



BLESSED HUGH FARINGDON CATHOLIC SCHOOL GOVERNING BODY STANDING ORDERS

All that happens in Blessed Hugh Faringdon Catholic School occurs within the context of the school's Mission Statement (in accordance with the Trust Deed for the maintenance and advancement of the Catholic religion).

Written: October 2017

Updated: December 2024

Adopted: December 2024

Persons Responsible: Chair of Governors

Committee: Full Governing Body

Review Due: Annual – December 2025

As a Catholic school, founded on, and committed to upholding the teaching of the Church, we believe that Jesus is present in the day to day life of our community and that each member of our community has a divine origin and an eternal destiny. In discharging our responsibilities, we are guided by the principles of Catholic social teaching [CST], in which the following core values are constituted: dignity, solidarity, the common good, the option for the poor, the promotion of peace, care for creation, the dignity of work and the value of participation in society. These principles are demonstrated in our core, and wider, curriculum, in our care of students, in our work with the disadvantaged and in the outward-facing approach to our local community, our nation and to the world. As our moral compass, CST guides us in all our school activities, including the formulation, upholding and reviewing of school policies.

As a Catholic school, we regard the following characteristics as central to the human flourishing of everyone – students, staff and Governors – in our community. Our aspirations for our students are that their experience of teaching develops in them a lived belief, an authentic sense of true happiness, a lived sense of family, an experience of care and a vocation for service.

To achieve these aspirations, teaching and learning will privilege the following core virtues for every member of our community.

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and generous with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and discerning about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

Faith-filled in their beliefs and hopeful for the future.

Eloquent and truthful in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and wise in the ways they use their learning for the common good.

Curious about everything; and active in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and prophetic in the example they set to others.

This document is not statutory but has been adopted by the Governing Body as a framework for its effective operation.

1. Chair and Vice-Chairs or Co-Chairs and Vice-Chair

1.1 At the first meeting in each school year (or when the term of office is due) the Governing Body will elect a Chair and Vice-Chairs or Co-Chairs and Vice-Chair and record its decision. The term of office for each will end on a date agreed by the Governing Body.

1.2 The Governing Body cannot conduct its business without an elected Chair.

1.3 When the Chair and Vice-Chairs or Co-Chairs and Vice-Chair are due for election, the Governing Body will elect both positions from among its number though excluding any employee of or a pupil at the school. The Chair or Co-Chairs has/have a vital role in ensuring that the Governors share with the staff and parents the School's aims and objectives and that these are at the forefront of all that they undertake. There is an expectation that the Chair or Co-Chairs will be a foundation Governor/s: the importance of the Chair or Co-Chair being a Catholic cannot be overestimated if due regard is to be given to promoting the Catholic ethos in all aspects of school life.

1.4 The Governing Body will decide in advance of the election the process of election for either or both positions.

1.5 If nobody has indicated willingness to stand for the office of Chair or Co-Chairs, the meeting will be adjourned until a Chair or Co-Chairs can be elected.

1.6 The clerk will take the chair when a Chair or Co-Chair is being elected. Otherwise, the Chair will conduct all meetings of the Governing Body except that, in his/her absence, one of the Joint Vice-Chairs or Vice-Chair will take the chair.

1.7 If the election of the Chair or Vice-Chairs or Co-Chairs and Vice-Chair is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.

1.8 If both the Chair and Vice-Chairs or Co-Chairs and Vice-Chair are absent from a meeting, the Governing Body will elect a Chair for that meeting.

1.9 If the Chair or both Co-Chairs resign, or has to relinquish the office for any reason, one of the Joint Vice-Chairs will act as Chair until a successor is appointed at the next meeting of the Governing Body. The election of Chair or Co-Chairs will be a specific item of business on the agenda for that meeting.

1.10 If the Joint Vice-Chair(s) resigns, or has to relinquish the office for any reason, a successor will be elected at the next meeting of the Governing Body.

1.11 If both the Chair and Joint Vice-Chairs or Co-Chairs and Vice-Chair resign , or have to relinquish their offices for any reason, the Governing Body will hold a special meeting within 5 working days to elect their successors.

1.12 The Chair and/or Joint Vice-Chairs or Co-Chairs and Vice-Chair can be removed from office by resolution of the Governing Body, unless the Chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006.

1.13 A resolution to remove the Chair, a Joint Vice-Chair, Co-Chair or Vice-Chair from office will not take effect unless the matter is specified as an item of business on the agenda. The Governor proposing the removal must state his/her reasons for doing so at the meeting. The Chair, a Joint Vice-Chairs, Co-Chairs or Vice-Chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the Governing Body votes on the proposal to remove the Chair, a Joint Vice-Chair a Co-Chair, or Vice-Chair from office.

