



GOVERNING BODY

Terms of Reference
&
Standing Orders

Stone Bay School

TERMS OF REFERENCE.

Terms of reference for the Full Governing Body and its Committees.

Billy McNally,
Headteacher.



Stone Bay School.

**GB Terms of Reference
& Standing Orders**

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations and all other relevant legislation, the Local Authorities Scheme for Financing Schools and will review these Standing Orders at least annually.

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

Terms of Reference and Standing Orders agreed by the Governing Body on	12 September 2017
Co-Chairs	Christopher Joy & Caroline Palmer
Vice Chairperson	Andrew Grieve
Clerk	Lynne Clemitson
Safeguarding/Child Protection Governor	Richard Farr
Special Educational Needs & Disability Governor	James Peters
Training & Development Governor	Nicky McDonald
Quorum	One half of the number of governors in post (rounded up)
Date of next review	September 2017

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Whilst the Governing Body as a whole remains responsible for the governance function, there are two distinct areas of work delegated by them to a Curriculum & Residential Committee and a Business Resources Committee.

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Terms of Reference for the Governing Body

The Governing Body has resolved to conduct its business by adopting an adapted '2 Teams' model structure, and to delegate statutory functions to a Curriculum & Residential and a Business Resources Team.

Delegation

1. The attached 'Terms of Reference and Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher
2. The attached Terms of Reference for the Curriculum & Residential Committee, and the Business Resources Committee outlines their respective responsibilities
3. Monitoring activities against the priorities of the School Plan will be carried out by both Committees in accordance with their terms of reference.

The main responsibilities to be managed by the Governing Body are outlined below:

The items in bold cannot be delegated.

Operational

- **To draw up the Instrument of Government and any amendments thereafter.**
- **To review the standing order for election of the Chair and Vice Chair including the length of the term of office.**
- **Elect (or remove) the Chair and Vice Chair.**
- **To appoint (or dismiss) the Clerk to the Governing Body.**
- **To hold at least 3 Governing Body meetings each year.**
- **To appoint and remove Co-opted, sponsor governors and any associate members.**
- **To suspend a governor.**
- **To decide which functions of the Governing Body will be delegated and to whom.**
- **To receive reports from any team, pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.**
- **To review the delegation arrangements annually.**
- To recruit new governors as vacancies arise.
- To set up a register of Governors' Business Interests.
- To approve and set up a Governors' Allowances Scheme.
- To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders.
- To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached).
- To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors
- To audit individual and collective development needs and promote appropriate training.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To receive reports on bullying, homophobic and racial incidents.
- To agree by early autumn the programme of work and calendar of meetings for the governing body for the school year based on known cycles of school improvement, financial management, staffing issues and communication
- To establish and keep under review a protocol for governor visits to the school.
- To carry out an annual review of the structure of the Governing Body and

	<p>make recommendations for any changes.</p> <ul style="list-style-type: none"> • To carry out a governor skills audit and recommend the assignment of governors to the Curriculum & Residential and Business Resources Committees as appropriate. • To audit individual and collective development needs and promote appropriate training. • To ensure the school has in place all statutory policies and to keep these under review on a regular basis. To delegate policies for review and approval to Committees, individuals or groups of governors, except for those policies which require review and approval by the Full Governing Body
General	<ul style="list-style-type: none"> • To discharge duties in respect of pupils with special needs by appointing a 'SEND governor' in community, voluntary controlled, voluntary aided and foundation schools. • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • Take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement. • To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body. • To review regularly how the school is regarded by pupils and parents. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age, disability or sexual orientation. • To ensure that the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To ensure that the governing body complies with all legal requirements placed upon them.
Budget	<ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To annually review and approve the Finance Policy and agree levels of delegation.
Staffing	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments • To dismiss the Headteacher. • To suspend the Headteacher. This may be actioned by the Chair or Vice Chair in emergency situations. If neither are available, at least 2 governors would be required to make this decision. • To end the suspension of the Headteacher. • To establish a governor panel to hear staff appeals against dismissal and redundancy.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve annually the Appraisal, Pay and Rewards Policy • To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.
Health & Safety	<ul style="list-style-type: none"> • To institute a Health & Safety policy (In Kent the LA have delegated this to the HT of community and VC schools and provided a general policy for schools to adapt).
Buildings and Premises	<ul style="list-style-type: none"> • To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the Local Authority, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability.

