within 15 - 20 day) of the meeting. Points of accuracy in the draft minutes must be notified to the clerk within the timeframe specified, which will never be less than three working days. Agreement to amendments received after this point are subject to the chair's discretion.

5.13.1 The approval of the minutes of the previous meeting should be on the agenda of the following meeting if this is not a special meeting. Once agreed the minutes will be signed and dated by the chair.

5.14 The original signed minutes will be kept in a book / binder on consecutively numbered pages. They will be stored in a secure place in the school.

5.15 A copy of the agenda, signed minutes, reports and papers for meetings, (excluding confidential items) will be made available for inspection by any interested person.

5.16 Signed minutes of the meetings will be placed on the school website.

5.17All-incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

5.17.1 Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols.

5.18 In the event of an urgent decision being required, the Governing Body can agree to vote by e-mail on the matter. This does not affect the ability of the Chair to take an urgent decision under their delegated authority, when it would not be practical to either convene the Governing Body or to hold an e-mail vote. An e-mail vote would only be appropriate where the matter cannot be deferred until the next meeting

In the event of an e-mail vote, the following procedure will be followed:

(a) Written details of the proposal will be circulated to all Governors eligible to vote, with a deadline given by which votes must be received.
(b) Governors may either vote In Favour or Against (or in favor of a defined option if three quotes are offered, for example).
(c) When the deadline for voting has expired, the proposal will be approved if a majority of Governors has agreed the proposal/if a majority of votes is received.
(d) The outcome of the vote will be noted in the minutes of the next meeting, and a copy of the e-mails kept on file.

6. Conduct and suspension / removal of governors (Reg 17 / Constitution regulations) Codes

6.1 The governing body has adopted a Code of Conduct for Governors The code will be reviewed each year at the autumn term meeting and once agreed by a quorate meeting of the governing body will be signed by the chair on the governors' behalf. Every governor will be provided with a copy as part of his or her Induction programme.

6.2 Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements (Regulation 18, 19 and 20)
The governing body may delegate many of its functions to a committee, an individual governor or to the head teacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing body are shown as an appendix.

7.1 No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.

7.2 The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.

7.3 Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; head teacher appraisal; exclusions; complaints: the governing body will adopt procedures as set out in the relevant policies.

8. Committees (Part 5 Regulations 21 - 26)

8.1 The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. These are set out in the Terms of Reference. The governing body committees, their membership and Terms of Reference are available on the school website.

8.2 Committee Chairs will be elected by the Committee on an annual basis or appointed by the Governing Body on an annual basis.

8.3 Associate Members: An Associate Member is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on a committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.

8.3.1 The governing body has agreed the following arrangements for Associate Members:

- Candidates are identified and approached on the basis of the contribution they will be able to make to the governing body
- Candidates will be asked to provide a statement outlining the contribution they can make to a particular committee
- A decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
- The agenda for the meeting will include "Appointment of an associate member to the ……. committee". The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance.
- Associate Members may serve on committees or panels as decided by the full governing body.

9. Collaboration with other schools (Schedule 2 reg 4)
The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged.
When the governing body requires additional or independent governors for panels, it will contact the local authority, which will act as broker.

10. Governors' Allowances (Part 6 regs 27 – 30)
The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform their duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. Governors are volunteers and cannot be paid for loss of earnings as a result of their work as a governor. All claims are subject to audit scrutiny. The policy on Governor Allowances is available on the school's website.

11. Pecuniary Interests / restrictions on taking part in meetings (Schedule 1; Reg16) **Template**
A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff or which directly affects them. If there is a dispute about whether a person should withdraw the governing body will decide on the matter.

11.1 In addition members of staff will be asked to withdraw if the appointment of their successor is being discussed

11.2 Declaration of Interests will be a standard item on governing body and committee agendas

11.3 A register of Business Interests has been established and is reviewed once a year. All new Governors will be asked to complete and sign the register when they take up their post.

12. Publication of Governor Details on Website

12.1 The Governing Body will ensure that the following is available on the school's website:

- The structure and remit of the governing body and any committees, and the full names of the chair of each
- For each governor who has served at any point over the past 12 months: their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
- Relevant business and pecuniary interests (as recorded in the register of interests) including: governance roles in other educational

institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and

- Their attendance record at governing body and committee meetings over the last academic year.

Appendix A –Arrangements for Participating and Voting in Governing Body Meetings held by teleconference or videocall

Preparation

- Prior to holding a meeting by teleconference or videocall, the Governing Body should circulate a copy of this policy and agree its terms. This can be done by email.
- Prior to first use, a test of the system will be carried out.

Prior to the meeting

- Details of the system to be used and call details should be included on the agenda and sent out to all governors seven days in advance of the meeting, with the papers for the meeting.
- If using an external system, the Governing Body should ensure that no unauthorised recording of the meeting takes place.
- Where possible, the Governing Body will select a system that all governors can access. Any licence costs should be borne by the school rather than individual governors.
- Agendas should include standard items, including declarations of interest.

At the opening of the meeting

- The Chair should ask all governors to identify themselves. The quorum for the meeting is one half - rounded up - of the membership of the governing body excluding any vacancies.. The quorum for committees is three governors.
- If the technological link is lost, a governor will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence, unless it has become inquorate. The meeting will continue while inquorate but decisions may only be taken if ratified by a quorate Governing Body (i.e. the link is restored before the end of the meeting).
- Governors have an individual responsibility to ensure that Governing Body discussions remain confidential and cannot be overheard.
- If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone or video conference the meeting may still proceed with its business provided it is quorate.

Clerking

- Meetings of the Governing Body must be clerked by the clerk to the Governing Body. If they are not available, a clerk for the meeting must be appointed.
- Committee meetings must also have an appointed clerk, if the clerk of the Governing Body is not joining the meeting.
- If the clerk is unavailable, a governor (but not the headteacher) is allowed to step in to clerk a meeting.

Governor Absence/Apologies

The Governing Body will generally give permission for absence for governors while the current circumstances continue. However, governors should be mindful of the need for a quorum and join meetings wherever they are able.

During the meeting

Voting:

- Governors attending the meeting, either by telephone or video conference, will be entitled to vote on any issue.
- Voting or attendance by proxy is not permitted.
- If a secret ballot is required, this will be facilitated where possible by the clerk. This may require adjournment to allow the clerk to gather the voting.

During Items:

- During a conference call, the governor must state his/her name before speaking to ensure the clerk can minute the meeting accurately.
- If multiple governors speak at the same time, the Chair of the meeting shall determine who will speak first.
- Governors may be asked to mute their microphones when not speaking.

At the conclusion of an item:

- The Chair will recap on any decisions taken.
- The minutes of the meeting will show decisions taken. These will be distributed to all governors as appropriate.