



PERRAN-AR-WORTHAL COMMUNITY PRIMARY SCHOOL

POLICY NAME	
STANDING ORDERS FOR THE GOVERNING BODY	

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Good practice	Not statutory, but included on governance pages

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School	Clerk

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Related Policies
Instrument of Governance
Terms of Reference for FGB and Committees
Governor Code of Conduct

STANDING ORDERS FOR THE GOVERNING BODY

Table of Contents

Standing orders for the governing body	1
GOVERNORS	3
Appointment.....	3
Review and renewal of governor appointments	3
Disqualification & Suspension of Governors	4
CHAIR AND VICE-CHAIR	4
Election of chair and vice-chair.....	4
Resignation of chair or vice-chair	4
Removal of chair or vice-chair	5
ASSOCIATE MEMBERS	5
CLERK	5
MEETINGS	6
Calendar of Meetings.....	6
Convening Meetings and Notice of Meetings	6
Timing and Duration of Meetings	6
Quorum.....	7
Attendance at meetings.....	7
Business, pecuniary and other interests.....	7
Withdrawal or disqualification from meetings.....	7
Access to meetings	8
Information and advice.....	8
Agenda and Papers	8
Minutes.....	8
Correspondence.....	9
Discussion and Decision Making.....	9
URGENT ACTION	10
DELEGATION OF FUNCTIONS	10
Committees.....	10
Working groups.....	11
Panels.....	11
OPENNESS AND CONFIDENTIALITY	11
PUBLIC STATEMENTS	12
GOVERNORS' ALLOWANCES	12
REVIEW	12
APPENDIX 1: Election of Chair and Vice-Chair	13
APPENDIX 2: Virtual Meetings Policy (Alternative Arrangements for Governor Participation)	14

1. These Standing Orders are established in accordance with, and should be read alongside, the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#), the [School Governance \(Constitution\) \(England\) Regulations 2012](#), and the [Governance Handbook \(October 2020\)](#). Other related documents include the [School's Instrument of Governance and the terms of reference for the governing body and its committees](#).
2. This document is adopted by the governing body as a framework for its effective operation. Normal type means that the procedure is a statutory requirement and cannot be changed; italic type means that the governing body has established its own practice, which can be amended.

3. The members of the governing body shall adhere to these Standing Orders and all policies agreed by the governing body at all times.

GOVERNORS

Appointment

4. Governors are appointed by the governing body (co-opted and nominated by the local authority) or elected by their constituency (parents and staff).
5. Before taking up their appointment, all new governors must:
 - a) be subject to an enhanced criminal record check using the Disclosure and Barring Service (DBS). Any governors refusing to undertake the checks will be disqualified from membership of the governing body; and
 - b) complete a Governor Appointment Declaration form for submission to the local authority.
6. Newly appointed governors must have received a clear DBS certificate, and been confirmed by the local authority, before they can attend meetings.
7. Every governor will be requested to submit and sign:
 - a) a Criminal Conviction and Childcare Disqualification Declaration;
 - b) a Declaration of Business, Pecuniary and Other Interests; and
 - c) the Code of Conduct Declarationwhen first appointed and each subsequent year of their term at the first meeting of the academic year.
8. Governors are appointed or elected for a term of four years.
9. A governor may resign at any time by giving notice to the clerk to the governing body, *with copies to the chair and the headteacher.*

Review and renewal of governor appointments

10. *Governors will not normally serve more than two terms of office. Where it is judged to be beneficial for the school, a governor may be invited to serve for an additional period.*
11. At the end of their term, co-opted governors may be reappointed by the governing body; parent and staff governors must stand for re-election.
12. *As part of an ongoing process of evaluating the governing body's effectiveness, the chair of governors will have an informal discussion with each governor at least once a year, to include any training needs that may be identified.*
13. *At the end of a co-opted governor's term of office:*
 - a) *The chair of governors will discuss with the Headteacher and the chairman of any committee on which the governor serves, the governor's impact and involvement with the school and its governance;*
 - b) *The chair of governors will then discuss with the individual concerned whether they wish to continue in the role, and with their current area of responsibility, and/or whether they would like to be considered for any other role;*
 - c) *Subject to a) and b) above, the governor's reappointment will be considered by the governing body for approval.*