2. Calendar of Meetings

2.1 The Governing Body will meet at least five times per academic year.

2.2 Committees will meet at a frequency determined by the Governing Body.

2.3 The Governing Body will set the dates for its meetings, including those of any committee for the next school year, at the final meeting of the previous school year. The clerk will present the calendar for approval.

3. Timing and Duration of Meetings

3.1 Meetings will start at times which are acceptable to the Governing Body and will normally be a maximum of 2.5 hours.

3.2 Where the 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 or make arrangements for a further meeting to complete the business.

3.3 A meeting may be discontinued at any time if the Governors so resolve. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

4. Quorum

4.1 The quorum for all business of the Governing Body is one half (rounded up to a whole number) of the total number of Governors in place; not including any Governor vacancies.

4.2 Meetings which become inquorate will *continue but no vote can be held while the meeting is inquorate and no legal decisions may be made.*

5. Clerking

5.1 The Governing Body will determine the arrangements for appointing a clerk for meetings of the full Governing Body and committees.

5.2 Governors and the Head teacher cannot be clerk to the Governing Body.

5.3 The Head teacher cannot be appointed as clerk to a committee.

5.4 If the clerk does not attend a meeting the Governors present at the meeting can appoint a member of the Governing Body or committee (but not the Head teacher) to act as clerk for that meeting.

5.5 The Governing Body can remove their clerk from office by resolution at a Governing Body meeting. If the school does not have a delegated budget, the local authority may dismiss the clerk and appoint a substitute, but the local authority must consult the Governing Body before doing so.

6. Associate Members

6.1 The Governing Body can appoint Associate Members to serve on one or more Governing Body committees and attend full Governing Body meetings.

6.2 An Associate Member may be removed from office by the Governing Body at any time.

6.3 Associate Members are appointed as members of committees established by the Governing Body or as members of the Governing Body. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not Governors and are not recorded on the Instrument of Government.

6.4 Associate Members do not have the right to vote at Governing Body meetings. The Governing Body can give limited voting rights to Associate Members on committees at the time of appointment.

6.5 Associate Members cannot count towards a quorum for any meeting of the full Governing Body or committee on which they serve.

7. Withdrawal from meetings

7.1 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

7.2 If there is a dispute about a person attending a Governing Body meeting being required to withdraw, the matter of withdrawal shall be determined by the Governors present at the meeting.

8. Convening meetings

8.1 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 requisition signed by three Governors.

9. Notice of Meetings

9.1 Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the Chair calls an urgent meeting at short notice – to (a) each Governor, (b) the Head teacher (whether or not that person is a Governor), (c) any associate member and (d) the local authority, where an agenda item for the meeting involves consideration of a change of school category.

9.2 Non-receipt of notice of a meeting will not invalidate the meeting.

9.4 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

10. Agenda

10.1 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 Head teacher and where the clerk is also the clerk to any committees the Chair of the committee and the Head teacher.

10.2 Any Governor may place an item on the agenda by writing to the clerk.

10.3 Wherever possible papers that inform agenda items will be sent to Governors with the agenda.

11. Late Items/Any Other Business

11.1 The agenda will include 'Notification of AOB' immediately after 'Apologies for Absence' and any Governor wishing to raise an urgent meeting item must give notice at this time.

11.2 The Chair will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

12. Suspension of Governors

12.1 The Governing Body may suspend a Governor for a period of up to six months under circumstances set out in Regulation 17 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

12.2 A Governor can only be suspended if one or more of the following grounds apply:

- the Governor is paid to work in the school and is the subject of disciplinary proceedings in relation to his/her employment;
- the Governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a Governor under Schedule 6 of the Constitution Regulations;
- the Governor has acted in a way that is inconsistent with the school's ethos or with the religious character and has brought or is likely to bring the school or the Governing Body or his office into disrepute; the Governor is in breach of his/her duty of confidentiality to the school or the staff or to the pupils.

12.3 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.

13. Governors' Expenses

13.1 The Governing Body will prepare a policy on the payment of expenses of Governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

14. Attendance

14.1 The clerk will keep a record of those Governors and all other persons present at meetings of the Governing Body or any of its committees. Details of attendance at meetings will also be published on the school website.

14.2 Where a Governor sends an apology for absence with reason, the Governing Body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes (A copy of the approved draft minutes will be sent as soon as possible to the Governor concerned).

14.3 The time of arrival and/or departure of any Governor not in attendance throughout any meeting will be recorded in the minutes.

15. Minutes of Meetings

15.1 Copies of minutes approved by the Full Governing Body and its Committees are signed by the Chairs and stored electronically in line with the school systems and regulations.