	<ul style="list-style-type: none"> •
Discipline & Exclusions	<ul style="list-style-type: none"> • To establish a statement of behavior principles on which the school can produce a behavior policy. • To review the use of exclusion
Collective Worship	<ul style="list-style-type: none"> • To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. • To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
School Organisation	<ul style="list-style-type: none"> • To publish proposals to change category of school • To propose to alter or discontinue voluntary, foundation or special school status.
Information for Parents	<ul style="list-style-type: none"> • To approve the School Prospectus, if the school has one.
Extended Services	<ul style="list-style-type: none"> • To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision
Federations/ Academies	<ul style="list-style-type: none"> • To consider forming a federation or academy or joining an existing one. • To consider requests from other schools to join a federation or academy. • To leave a federation or academy.
Membership of the Governing Body: Details on School Website	

Stone Bay School Governing Body

Terms of Reference for Residential & Curriculum Committee

The Residential & Curriculum Committee is expected to work within the following terms of reference with a focus on monitoring the School Plan

General	<ul style="list-style-type: none"> • To elect a Chair. • To appoint a Clerk. • To undertake monitoring visits to the school. • To make regular reports to the Governing Body. • Meet at least 3 times each year. • To approve all school trips involving an overnight stay away from home. • To review and agree policies delegated by the Governing Body.
Curriculum	<ul style="list-style-type: none"> • To maintain and improve the quality of education and care for all pupils at the school. • To agree and monitor the Curriculum Policy. • To decide which subject options should be taught. • To understand the performance data for the school. • To monitor progress against the curriculum and progress targets of the School Improvement Plan by receiving regular reports from the Headteacher and staff. • To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success. • To monitor impact of specific interventions, i.e. behavior support and communications programmes. • To undertake monitoring visits with a focus on teaching and residential care. • To monitor impact of specific grants for vulnerable groups (e.g. pupil premium). • To undertake any training (in or out of school) that is necessary to enable effective monitoring of targets. • To evaluate the extent of success at the end of the set timescale. • To monitor all aspects of residential accommodations. • To consider diary dates for school activities and submit dates for approval by the full Governing Body. • To consider staffing issues and training needs i.e. Makaton, Pecs, ProActSCIPUKr etc. • To review and agree policies delegated by the Governing Body.
Target Setting	<ul style="list-style-type: none"> • To monitor pupil achievement against targets.
Discipline/ Exclusions <i>(see terms of reference for panel hearings)</i>	<ul style="list-style-type: none"> • To decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam (This may be delegated to the Chair/Vice Chair in cases of urgency - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Feb 2105 point 54). • To direct the reinstatement of excluded pupils.
Admissions	<ul style="list-style-type: none"> • To monitor pupil numbers and report to the Governing Body. • To consult annually before setting an Admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)* • Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body)*

	<ul style="list-style-type: none">• Admissions: application decisions (VA, Foundation and special schools)*. * include as appropriate
Extended Services	<ul style="list-style-type: none">• To monitor the impact of any extended services provided against pupil achievement.
Membership - see School Website	

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Terms of Reference for Business Resources Committee

The Business Resources Committee is expected to work within the following terms of reference with a focus on monitoring

General

- To elect a Chair.
- To appoint a Clerk.
- To monitor progress against the priorities of the School Improvement Plan particularly those related to finance & premises targets.
- To undertake monitoring visits to the school.
- To make regular reports to the governing body.
- To meet at least 3 times each year in terms 1, 3/4 and 5.
- To review and agree policies delegated by the Governing Body.

Budget

- To maintain an up-to-date 'balanced' three year budget plan, which shows clear links to the 'School Improvement' and 'Staffing' Plans.
- To report monitoring and rollover to the full governing body, highlighting any significant variances.
- To evaluate any virement recommendations and report to the governing body.
- Analyse and report on Tenders for Contract Services.
- To be actively engaged in LM Scheme consultations.
- To benchmark school financial performance against similar schools and report to the governing body.
- To evaluate proposed expenditure following recommendations from the headteacher and present to the governing body.
- To ensure that the school is working within the guidance of the Schools Financial Value Standard and Assurance (SFVS) recommendations.
- To ensure that all spending provides 'Value for Money' in terms of raising standards in education.
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To engage in strategic planning.
- To evaluate and recommend the annual budget.
- To approve policies delegated by the governing body, including the Charging and Remissions Policy.
- To make decisions in respect of service agreements and insurance.
- To advise the Full Governing Body of any consultations to change the LA Finance Scheme
- To determine the staff complement in consultation with the Headteacher and recommend to the full governing body.
- To end the suspension of staff.
- To determine dismissal payments/early retirement.

Premises and Insurance	<ul style="list-style-type: none">• To monitor the implementation of the School Buildings Strategy.• To monitor the maintenance plan.
Health and Safety	<ul style="list-style-type: none">• To monitor the Health and Safety Policy.• To ensure that Health and Safety regulations are followed and prioritised appropriately.• To receive (3 X Year) an annual Health and Safety Inspection Report and agree any actions.
Membership – see School Website	

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Terms of Reference for the Clerk to the Governing Body

The clerk is expected to work within the following terms of reference.