Disqualification & Suspension of Governors

14. The qualifications and disqualifications for holding or continuing to hold office as a school governor are set out in Regulation 17 Schedule 4 of the School Governance (Constitution) (England) Regulations 2012.
15. The governing body may suspend a governor for a period of up to six months on the grounds set out in Regulation 17 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013)
16. A proposal to suspend a governor from office will not be considered unless the matter is specified as an item of business on the agenda for the meeting. The governor proposing the suspension must state their reasons for doing so at the meeting. The governor must be given an opportunity to make a statement in response before withdrawing from the meeting. The governing body will then vote on the proposal to suspend the governor from office.
17. A governor who is suspended must be given notice of any meetings and must be sent agendas, reports and papers for any meetings during their suspension.

CHAIR AND VICE-CHAIR

18. The governing body cannot conduct its business without an elected chair. Where the chair is absent from any meeting, or there is a vacancy in the office of the chair, the vice-chair will act as chair for all purposes. If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.

Election of chair and vice-chair

19. The governing body must elect a chair and vice-chair from among its number (excluding any employee of the school) when either the chair/vice- chair's term of office has ended, or when they have resigned the position, or when they have ceased to hold office for reasons set out in Regulation 7 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
20. Prior to the election, the governing body must determine the term of office of the chair and vice-chair. This can be between one and four years. The term of office for each will end on a date agreed by the governing body.
21. *The governing body of Perran-ar-worthal CP School has decided that the term of office for chair and vice-chair will normally be two years, up to a maximum 3 terms (6 years). Where it is judged to be beneficial for the School, the chair may be invited to serve for an additional period.*
22. *At the end of a term of office, the election of the chair will take place during the last meeting of the summer term. The election of the vice-chair will take place during the first meeting of the autumn term.*
23. Prior to the election, the governing board will determine the process of election for either or both positions. *The process agreed by the governing board of Perran-ar-worthal CP School is set out in Appendix 1.*

Resignation of chair or vice-chair

24. The chair or vice-chair may at any time resign their office by giving notice in writing to the clerk to the governing body, *with copies to the chair/vice-chair, as appropriate, and the headteacher.*
25. The chair or vice-chair ceases to hold office if they cease to be a member of the governing body, is employed at the school, or is removed from office in accordance with paragraph 29 or replaced by a chair nominated by the Secretary of State pursuant to section 67 of the EIA 2006.

26. Should the chair of the governing body resign or have to relinquish their office, the vice-chair will act as chair until a successor is appointed at the next meeting of the full governing body. The election of the chair will be a specific item of business at that meeting.
27. If the vice-chair resigns or has to relinquish their office, a successor will be elected at the next meeting of the governing board.
28. In the event that both the chair and the vice-chair resign from office or have to relinquish their office, the governing body shall hold a special meeting within ten days to elect their successors.

Removal of chair or vice-chair

29. The chair can be removed from office by resolution of the governing board, unless the chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006. The vice-chair can be removed from office by resolution of the governing board.
30. A proposal to remove the chair or vice-chair from office will not be considered unless the matter is specified as an item of business on the agenda for the meeting. The governor proposing the removal must state their reasons for doing so at the meeting. The chair or vice-chair must be given an opportunity to make a statement in response before withdrawing from the meeting. The governing board will then vote on the proposal to remove the chair or vice-chair from office.

ASSOCIATE MEMBERS

31. The governing body can choose whether to appoint associate members in addition to those governors stated in the Instrument of Governance to serve on one or more of the governing board committees. Associate members may also attend full governing board meetings, but they are not governors and do not have the right to vote on decisions being taken by the full governing board.
32. When appointing an associate member, the governing body must decide what term of office to give them (from one to four years) and whether or not to assign them voting rights in respect of decisions being taken by the committees to which they are appointed. These decisions must be recorded in the governing body minutes.
33. The governing body may exclude an associate member from any part of its meeting, which the associate member is otherwise entitled to attend, when the matters of a confidential nature relating to an individual member of staff or pupil are discussed.
34. Associate members can be chairs of committees, but are not part of the quorum for any meeting.
35. At the end of their term, associate members may be reappointed by the governing body.
36. An associate member may be removed from office by the governing body at any time.

CLERK

37. The governing body must appoint a clerk to the governing body, who is not a governor or the headteacher.
38. The governing board will determine the arrangements for appointing a clerk for meetings of the full governing board and of its committees.
39. Notwithstanding paragraph 37, the governing body may, if the clerk fails to attend a meeting, appoint any one of their number (who is not the head teacher) to act as clerk for the purposes of that meeting.
40. The headteacher cannot be appointed as clerk to a committee.
41. In the absence of the clerk, the governors present can appoint a member of the governing board or committee (but not the headteacher) to act as clerk for that meeting.

42. The governing board can remove the clerk from office by resolution at a governing board meeting. If at any time the school does not have a delegated budget, the local authority may dismiss the clerk and appoint a substitute, provided the local authority consults the governing body before taking such action.

MEETINGS

Calendar of Meetings

43. The governing body must meet at least once per term (three times per year).
44. *Committees will meet at a frequency determined by the governing body.*
45. *The governing body will set the dates for its meetings, including those of any committee, for the next academic year at the final meeting of the previous academic year.*

Convening Meetings and Notice of Meetings

46. All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to:
- a) any direction from the chair where a matter is urgent; and
 - b) any three members of the governing body requisitioning a meeting by submitting written notice to the clerk to the governing body outlining the purpose of the meeting.
47. The governing body has agreed that it is acceptable to publish agendas and supporting papers electronically, provided governors and associate members are able to access information in this way. Written notice and supporting papers shall be sent to the home address of any member of the governing body (including the headteacher) or associate member who specifically requests these documents in hard copy.
48. Written notice of any meeting of the governing body or its committees, together with the agenda and supporting papers, will be sent to arrive no later than **seven clear days** before the meeting to each member of the governing body or committee, including associate members; the headteacher (whether or not that person is a governor); and the local authority where an agenda item for the meeting involves consideration of a change of school category.
49. Where the chair decides that there are matters demanding urgent consideration, meetings can be held at shorter notice providing the written notice states that fact. The power of the chair to convene a meeting within a shorter period does not apply if the business includes the removal of the chair or vice-chair from office, the suspension of any governor, the decision to change the name of the school or to federate, or to serve notice of discontinuance of the school under section 30 of the SSFA 1998

Timing and Duration of Meetings

50. *Unless otherwise agreed by the governing body, ordinary meetings of the governing body and its committees will normally be held at the school, with start at times which are acceptable to governors, and be limited to two hours.*
51. *Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda, make arrangements for a further meeting to complete the business, or agree to carry the business over to the agenda for the next meeting of the governing body/committee.*
52. A meeting may be discontinued at any time if the governors so resolve. In this instance, or if the meeting has to be abandoned because it is no longer quorate, a further meeting to complete the unfinished business shall be called as soon as is practicable.

Quorum

53. The quorum for governing body meetings is 50% (rounded up to a whole number) of the total number of governors in post (not including any vacancies).
54. The quorum for committee meetings must not be less than 3 governor members of the committee.
55. The Headteacher, if he/she has chosen not to be a governor, cannot be counted for the purpose of the quorum and cannot vote. *At Perran-ar-worthal CP School, the Headteacher is a governor.*
56. Meetings which are inquorate will not go ahead.
57. Meetings that become inquorate may continue and will be minuted, but no decisions may be taken.

Attendance at meetings

58. The clerk to the governing body will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.
59. *The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.*
60. In the event that a governor is unable to attend a meeting, that governor must contact the clerk directly to offer apologies. If the governor is not able to contact the clerk, then that governor should contact the chair or, as a last resort, the school office.
61. Where a governor has offered apologies for absence, the governing body will decide whether the apology should be accepted and this shall be shown on the minutes of the meeting.
62. If a governor fails to attend meetings for a continuous period of six months and has failed to submit apologies, or the governing body has not accepted those apologies, the governor shall be disqualified in accordance with the regulations. (This does not apply if the governor has been suspended).
63. The governing body may approve alternative arrangements for governors to participate or vote at meetings. *The arrangements determined by the governing board of Perran-ar-worthal CP School are set down in Appendix 2.*

Business, pecuniary and other interests

64. A register of business, pecuniary and other interests, consisting of a summary of the signed annual declarations, will be maintained by the clerk to the governing body. The register will be published on the School website and reviewed on an annual basis.
65. "Business Interests" will be a standing agenda item: governors are required to declare any new interests not included on the register; and any interest in respect of items on the agenda.

Withdrawal or disqualification from meetings

66. Governors will be required to withdraw from or not participate in a meeting under circumstances set out in Regulation 16 and Schedule 1 of the School Governance (Roles, Procedures and Allowances (England) Regulations 2013, which includes pecuniary interests and other specified conflicts of interest.
67. In the case of staff and pupil disciplinary matters, the headteacher or any other person employed to work at the school, or any governor with prior knowledge of the matter, should not participate.
68. If there is a dispute about a person attending a governing board meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

Access to meetings

69. Apart from governors, the only people entitled to attend a meeting of the governing board, and its committees, are the headteacher (whether or not they are a governor), the clerk, associate members and any such other persons as the governing body may determine. No substitute members are permitted.
70. When the headteacher is absent, a deputy or assistant headteacher, if not already a staff governor, will be permitted to attend, but will have no vote.
71. *A deputy or assistant headteacher, or other member of staff, may attend meetings of the governing body or a committee as an observer (as part of their professional development), in an advisory role, or to make a presentation in a non-voting capacity.*
72. The governing body will decide who, other than those entitled to attend, may be admitted to a meeting and which meetings will be open to parents or the public. If a meeting is to be opened to parents or the public, reasonable notice will be given.
73. The governing body can require any non-governor present at a meeting to leave at any time.

Information and advice

74. The relevant director of the local authority, or their representative, will be invited to attend meetings in order to inform and advise the governing body.
75. Where expertise is needed, but not available within the governing body, an appropriate non-governor may be invited in a non-voting capacity.

Agenda and Papers

76. The agenda will be prepared by the clerk in accordance with any determination of the governing body, *and in consultation with the chair and the headteacher; and where the clerk is also the clerk to any committees, with the committee chair and the headteacher.*
77. Any governor may place an item on the agenda by contacting the clerk not less than 7 days before the meeting.
78. Any governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The governing body will decide whether any such item will be discussed or will be deferred to a subsequent meeting.
79. At the discretion of the chair, any item of business may be discussed at a meeting irrespective of whether the matter is specified as an item of business on the agenda for the meeting, subject to the exceptions set out in paragraph 49.
80. Wherever possible, papers that inform agenda items will be sent to governors with the agenda. Late or tabled papers, which governors have not had time to read in advance, will not normally be considered unless the matter is urgent or there is an acceptable reason for the delay. Governors must be notified if any documents are likely to be distributed in this way.

Minutes

81. *Within 7 school days of the meeting, the draft minutes will be prepared by the clerk and sent to the chair and headteacher for checking. Once agreed by the chair, the draft minutes will be sent to all members of the governing body.*
82. Those minutes which the governing body determines as confidential will be minuted separately and will not be made publicly available.
83. Recommendations received from committees or working groups will be recorded in the minutes.

84. A copy of the minutes will be sent to all governors and the relevant officer of the local authority.
85. Minutes from committees and working groups should be managed in the same way and sent to all governors and the clerk to the governing body (if the clerk does not take the minutes for committee meetings).
86. The approval of the minutes of the previous meeting will be on the agenda of every meeting and, once approved as a true record (subject to any agreed amendments), will be signed and dated by the chair.
87. The agreed or draft non-confidential minutes of each committee meeting (with the exception of those relating to pay and performance) will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the chair (or in their absence, another member of the committee). Confidential minutes will be made available on request to members of the FGB.

Correspondence

88. *All incoming correspondence to the governing body is for the attention of the whole governing body whether addressed to the chair, clerk or governors. There is a separate policy for dealing with complaints.*
89. *The clerk to the governing body should receive and log all correspondence to the governing body.*
90. *Significant items will be circulated to all governors when received or presented to the next meeting of the governing body for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.*
91. *The governing body will determine by resolution who may write letters on behalf of the governing body, either generally or on specific issues.*

Discussion and Decision Making

92. The chair will ensure that meetings are run effectively, focussing on strategic priorities and making best use of time available, and ensuring all governors enjoy equality of opportunity to express their views and participate in decision making.
93. All decisions must be made by the governing body, unless the governing body has delegated the function to an individual or a committee.
94. Only governors present at a meeting may vote. Proxy voting or voting in advance of a meeting is not allowed. *The governing body of Perran-ar-worthal CP School have adopted alternative arrangements for governors to participate and vote remotely if necessary (Appendix 2)*
95. Any matter put to the vote at a meeting of the governing body or one of its committees is decided by a simple majority of the votes of the governors present and voting on the matter in question. No vote can be taken unless a majority of those present are governors.
96. Where there is an equal division of votes, the chair (or the person acting as chair for the purpose of the meeting) has a second or casting vote, providing that the chair is a governor.
97. Voting will normally be by a show of hands unless one or more governors request a secret ballot. Voting in the election of the chair or vice-chair (where there is a contest) will be held by secret ballot. There is not second or casting vote in the election of chair.
98. Where items of "any other business" are raised, no voting will be permitted during the discussion. If such a voting decision is required, the matter will be deferred to the next scheduled meeting, or an extraordinary meeting in urgent matters.
99. Decisions of the governing body are binding on all its members.

100. *Decisions of the governing body or any of its committees may be amended or rescinded at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.*

URGENT ACTION

101. The chair (or the vice chair if the chair is unavailable or the position is vacant) has the authority to take urgent action between meetings where:
- a) the delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school;
 - b) A meeting of the governing body, or the committee to which the function in question has been delegated, could not be called in sufficient time to deal with the matter; and
 - c) The matter is one which can be delegated to an individual.

DELEGATION OF FUNCTIONS

102. No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with paragraph 104) unless authority to do so has been delegated formally by resolution of the governing body.
103. Subject to the restrictions outlined in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (Regulations 18 & 19), *and in order to ensure the most efficient conduct of its business*, the governing body will:
- a) Delegate functions to committees, individual governors and/or the headteacher (whether or not a governor, so long as the function does not directly concern the headteacher)
 - b) Set up working groups to provide information and/or make recommendations to the governing body.
104. All committees and individuals with delegated powers will report in writing to the next meeting of the governing body about any action, recommendation or decision. All decisions are made on behalf of the governing body, which remains accountable in law and to Ofsted for the performance of all its duties and functions.
105. Where the governing body has delegated functions, this does not prevent the governing body from exercising those functions. Committees will act on and implement any decisions made by the governing body.
106. The arrangements for delegating functions will be reviewed annually by the full governing body.

Committees

107. Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of the delegation
108. When establishing committees, the governing body will:
- a) establish the constitution and terms of reference
 - b) determine the membership
 - c) *appoint the chair*
 - d) *determine when it should meet*
109. The governing body may co-opt associate members to committees, but they may not form a majority. The governing body must specifically decide whether or not to give them voting rights.

110. Committees are free to determine their own quorum, but as a minimum this must be not less than 3 governor members of the committee. At Perran-ar-worthal, the quorum shall be 3 governors.
111. The headteacher has a right to attend any committee meeting, subject to the statutory rules on withdrawal.
112. The governing body shall appoint the committee chairs at its last meeting of the summer term.
113. In the absence of the chair, the committee shall choose an acting chair for that meeting from amongst their number.
114. The governing body must appoint a clerk to each committee. If the clerk to the governing body does not clerk the committee, meetings will be clerked by a governor who is not the headteacher.
115. All committees with delegated powers will keep formal minutes, *which will be presented to the next meeting of the governing body.*
116. The governing body may remove or replace a member of the committee, including the chair, at any time.
117. The governing body should review the need for, the membership of, and the terms of reference for all committees annually (in consultation with the committee).
118. *Committees will liaise and consult with other committees where necessary.*

Working groups

119. When establishing working groups, the governing body will:
 - a) establish the terms of reference
 - b) determine the membership
 - c) *appoint the chair*
 - d) *allow working groups to determine their own timetables within given limits*
120. The headteacher has a right to attend any working group meeting.
121. Working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body or relevant committee.
122. Working groups established for specific purposes will be discontinued when their work has been completed.

Panels

123. The standing orders for committees and working groups do not apply to any panels established by the governing body to exercise functions relating to the appointment grievance, conduct and discipline, capability, suspension or dismissal of individual members of the school staff. The terms of reference, duties and responsibilities, and operational procedures are set out in the policy to which the panel relates.
124. The quorum for panels is the same as the number specified for membership, ie all governors on a panel must be present. In the event of a governor becoming unavailable, the panel will be re-convened at a different time or with another eligible governor.

OPENNESS AND CONFIDENTIALITY

125. Notices of meetings, agendas, approved minutes, and any papers considered at the meetings will be made available via the clerk, at all reasonable times, for inspection by anyone wishing to see them; unless the material relates to a named employee or pupil at the school, or any other matter that the governing body considers should remain confidential.

126. All governors are expected to observe complete confidentiality when matters are deemed confidential or concern specific staff or pupils and their families, both inside or outside school. Governors must exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.

PUBLIC STATEMENTS

127. No governor will make any public statement about any matter concerning the school without the authority of the governing body. If the matter is urgent, the chair may comment on behalf of the governing body.

GOVERNORS' ALLOWANCES

128. The governing body has approved a separate policy on the payment of expenses of governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

REVIEW

129. The governing body will review these Standing Orders, together with any appendices, every two years.

APPENDIX 1: Election of Chair and Vice-Chair

1. The clerk to the governors shall give governors at least three weeks' notice prior to the meeting at which the election is due to take place and request written nominations. These should be submitted to the clerk at least one week before the election and circulated to the governing body with the papers for the election meeting. Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.
2. Candidates may submit up to 250 words in support of their nomination. Governors may self-nominate, but if nominating another governor should seek their approval prior to submitting the nomination.
3. Governors who are employed by the school cannot stand for election.
4. The clerk will act as chair during the election of the chair and will ensure the meeting is quorate. If the clerk is absent, a member of the governing body not standing for election shall act as chair. The elected chair will oversee the election of the vice-chair.
5. If no nominations are received, either in advance of or at the meeting, a member of the governing body shall act as a chair for the meeting and the election will be adjourned until the next meeting.
6. Each nominated governor will be invited to speak to the governing body briefly setting out her/his reasons for standing. Candidates must not be present while a discussion and vote takes place. This will be the case even if there is a single nomination. A vote by secret ballot will be held, even if there is only one nomination, with governors voting either in favour or against that candidate.
7. The clerk will count the votes and announce who has been elected as chair (the candidate who has received a majority of the votes). In the case of a single nomination, the candidate must still receive votes from the majority of the governing body in order to be elected chair. The successful candidate will be invited to take the chair.
8. In the event of a tie, the nominees will speak again, and another vote will follow. If votes remain tied, the governing body must attempt to reach collective agreement. If agreement cannot be reached, the candidates will draw lots.
9. The governors may reject all nominees for chair if they choose. If no candidate has the support of the majority of the governing body, another candidate will be sought from the floor. If this candidate does not receive majority support, the vice-chair or a member of the governing body not standing for election will take on the role of acting chair until the next full governing body meeting, at which the election procedure will be repeated.

