



Full Governors
09.07.25

Signed.....*[Signature]*.....

Governors Standing Orders 2025-26

Standing Orders are rules established by the Governing Body to regulate the work of the governors. They are in addition to any government Regulation and are optional.

Meetings

- Ordinary Governing Body meetings will be held up to twice per term starting at 5.30pm and will be limited to 2 hours.
- 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.
- Any business not completed will become part of the agenda for the next meeting of the Governing Body.

Agenda

- The agenda will be organised by the Head in consultation with the Chair of Governors and Clerk using Derby City Model Agenda as a guide.
- Any governor may place an item on the agenda by contacting the Clerk not less than 10 days before the meeting.
- Any other business will not be an agenda item as Governors should be aware of the business of the meeting in advance.
- 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 dealt with at a subsequent meeting.

Attendance

- Where a governor has sent an apology to the Clerk, the minutes will record the Governing Body's consent or otherwise to the absence.
- The Chair will contact Governors if absence without apologies is persistent (up to six months at any one time)
- The time of arrival and/or departure of any governor will be recorded in the minutes.

Minutes

- Within 7 days of the meeting, the draft minutes will be sent by the Clerk to the Chair and/or Head for checking.
- The Chair/Head will check the minutes for factual inaccuracies and return to the Clerk for distribution.
- Those minutes, which the Governing Body determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.
- Recommendations received from Committees or Working Groups will be recorded in the minutes.
- A copy of the minutes will be sent to the Governor Support Team.

Correspondence

- All incoming correspondence to the Governing Body is for the attention of the whole Governing Body whether addressed to the Chair, Clerk or Governors.
- Correspondence will be logged on the minutes.

Debate

- The Chair will ensure that all governors enjoy equality of opportunity to express their views.
- The Chair will regulate all debates.

Decision Making

- All decisions must be made by the Governing Body unless an individual or a committee has been delegated to deal with a specific issue.
- Only governors present at a meeting may vote. Proxy voting is not allowed unless a vote is being taken on changing the school's name.
- Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote.
- Voting will be by a show of hands unless one governor requests a secret ballot.
- Decisions of the Governing Body are binding on all its members.

Urgent Action

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where 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. All such actions to be reported to the next meeting of the Governing Body by the Chair or Clerk.

Public Statements

No governor will make any public statement about any matter concerning the school without the authority of the Governing Body.

Information and Advice

- The Strategic Director for Children and Young People, or representative, will be invited to attend meetings in order to inform and advise the Governing Body.
- Where expertise is needed but not available within the Governing Body, an appropriate non-governor may be invited in a non-voting capacity.

Access to Meetings

- When the Head Teacher is absent, the Deputy Head Teacher (if in post) will be permitted to attend but will have no vote.
- The Deputy Head Teacher (if in post) may attend meetings of the Governing Body as an observer, as part of their professional development.
- The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting and which meeting will be open to parents or the public.

Delegation of Functions

No action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the Governing Body.

Committees

- Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of the delegation.
- When establishing Committees, the Governing Body will:
 - determine the membership
 - select or confirm the Chair
 - appoint a Clerk
 - establish the terms of reference (in consultation with the Committee)
 - determine procedures for reporting back.

- The Governing Body may appoint non-governors or Associate Members to Committees but they may not form a majority and have no vote unless the Governing Body specifically gives them a vote.
- The Head Teacher has a right to attend any Committee meeting.

Working Groups

When establishing Working Groups, the Governing Body will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)
- determine procedures for reporting back.

The Head Teacher has a right to attend any Working Group meeting.

Confidentiality

- All governors have a duty not to discuss any confidential item of governors' business or discussion which has taken place outside the meeting or any decisions before the minutes are published.

Revision

The Governing Body will review these Standing Orders annually.

Summer 2025

To be reviewed Summer 2026



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Signed.....

Governing Body Terms of Reference 2025-26

Purpose

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/school and making sure its money is well spent.

Membership

- Number of governors according to the Instrument of Governors for Portway Infant School currently consists of,
 - Four Parent Governors
 - One Local Authority Governor
 - One Staff Governor
 - One headteacher
 - Four Co-opted Governors
- A chair and vice-chair will be elected and a clerk will be appointed

Quorum

A 'quorum' is the minimum number of governors that must be present at a full governing board or committee meeting in order for official decisions to be made.

When a quorum is present, the meeting is sometimes said to be 'quorate.'

The quorum for a full governing board meeting is one half (rounded up to the nearest whole number) of the membership of the governing board, **excluding** any vacancies. This also excludes any associate members, as they aren't considered members of the governing board.

Meetings

The board will meet up to twice each term with a minimum of three meetings over the academic year. Minutes of the meetings will be shared with the board and made available to the public as required unless deemed confidential.

Policies and compliance

The board will review and ratify all policies including statutory and others as required to include, but not exclusively,

- Approving the special educational needs policy and information report
- Approving the child protection policy
- Approving the supporting pupils with medical conditions policy
- Ensure compliance with UKGDPR and data protection

Monitoring

The board will be responsible for, although not exclusively for,

- Monitoring pupil premium spending
- Ensuring that the National Curriculum is taught to all pupils
- Checking that the statutory required information is published on the school's website
- Ensuring that health and safety regulations are followed

Other references

All governors will be required to familiarise themselves with the Maintained Schools Governance Guide <https://www.gov.uk/guidance/governance-in-maintained-schools>

Lisa Kemp

Clerk to Governors

Reviewed summer 2025

To be reviewed summer 2026