Guiding Principles

- All meetings of the Governing Body must be clerked.
- The Clerk is employed and accountable to the Governing Body and line managed by the Chair of Governors, whose responsibility it is to conduct an annual appraisal.
- The Clerk will be provided with a contract of employment based on one of the 3 model job descriptions for a Clerk recommended by KCC Leadership & Governance Team.
- Governors, Associate Members and the Headteacher cannot be appointed as Clerk to the Governing Body.

The main responsibilities of the Clerk are:

- To work effectively with the Chair of Governors, the other governors and the Headteacher to support the Governing Body.
- To advise the governing body on constitutional and procedural matters, powers and duties
- To convene meetings of the Governing Body.
- To attend meetings of the governing body and ensure that minutes are taken
- To follow up decisions and actions agreed at governing body meetings and to keep track on progress.
- To maintain and publish on the school website a register of Business Interests.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To maintain a register of attendance and report on non attendance to the governing body
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.
- To undertake appropriate training and development activities.
- If the Clerk does not attend a meeting, the governors present at the meeting may appoint a member of the Governing Body (but not the Headteacher) to act as Clerk for that meeting.

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Terms of Reference and Delegation of Functions to Headteacher

The Headteacher is expected to work within the following terms of reference, and provide the governing body with such reports in connection with his or her functions as the Governing Body requires

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to an agreed limit of £8,000. • To enter into contracts up to the limit of £8,000. • To monitor monthly expenditure. • To make payments.
Staffing	<ul style="list-style-type: none"> • To appoint teachers and non-teaching staff. • To establish disciplinary/capability procedures. • To suspend staff. • To dismiss staff.
Curriculum	<ul style="list-style-type: none"> • To ensure National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. • To establish and implement a Curriculum policy. • To be responsible for standards of teaching. • To be responsible for each individual child's education. • To establish any Sex and Relationship Education and to keep up to date a written policy for its delivery, to be approved by the Curriculum and Residential Committee. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values.
Performance Management	<ul style="list-style-type: none"> • To formulate and implement an Appraisal policy.
Target Setting	<ul style="list-style-type: none"> • To set targets for pupil achievement.
Religious Education	<ul style="list-style-type: none"> • To provide Religious Education in line with schools basic curriculum. • In schools with a religious character, to provide Religious Education to the agreed syllabus.
Collective worship	<ul style="list-style-type: none"> • For maintained schools, to ensure, after consultation with the Governing Body, that all pupils take part in a daily act of collective worship. • In schools with a religious character, to provide collective worship of a denominational character.
Health and Safety	<ul style="list-style-type: none"> • To ensure that Health and Safety Regulations are followed.
School Organisation	<ul style="list-style-type: none"> • To ensure that the school meets for 380 sessions in a school year. • Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.
Information for Parents	<ul style="list-style-type: none"> • To prepare and publish the School Prospectus • To ensure that free school meals are provided for those pupils meeting the criteria • To ensure that parents are aware of their right to withdraw their child from collective worship, RE, and Sex and Relationship education.

	<ul style="list-style-type: none"> • To ensure a report on each child's educational achievement is forwarded to parents/guardians.
Extended Schools	<ul style="list-style-type: none"> • To put into place the additional services provided • To ensure delivery of services provided.
Policies	<ul style="list-style-type: none"> • To review and agree policies delegated by the Governing Body. • To establish and review a Charging and Remissions policy for activities, if required.

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Terms of Reference for Panel Hearings

- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action.
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels to be convened by the Clerk to the Governing Body.

NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel

Membership [not less than 3; 3 or 5 for pupil discipline]

Any three governors from a pool of governors [comprised from the whole governing body], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially, should not serve on the panel.

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Terms of Reference of the Headteacher Performance Review

- To meet annually with an independent advisor to discuss and determine the Headteacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Headteacher appraisal review statement, and report to the governing body.
- To monitor through the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Business Resources Committee in respect of pay progression.

Membership: 2 or 3 governors

Neither the Headteacher nor staff governors may serve on this group.

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Standing Order for Meetings of the Governing Body

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask and/or comments to make.
- Be familiar with the contents of the School Improvement Plan.
- Limit discussion to policies and actions and not people.
- Participate in discussion and listen to the views and comments of others.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons have the right to attend all meetings of the Governing Body

- Headteacher
- Clerk
- any governor
- Associate Members (unless the Governing Body require them to leave for items relating to individual members of staff or pupils)

The following persons will be invited to attend regular meetings of the Governing Body: members of the senior leadership team on a rotational basis; the Finance Officer will attend Business Resources Committee Meetings, and ad hoc full Governing Body meetings as required.