APPENDIX 2: Virtual Meetings Policy (Alternative Arrangements for Governor Participation)

This policy should be read alongside the Standing Orders for the Governing Body and Code of Practice for School Governors. Governors are also reminded of the policies on Confidentiality, Data Protection and E-Safety.

1. Introduction

- 1.1 [The School Governance \(England\) \(Roles, Procedures and Allowances\) Regulations 2013](#) make provision for governing boards of maintained schools in England 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”.
- 1.2 In relation to this the governing body of Perran-ar-worthal CP School has determined the following arrangements will apply.
- 1.3 These arrangements apply to meetings of the governing body and its committees.

2. Governor Virtual Attendance at Face to Face Meetings

- 2.1 Where a governor wishes to attend a meeting of the governing body or a committee via telephone or video conference, or an online platform, the chair and clerk must be notified at least 48 hours in advance of the meeting to ensure that appropriate arrangements can be made where possible.
- 2.2 The governor will be asked their reasons for not attending the meeting in person. Their attendance virtually will be subject to:
 - a) their appropriate location to ensure privacy; and
 - b) the approval of the governing body or committee at the beginning of the meeting, though this approval will not be withheld without good reason.
- 2.3 Where approval is withheld the reason for this will be minuted and the governor informed immediately.
- 2.4 If governors participate/vote at meetings virtually, but are not present in person, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
- 2.5 Governors attending the meeting via telephone or video conference will be entitled to vote on any issue providing they have been ‘present’ for the whole agenda item which the vote relates to. Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not possible the governor will be required either to vote publicly or abstain.
- 2.6 Governors attending the meeting virtually will contribute to the quorum for the meeting. If the technological link is lost, they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.

- 2.7 The meeting will be chaired by a governor who is present in person.
- 2.8 The clerk will be present in person in order to record the minutes.
- 2.9 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 otherwise quorate.

3. Virtual Meetings

- 3.1 The scheduled meetings of the governing body and its committees will be face to face meetings, unless circumstances dictate that this is not possible (see para 3.2). However, additional and extraordinary meetings can take place via telephone or video conference, or an online platform, as long as the usual quorum of governors is 'present' on the call. Meetings of working groups can also take place virtually.
- 3.2 If restrictions are imposed or recommended regarding face to face contact, the Governing Body may vote to hold all regular meetings virtually until such time as it practical to resume normal procedures.
- 3.3 Where a meeting is taking place virtually, every effort will be made to enable all governors to access the meeting.
- 3.4 Virtual meetings of governor panels related to the policies of the school, such as HR, Complaints, Exclusion and Admissions, will be considered on a case by case basis. All parties, including staff and parents, must be able to participate in a meeting held via alternative means, and must have access to the same information.
- 3.5 Where a meeting is taking place virtually, the usual statutory notice arrangements will apply and all papers to be considered will be circulated at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.
- 3.6 Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually; or by a governor who is present, other than the headteacher, taking the minutes. These will be presented to the next meeting of the governing body or committee as appropriate.
- 3.7 Virtual meetings should not be video or audio recorded by any governor or the clerk without the approval of the governing body or committee and for a specified purpose.

4. Review of this Policy

- 4.1 The policy will be reviewed biennially, alongside the Standing Orders; but any governor with any concerns about its operation can request that it is reviewed at any time.