



OPERATING GUIDELINES OF THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

The Governing Body and its committees shall conduct its business in accordance with the relevant Acts and Regulations for the time being in force and with these operating guidelines. In the event of any inconsistency, between the operating guidelines and the Acts and Regulations, the latter shall prevail.

Governing Body meetings

1. Meetings of the Governing Body will be planned for the whole year. The Clerk, in consultation with the Chair of Governors and the Head Teacher, will provide a list of proposed dates for the following school year at the first meeting of the autumn term. There will be 2 full Governing Body meetings a term.
2. Meetings will be limited to a maximum of 2 hours unless the Governing Body agrees to an extension in order to complete specified business.
3. All Governors will be treated equally by the Chair, Clerk and each other. There will be equality of access to the meetings and all governor events and the Body will treat the members with courtesy and respect. The Chair will have the obligation to run the meetings fairly and to ask anyone who does not follow these tenets to leave the meeting and to take possible further appropriate action.
4. The Chair will ensure that all members have an equal opportunity to express their views and mindful of the length of the meeting will encourage debate.
5. Meetings are convened by the Clerk. Written notice of meetings and the agenda and papers will be sent to all members. Members and others must receive the agenda and papers at least seven clear days before the meeting. If an extraordinary meeting has been called, the Chair or vice Chair may allow shorter notice to be given. Non-receipt of the agenda/papers shall not invalidate the meeting.
6. The Governing Body may resolve at any time to discontinue a meeting. A meeting which becomes inquorate must be discontinued unless agreed by those present when the meeting may continue for information. No decisions may be made at an inquorate meeting and items for further discussion and decision-making will be placed on a subsequent agenda.
7. It is expected that all Governors will participate fully in the Governing Body meetings and Committee meetings.
8. These operating guidelines will be reviewed and voted on annually at the first meeting of the school year.

Quorum

9. The quorum for meetings of the full Governing Body will be half the total membership (excluding vacancies), rounded up to a whole number.
10. The quorum for a committee will be at least three Governors.

Agendas

11. The Clerk will prepare the agenda after consultation with the Chair and the Head Teacher.
12. Governors may ask the Clerk to place an item on the agenda by giving at least 14 days notice, following discussion with the Chair.
13. All committee reports and written material for the meeting should be sent out with the agenda if at all possible.
14. AOB items may be submitted before the meeting or the Chair will ask for items from the floor of the meeting, time permitting.

Attendance

15. A record will be kept of any members joining the meeting after it has started.
16. The Clerk will record in the minutes the attendance of members (excused and unexcused) and others at all Governors' meetings; the Clerks to the committees will keep a similar record.

Minutes

17. The minutes (approved by the Chair) shall be available to the Governors circulated by email by the Clerk within 21 days of the meeting.
18. Members may request to have their name recorded in the minutes in respect of any vote, or dissenting view they may wish to express.
19. The minutes shall record the decisions and any action required to be carried out by members of the Governing Body or the Clerk. The Chair is responsible to ensure that the named Governor follows through the action to be taken.
20. Where an important oral report is given at a meeting, the minutes shall record appropriate detail.
21. The minutes shall record any recommendations from working parties.
22. The minutes shall be approved by the Governing Body at the next meeting and signed by the Chair.
23. The confidential part of the minutes will be circulated to appropriate Governors with the instruction that the confidential section of the minutes are to remain strictly confidential and should not be circulated to any third party.

Decision-making and confidentiality

24. Decisions of the Governing Body and its committees are binding on all members.
Members shall not discuss confidential items with anyone who is not a member of the Governing Body, except that Governors may obtain advice on such matters from the LA, Diocesan Board or other professional advisors. The Chair of Governors or Chair of the appropriate committee will normally obtain such advice.
25. Decisions shall be made by simple majority vote by a show of hands, unless the Governing Body require a secret ballot. Where there is a tied vote, the Chair shall have a second vote.

