

CAVERSTEDDE NURSERY SCHOOL

STANDING ORDERS – 2026 - 2027

The governing board of Caverstede Nursery School have discussed and agreed the standing orders outlined below.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the governing board.

1. APPOINTMENT OF GOVERNORS

- 1.1 The appointment of members of the governing board will be in accordance with the Instrument of Government:

Membership Category	Number	Period of Appointment
Parent Governors	4	4 years
Head Teacher	1	N/A
Staff Governor	1	4 years
Local Authority Governor	1	4 years
<u>Co-opted Governors</u>		
- Staff Governors	2	4 years
- Other Co-opted Governors	5	4 years

- 1.2 The governing board is able to appoint associate members as it feels appropriate. The term of office for any associate member will be for four years.

2. CHAIR AND VICE CHAIR

- 2.1 At the first meeting of each school year the governing board will appoint a chair and vice chair.
- 2.2 The Head Teacher and any governor who works at the school are not eligible to be appointed as chair or vice chair but may participate in the appointment process.
- 2.3 For the appointment of the Chair, the clerk will open the meeting and invite nominations. All nominations will require a proposer and seconder. If there is more than one nomination, the appointment will be decided by an open vote of those members present.
- 2.4 For the appointment of the Vice Chair, the Chair will call for nominations. All nominations will require a proposer and seconder. If there is more than one nomination, the appointment will be decided by an open vote of those members present. The role of Vice Chair can be shared as agreed by the board if required.
- 2.5 If both the Chair and Vice Chair are absent from a meeting, the governing board will elect a Chair for that meeting.
- 2.6 If the Chair resigns, or has to relinquish the office for any reason, the Vice Chair will act as Chair until a successor is appointed at the next meeting of the governing board. If the Vice Chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing board.
- 2.7 If both the Chair and Vice Chair resign, or have to relinquish their offices for any reason, the governing board will hold a special meeting within 14 days to elect their successors.
- 2.7 The chairs of the committees will be appointed by the members of those committees.

3. MEETINGS

- 3.1 The Governing Board will set the dates for its meetings for the forthcoming school year at the final meeting of the current school year.
- 3.2 Meetings will be limited to 3 hours' duration.
- 3.3 Where the business has not been completed within the agreed time, those governors present may resolve to continue the meeting.

- 3.4 **Virtual Meetings** – The board will hold Full Governing Board meetings as a mix of in person and virtually as discussed and agreed. Where virtual, these will be via the Microsoft Teams platform.
- 3.5 **Committee meetings**; in order to keep the number of people meeting together to a minimum, there will be an option for governors to attend virtually. The board has agreed that meetings with a mix of face to face and virtual attendance will work well for the school and governors' wellbeing. Meetings could be fully virtual if needed.
- 3.6 Where meetings have been held virtually, the chair will email the clerk confirmation that the previous minutes have been approved and agreed. They will then sign hard copies of the minutes as soon as this is possible.

4. QUORUM

- 4.1 For a meeting of the Governing Board to be quorate, the number of governors present must be at least half.
- 4.2 If the meeting of the Governing Board is not quorate, the meeting shall not be held.
- 4.3 If the meeting becomes inquorate during the meeting, the clerk will immediately inform the Chair and the meeting shall end.

5. PECUNIARY AND PERSONAL INTERESTS

- 5.1 The Governing Board will maintain a register of the pecuniary interests of its members.
- 5.2 The register will be updated at the first meeting of the Governing Board at the start of each academic year
- 5.3 There are certain circumstances when a governor who is present at a meeting of the governing board or a committee of the Governing Board must declare his or her pecuniary or other personal interest in an item.
- 5.4 When an interest has been declared, the governor concerned cannot take part in the discussion or vote on the item. The declaration of interest also relates to the spouse or partner of a governor or governor's own or spouse's/partner's close relatives.