15.2 Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more Governors present.

15.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.

15.4 Within 10 school days of the meeting, the draft minutes will be sent by the clerk to the Chair for checking.

15.5 Copies of the draft minutes, once 'approved' by the Chair, will be sent to all members of the Governing Body 7 days prior to the next meeting.

15.6. Copies of the list of actions will be sent to all members of the Governing Body within 72 hours of the meeting.

15.7 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the Governing Body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the Chair.

15.8 Those matters which the Governing Body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

15.9 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

15.10 Minutes made available for inspection will include papers forming part of the meeting.

15.11 A copy of the signed minutes will be sent to the LA if requested and also, for voluntary schools, to the Diocesan Director of Education.

16. Confidentiality of Proceedings

16.1 Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

17. Correspondence

17.1 Appropriate correspondence will be circulated to all Governors as and when received or presented to each meeting of the Body for action or information as appropriate. The Chair will report upon any correspondence on which he/she has already taken urgent action.

17.2 The Governing Body will determine by resolution who may write letters on behalf of the Governing Body, either generally or on specific issues.

18. Information and Advice

18.1 The Head teacher has a statutory duty to keep the Governing Body fully informed, and will present a written report to each termly meeting of the Governing Body.

18.2 A representative of the LA will be invited to attend meetings in order to inform and advise the Governing Body when considered appropriate.

18.3 The Governors will receive details of public examination results taken in the preceding summer term as soon as they become available and compare these with the targets set and the previous year's results. The Headteacher will send them to all governors.

18.4 Where (exceptionally) important information required by the Governing Body is given orally, it will be recorded in the minutes in appropriate detail.

18.5 Where information required by the Governing Body is not readily available, reasonable time will be given for its production.

18.6 Where expertise is needed but not available within the Governing Body, the Governing Body may consider inviting appropriate non-Governors to attend meetings or appointing associate members.

19. Discussion and Debate

19.1 The Chair will ensure that meetings are run effectively, focussing on priorities and making best use of time available and ensuring that all Governors enjoy equality of opportunity to express their views and participate in decision making.

19.2 The Governing Body will receive and note, *without debate*, any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.

19.3 Recommendations received from working groups will be recorded in the minutes, together with any related Governing Body resolution.

20. Decision-making

20.1 Members of the Governing Body recognise that all decisions must be made by the Governing Body unless the Governing Body has delegated the function to a committee or to an individual.

20.2 Every question to be decided at a meeting of the Governing Body is to be determined by a majority of the votes of the Governors present and voting on the question; proxy voting is not allowed.

20.3 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 – except in the case of a selection panel deciding who, if any, candidate to recommend to the Governing Body for appointment as head/deputy

20.4 Voting in the election of the Chair or Joint Vice-Chairs, where there is a contest, will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more Governors request a secret ballot. There is no second or casting vote in the election of Chair.

20.5 Decisions of the Governing Body are binding upon all its members.

20.6 Decisions of the Governing Body (or of 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.

21. Urgent Action

21.1 The Chair or Co-Chairs, or in his or her absence the Vice Chair or Joint Vice-Chairs, have authority to take urgent action between meetings only where:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and
- the matter is one which can be delegated to an individual under regulations.

21.2 If the Chair or Co-Chairs (or Vice-Chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the Governing Body.

22. Public Statements

22.1 Public statements on behalf of the Governing Body will be made only by the Chair or those delegated to make them.

23. Access to Meetings of the Governing Body

23.1 Apart from Governors, the only people entitled to attend a meeting of the Governing Body are the Head teacher as an ex officio governor, the clerk, where appropriate, associate members and any such other persons as the Governing Body may determine and invite. No substitute members are permitted.

23.2 Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.

23.3 When the Head teacher is absent, the deputy Head teacher, or their appointed representative, will attend in his/her place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting Head teacher).

23.4 The Governing Body can require any non-Governor present at a meeting to leave at any time.

23.5 If a meeting is to be opened to parents/the public, reasonable notice will be given.

23.6 The deputy Head teacher(s) may be invited to attend meetings of the Governing Body as observer/observers, as part of their professional development.

23.7 The Head teacher may invite officers (deputy Head teacher, School Business Manager, Head of Department etc.) to attend meetings on an occasional or regular basis. All officers are there in an advisory role and have no voting rights, unless they have an additional role such as staff Governor.

24. Pecuniary Interests and Other Specified Conflict of Interest

24.1 The Governing Body will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose-leaf sheets, each sheet being a statement completed and signed by the relevant Governor. It will record any pecuniary or other business interest, including governorship of another educational establishment or close family relationship with any staff members, in connection with the Governing Body's business. This information will also be published on the school website.