Chair and Vice-Chair

26. The Chair and Vice-Chair shall be elected at the last meeting of the summer term (or failing that, at the first meeting of the autumn term) by secret ballot, if contested. The Clerk will request nominations for both positions before the meeting and the names of those willing to stand will be included on the agenda for the meeting. If no names are forthcoming, members may put themselves forward for these positions at the meeting. The Clerk shall act as Chair of the meeting during the election of the Chair.

27. If both the Chair and the Vice-Chair resign, the Clerk shall call an extraordinary meeting of the Governing Body within 21 days to elect their successors, unless an ordinary meeting of the Governing Body is scheduled within that time.
 28. The Chair, or in his or her absence, the Vice-Chair of the Governing Body may take urgent action; provided that:
 - a. The Regulations allow the matter to be delegated; and
 - b. A delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, parent or members of staff; and
 - c. It was not reasonably practicable to call a meeting of the Governing Body or committee.
- Any such action taken by the Chair or Vice-Chair shall be reported at the meeting of the Governing Body.
29. The Chair will conduct all meetings of the full Governing Body and in his or her absence the Vice-Chair will conduct the meeting. If the Vice-Chair is also absent, the Governing Body shall elect a member to Chair the meeting.
 30. No employee or pupil at the school may stand for election as Chair or Vice-Chair.

Information and correspondence

31. Where the Governing Body request information from the Head Teacher, it will allow a reasonable time for the information to be produced, taking account of the current circumstances, e.g. OFSTED inspection.
32. The Governing Body will receive a written report by the Head Teacher once a term.
33. With the exception of complaints (which will be dealt with under the school's complaints procedure), **relevant** incoming correspondence, information and advice, from whatever source, shall be brought to the attention of the Governing Body. It is expected that information, relevant to a particular committee, will be passed to the Chair of that committee.
34. Outgoing correspondence shall be signed by the Chair, Head Teacher or Clerk, as appropriate, on behalf of the Governing Body.

Delegation of functions to committees

35. The Chairs of each committee shall be responsible for the agenda, in consultation with the Head Teacher and committee Clerk, as appropriate. Agendas and papers shall be sent to committee members and Chair of the Governing Body 7 days in advance of the meeting.
36. The Chairs of the committees will ensure that the committees meet regularly (where appropriate) (usually a minimum of once a term)
37. Committee minutes will be sent to the Chair and Clerk ASAP so that they can be included in the papers to go out for the following full Board meeting, unless these are confidential to the committee, in which case this would be a Part 2 item at the next full meeting.
38. Any persons who attend committee meetings who are not Governors will not be entitled to vote.
39. The Governing Body will, at the first meeting of the autumn term, appoint members to the committees and their Chairs.
40. The first meeting of the committees will take place, if at all possible, before the first half term. At that meeting, terms of reference and policies will be reviewed and a plan for the year developed. The terms of reference will be referred to the Governing Body for approval at the second meeting of the year.

Standards and Expectations of Governors

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- a. The Governors are role models in the school community upholding high standards of behaviour and confidentiality. They are expected, at all times, to conduct their business (both in school and outside) with respectfulness and integrity.
- b. All information about pupils, staff or members of our community is considered to be confidential and therefore should not be discussed inappropriately.
- c. If any complaint against a Governor who is not an elected parent governor is received, an investigation will be conducted and appropriate procedural advice sought from the LDBS and RBKC.
- d. We expect that when appointments to our Governing Board are made, these standards will be taken into consideration.

Committee Terms of Reference

42. The committee Terms of Reference are reviewed and, after revision when necessary, approved annually. Copies of the current Terms of Reference are in school files and on the Governors section of the school website.

Reciprocal Panel Arrangements

43. The Governors have agreed to take part in an arrangement whereby schools in the Chelsea Deanery Partnership may ask members of the other Governing Bodies to serve on each other's Governor Panels when it would be appropriate to do so. This arrangement is in each case subject to the availability of Governors

Revised agreed and adopted at the full Governing Body meeting on 27 March 2018