6. PUBLICATION OF AGENDA AND MINUTES

- 6.1 The agenda will be organised by the clerk in consultation with the Head Teacher and Chair.
- 6.2 Any governor may place an item on the agenda by contacting the Clerk not less than 7 days before the meeting.
- 6.3 The agenda for meetings of the Governing Board will be sent to all governors at least seven days in advance of the meeting.
- 6.4 The Governing Board will ensure that copies of the agenda, minutes and papers for each meeting are available for inspection at the school. This does not relate to items which are confidential in nature.

7. ATTENDANCE

- 7.1 The clerk will keep a record of those governors and all other persons present at meetings of the Governing Board or any of its committees.
- 7.2 Governors will ensure that apologies for absence are sent to the clerk as soon as possible. Where a governor sends apologies for absence with reason, the governing board will decide whether to 'consent' to the absence and this will be recorded in the minutes.

7.2.1 A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing board of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. This does not apply to the head teacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

DfE guidance; The constitution of governing bodies of maintained schools – August 2017

- 7.3 In the absence of the Head Teacher, the Senior Teacher will attend in his/her absence but will have no vote (unless he/she is already a staff representative on the Governing Board).

8. MINUTES

- 8.1 Those minutes, which the Governing Board determines as confidential, will be minuted separately and copies will not be made publicly available.

9. DEBATE

- 9.1 The Chair will ensure that all governors have the opportunity of expressing their views during meetings of the Governing Board.

10. CORRESPONDENCE

- 10.1 All correspondence for the Governing Board will be reported to each meeting, for information or action as appropriate. The Chair, clerk and/or Head Teacher will take appropriate action on correspondence received, giving a report on any urgent action taken.
- 10.2 The Governing Board will agree who will write letters and make public statements on its' behalf, either generally or on specific issues.

11. DECISION MAKING

- 11.1 All decisions must be made by the Governing Board unless an individual or a committee has been delegated to deal with a specific issue.
- 11.2 Only governors present at a meeting may vote, proxy voting is not allowed.
- 11.3 Any matter put to a vote will be decided by a simple majority. In the event of a tie, the Chair will have a second vote.
- 11.4 Voting will be by a show of hands unless a governor requests a secret ballot.
- 11.5 Decisions of the Governing Board are binding on all of its members.

12. URGENT ACTION

The Chair, or in his or her absence the Vice Chair, has 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 or their parents, or a person who works at the School.
- a meeting could not be called in sufficient time to deal with the matter.
- the matter is one which can be delegated to an individual

All such actions will be reported to the next meeting of the Governing Board.

13. INFORMATION AND ADVICE

- 13.1 The Governing Board 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.
- 13.2 The Director of Children's Services, or representative, may be invited to attend meetings in order to inform and advise the Governing Board.
- 13.3 Where expertise is needed but not available within the Governing Board, an appropriate non-governor may be invited in a non-voting capacity.

14. DELEGATION OF FUNCTIONS

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

15. COMMITTEES

- 15.1 Committees to which the Governing Board has delegated any of its functions can only act in accordance with the terms of their delegation.

- 15.2 When establishing committees, the Governing Board will:
- determine the membership
 - establish the terms of reference (in consultation with the committee)
 - determine procedures for reporting back
- 15.3 The committees may co-opt non-governors to their committees but they may not form a majority and have no vote unless the Governing Board specifically gives them a vote.
- 15.4 The Head Teacher has the right to attend any committee meeting.
- 15.5 All committees will keep formal minutes, and copies will be presented to the next meeting of the Governing Board.
- 15.6 For a meeting of a committee to be quorate, the number of non-staff governors present must be at least half.
- 16. CONFIDENTIALITY**
- 16.1 All governors have a duty not to discuss any confidential item of governors' business outside of the meeting.
- 17. REVISION**
- 17.1 The Governing Board will review these Standing Orders at the last meeting of each school year.
- 18. MEMBERSHIP AND TERMS OF OFFICE**
- 18.1 When appointed as a Governor, a DBS check must be carried out (unless you are an existing staff member, as a DBS would have been carried out on appointment to Caverstede).
- 18.2 Upon re-appointment to the Governing Board, either at the start of a new 4-year term, or if you move position within the Governing Board, for example from Parent Governor to Co-opted Governor, another DBS must be carried out.

Date approved by the Governing Board: 8th July 2026