24.2 As appropriate, Governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.

24.3 A Governor must withdraw from a meeting, if he/she (or a close relative or partner):

- stands to gain financially from a matter under consideration;
- has a personal interest in a matter under consideration;
- is a relative of a pupil, a parent or an employee being discussed;
- is a school employee, other than the Head teacher, and the pay or performance of school employees is under discussion;
- is the Head teacher and the pay or performance of the Head teacher is under discussion.

24.4 When a committee is considering:

- disciplinary action against an employee or against a pupil; or
- a matter arising from an alleged incident involving a pupil;

a Governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations or is a witness in the case.

25. Provision of Information:

Further to section 538 of the Education Act 1996, governing bodies are now required to provide the Secretary of State with whatever information she requires for the purpose of the exercise of her functions in relation to education. This means that governing bodies must also now provide to the Secretary of State for Education certain details they hold, as volunteered by their governors, through the governmental website and keep the information up to date. The information to be provided is set out in a message to all schools published on 1 July 2016 on GOV.UK

26. Complaints and Staff Discipline

26.1 The Governing Body will establish procedures for dealing with general complaints.

26.2 The Governing Body will establish procedures for dealing with staff disciplinary matters and staff grievances.

27. Delegation of Functions

27.1 No action may be taken by an individual Governor (including the Chair and Vice-Chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the Governing Body.

27.2 Where required under the school governance regulations and in other cases in order to ensure the most efficient conduct of its business, the Governing Body will:

- delegate work to committees, individual members of the Governing Body and/or the Head teacher, if not a Governor.
- set up working groups to provide information and/or make recommendations to the Governing Body.

27.3 The arrangements for delegating functions will be reviewed annually by the full Governing Body.

27.4 In delegating functions to individuals, the Governing Body will have regard to the restrictions set out in Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

28. Committees

28.1 Committees to which the Governing Body has delegated any of its functions will act strictly in accordance with the terms of delegation.

28.2 When establishing committees, the Governing Body will ensure compliance with the regulations concerning the constitution of the committees and will:

- determine the membership (including non-Governors where permitted and appropriate);
- appoint the Chair of each committee annually/allow the committee to elect its Chair;
- establish and record terms of reference;
- review the membership and terms of reference annually;
- decide whether or not to confer voting rights on any or all non-Governors for those matter where non-Governors are not prohibited from voting under the regulations;
- determine when the committees shall meet and allow the committees to determine their own timetables within given limits;
- determine arrangements for reporting back;

- review the need for, and the membership of, committees annually; set the quorum for each committee (minimum quorum is 3)

28.3 The Head teacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.

28.4 Associate members cannot vote on issues relating to admissions, pupil discipline, election or appointment of Governors, the budget and financial commitments of the Governing Body, and cannot serve on committees relating to staff appointments, grievance, discipline and dismissal.

28.5 The Governing Body will appoint governors for the following purposes:

- pupil admissions (aided and foundation schools only)
- a staff appeal (pay, discipline and grievance)
- staff matters (pay, discipline and grievance)
- pupil discipline (exclusions)
- Head Teachers Performance Management Panel

28.6 All committees and individuals with delegated powers will report in writing to the next meeting of the Governing Body about any decisions made or action taken.

28.7 No Governor who served on the relevant first committee or had any previous involvement with the matter under appeal may serve on an appeal committee.

28.8 All committees with delegated powers will keep formal minutes, and copies will be presented for the next meeting of the Governing Body or circulated to all Governors within 7 working days of the meeting for information.

28.9 All meetings of committees will be clerked by a person who is not the Head teacher.

29. Working Groups

29.1 In establishing working groups the Governing Body will:

- determine the membership, including non-Governors, and the method of appointing the Chair;
- allow working groups to determine their own timetables within given limits;
- determine procedures for reporting back.
- Ensure there are a minimum and recommended 3 participants to ensure a majority vote can be established where required.

29.2 The Head teacher has the right to attend any working group meeting.

29.3 Working groups established for specific purposes will be discontinued when their work has been completed.

29.4 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the Governing Body/committee.

30. Safeguarding Pupils

30.1 All Governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the Governing Body.

30.2 Any Governor refusing to undertake the checks will be disqualified from membership of the Governing Body.

31. Governor Compliance Documents

31.1 Every Governor will be required to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the (*autumn*) term meeting.

31.2 Every Governor will be required to sign the Do's and Do Nots at declaration at first appointment and each subsequent year of appointment at the (autumn) term meeting

31.2 Every Governor will be required to Declare or Register any Interests and complete and sign the approved form at first appointment and each subsequent year of appointment at the (autumn) term meeting.

Signed:

Dated:

Position Held:

Print Name: