



STANDING ORDERS FOR THE GOVERNING BOARD

These Standing Orders are rules established by the Governing Board to regulate its work. They should be read in conjunction with:

- The Academy Trust's Memorandum of Association
- The Articles of Association
- The Funding Agreement
- The Academy Trust Handbook (latest edition)
- The Code of Conduct for governors
- The Terms of Reference for Committees and Working Groups
- The Policy on Governors' Expenses

1	<u>MEMBERSHIP</u> The Term of office for all governor positions is 4 years, with the exception of the Headteacher.
2	<u>MEETINGS</u> The Governing Board and its committees will meet at least three times in each school year and that this will be termly. Notice of meetings will be given at least 7 clear days before the date of the meeting. Notice of the Annual General Meeting of the Academy Trust will be given at least 14 clear days before the date of the meeting.
3	<u>QUORUM</u> The quorum for - meetings of the Governing Board is half (rounded up to a whole number) of the total number of governors holding office at the date of the meeting. - consideration of the following matters (appointing Parent Governors, removing governors and removing the Chair of Governors) is two thirds (rounded up to a whole number) of those governors who are entitled to vote on such matters.
4	<u>AGENDA</u> The agenda will be drafted by the Governance Professional, based on input from the chair and Headteacher, in accordance with the School's priorities and legislative requirements. Any governor wishing - to place an item on the agenda should contact the chair in the first instance not less than 14 days before the date of the meeting. - to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Board will decide whether any such item will be discussed or dealt with at a subsequent meeting. - Policy documents for approval by Governors at committee meetings to be sent to the Governance Professional for uploading to Governor Hub not less than 14 days before the date of the meeting; tracked changes will show amendments to policies; discussion and debate will focus of the substance of the policy rather than spellings/ grammar.
5	<u>ATTENDANCE</u> Where a governor has sent an apology to the Governance Professional, the minutes will record the Governing Board's consent or otherwise to the absence.
6	<u>ALTERNATIVE ARRANGEMENTS FOR GOVERNORS' PARTICIPATION</u> Governors are able to participate at meetings via Skype, Facetime or equivalent if they are unable to attend and notified and agreed by the Chair of Governors or Committee Chair prior to the meeting.

7	<u>ELECTION PROCESS FOR CHAIR AND VICE-CHAIR</u> The term of office for Chair and Vice-Chair will be 1 year. The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair: • Governors will be able to submit written nominations to the Governance Professional prior to the full Governing Board meeting and verbal nominations at
	the meeting. • Any eligible governor can nominate him/herself for office and does not need to be present at the meeting to be considered. • Nominee(s) will be asked to leave the room whilst the election process takes place. If there is more than one nominee, the remaining governors will take a vote by secret ballot. The Governance Professional will tally the votes. The nominee(s) will then return to the room to hear the outcome which the Governance Professional will announce. The nominee polling the majority of votes will be duly elected. Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken. If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote will be taken. If there is still a tie, governors should discuss the strengths of the nominees further and another vote taken. This process will repeat until a nominee polls a majority of votes.
8	<u>APPOINTMENT OF ACCOUNTING OFFICER</u> The Governing Board determines, in accordance with the Academy Trust Handbook, that the Headteacher shall be the Accounting Officer.
9	<u>FINANCIAL CONTROLS AND RISKS</u> The Governing Board shall determine how the independent oversight of academy financial controls and risk review is undertaken.
10	<u>APPOINTMENT OF AUDITOR</u> A registered auditor will be appointed, and reviewed annually, in accordance with the Academy Handbook.
11	<u>APPOINTMENT OF THE GOVERNANCE PROFESSIONAL</u> A Governance Professional will be appointed by the Governing Board in accordance with the Articles of Association.
12	<u>ACCESS TO MEETINGS</u> The Governing Board will determine who is eligible, beyond its membership, to attend meetings on a case by case basis.
13	<u>MINUTES</u> The Governance Professional will draft the minutes of meetings to be approved by the Chair and Headteacher prior to making available to members of the Governing Board. Minutes remain confidential and unconfirmed until approved at the next meeting of the Governing Board.

14	<u>GOVERNOR EXPENSES</u> Governors agreed expenses will be paid as per the expenses policy.
15	<u>DELEGATIONS</u> The Governing Board determines how and if to delegate its functions and this decision is reviewed annually and recorded in the Scheme of Delegation. The Governing Board remains responsible for any decisions taken by committees and individuals and these decisions must be reported back to the full Governing Board at the next meeting.
15.1	<u>TERMS OF REFERENCE</u> Delegated powers to committees are as specified in the Terms of Reference.
15.2	<u>COMMITTEE MEMBERSHIP</u> Committee membership will be reviewed annually in the autumn term and agreed at a full Governing Board meeting.
15.3	<u>APPOINTMENT OF THE GOVERNANCE PROFESSIONAL TO COMMITTEES</u> The Governing Board will appoint a Governance Professional to its committees in accordance with the Articles of Association.
16	<u>DELEGATION OF FUNCTIONS TO THE CHAIR</u> The Chair has a right to take a decision in an emergency by virtue of his/her office. Any decisions taken by the Chair under his/her delegated authority will be reported back to the next meeting of the Governing Board. The Governing Body determines that the chair will have authority in an emergency, where time does not permit the relevant committee or full Governing Board to meet, in the following situations: • to agree additional leave of absence outside the limit of discretionary leave set by the Governing Board's Leave of Absence Policy, • to co-ordinate arrangements for governor participation in interview, and for hearings of the Governing Board's committees dealing with staffing dismissal, grievance and redundancy issues, pupil disciplinary matters and complaints. • To liaise with the Headteacher in relation to personnel issues and other matters such as emergency school closures. • To approve INSET days. • To prepare correspondence and documentation on behalf of the Governing Board.

17	<u>DELEGATION OF FUNCTIONS TO THE HEADTEACHER</u> The Governors delegate to the headteacher such powers and functions as they consider are required for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the Academy). The Governing Board • agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies. • delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.
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Adopted by the governing board of Alameda Middle School at its meeting on 05.02.2026