Full Governing Body Meetings will be held at the school at least **3 times each year**. The Clerk will prepare a suggested calendar of meeting dates for the following year, for approval at the Annual General Meeting (or at the meeting held in term 6 of each year).

The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the chair. Governors wishing to place items on the agenda should give notice to the Clerk and provide a copy of any supporting papers for distribution.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a pair or group, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

All meetings will be convened by the Clerk. Any 3 members of the Governing Body may request a meeting by giving the Clerk written notice, which includes a summary of the business to be transacted.

Each meeting will commence at 1800 hrs and will be limited to **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

Draft minutes will be approved for email circulation by the Chair within 2 weeks of the meeting, before being formally approved by the Governing Body at the next meeting.

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Standing Order for the appointment of Co-opted Governors

Guiding Principles

The Governing Body may decide the process for the appointment of Co-opted Governors.

Factors the Governing Body should consider in agreeing their appointment process are:

- What skills are required to support the Governing Body at the time of the vacancy.
- How and where vacancies should be advertised.
- Whether a candidate will self-nominate or be proposed [and seconded if wished] by governors.
- What information the Governing Body needs from each candidate to support their nomination i.e. a statement of so many words, interview with, or presentation to the Governing Body or alternatives as appropriate.
- Whether there will be a secret ballot or show of hands [and whether this would vary depending on the circumstances i.e. in all circumstances or only where there is more than one candidate].
- How the results will be notified to the candidates.
- How often the process will be reviewed.
- The process must be fair, open and transparent.

1. The Co-opted Governors are appointed by the Governing Body. They are people who in the opinion of the Governing Body have the skills required to contribute to the effective governance and success of the school.
2. The Governing Body may choose to advertise the vacancy broadly to reach as wide an area as possible. Priority may be given to candidates with particular skills if this expertise would enable the Governing Body to work more effectively. In these cases this would be clearly stated when notifying the vacancy.
3. Where two or more names are put forward, prospective Co-opted Governors will be asked to prepare a brief statement of no more than 100 words, explaining their background and why they wish to be appointed. Where possible these statements will be circulated to all members of the Governing Body prior to the meeting at which any appointment will be considered.
4. At the next meeting of the Governing Body, governors will be invited to vote by show of hands if there is a sole candidate. Where there are multiple nominations, governors will take a vote by secret ballot, managed by the Clerk.
5. In the event of a tie, the governors will again discuss the nominations and take a further vote.
6. The Clerk will announce the result, with the candidate polling the most votes being duly appointed.

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Body **MUST** elect a Chair and a Vice Chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Body must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Governing Bodies are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Headteacher and the Staff Governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.

- The Governing Body resolves that the following process will apply to the election of Chair (and Vice Chair) of the Governing Body.
- The Chair and Vice Chair will serve for a period of between 1 and 4 years.
- The Clerk will take the Chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.
- The Clerk will invite Governors to self-nominate by a closing date no later than 2 weeks before the date of the meeting at which the election is to be held.
- The Clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held, and send it to governors at least 7 days in advance of the meeting.
- The candidates will be asked to leave the room whilst the election takes place and the outcome discussed.
- Governors will take a vote by secret ballot conducted and counted by the Clerk.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the Governing Body before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
- If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

If no Chair is duly elected, a Governor **MUST** be appointed to chair the remainder of the meeting. Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure

Stone Bay School Governing Body

Virtual Governance

One of the new freedoms introduced in the September 2013 governance regulations was the opportunity for governing bodies to agree alternate arrangements for governors to vote including by telephone, or video, conferencing.

This is not an automatic right however, and the standard position is all decisions to be made by reference to counting the number of votes cast by governors physically present at the meeting at that time.

If the governing body wishes to take advantage of the new flexible arrangements, you will need to design a well thought out protocol of how it will work and agree a procedure for attendance and voting, other than in person, and decide whether this will apply to all meetings or just full governing body meetings. It is advisable that this is done in advance of any meetings for which new voting arrangements will apply. This agreement will form part of your 'Standing Orders' or 'how we do things on our governing body', in much the same way as the agreed procedure for the Election of New Chair.

Where a governor is unable to attend a full governing body meeting but wishes to participate remotely, this request must be sent to the Chair (copied to the Clerk) along with apologies at least 7 days in advance of the meeting.

The governor will be required to work with the Chair and Headteacher to facilitate a virtual/remote connection, linking into the meeting in question.

If the link fails, and communication is lost during the meeting, the vote of the full governing body will go ahead as scheduled – it will not be delayed in order to accommodate virtual/remote participation.

Additionally, with the Chair of Governors' prior agreement, in exceptional circumstances urgent GB business may be conducted by email. In all cases this will be reported on at the next available GB meeting, and recorded in the relevant minutes, to include a copy of the email exchange.

