Tutshill C of E Primary School

Woolaston Primary School

Forest Edge Federation

Governing Board
Standing Orders

Signed:

Date: September 2026

Review: September 2027

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1. Status and Purpose

1.1 These Standing Orders establish the procedures through which the Governing Board conducts its business.

1.2 They operate alongside:

- The Instrument of Government
- The Scheme of Delegation
- Committee Terms of Reference
- The Governors' Code of Conduct
- Relevant legislation and statutory guidance

1.3 The Governing Board retains overall accountability for strategic leadership and governance regardless of any delegation to committees, panels or individuals.

1.4 All governance activity shall be undertaken in the best interests of pupils and the wider school community.

2. Governing Principles

The Governing Board will:

- Maintain a strategic rather than operational focus.
- Support and challenge school leaders appropriately.
- Promote high standards of education and achievement.
- Ensure effective stewardship of public funds.
- Champion inclusion and equality.
- Safeguard pupils and staff.
- Uphold the Nolan Principles of Public Life.

Governors are collectively responsible for decisions of the Governing Board.

3. Chair and Vice-Chair

3.1 The Governing Board shall elect a Chair and Vice-Chair from among eligible governors.

3.2 The term of office shall be determined by the Governing Board and shall not exceed four years.

3.3 Elections shall normally take place at the first meeting of the academic year when terms expire.

3.4 Where an election is contested, voting shall be conducted by secret ballot.

3.5 The Vice-Chair shall undertake the duties of the Chair in their absence.

3.6 Where both are absent, the governors present shall elect a chair for that meeting.

4. Governance Professional

4.1 The Governing Board shall appoint a Governance Professional (Clerk).

4.2 The Governance Professional shall:

- Convene meetings
- Prepare agendas
- Provide procedural advice
- Record decisions and discussions
- Maintain governance records
- Support statutory compliance

4.3 Governors and the Headteacher may not act as Governance Professional to the Governing Board.

5. Membership and Associate Members

5.1 Membership shall be determined by the Instrument of Government.

5.2 The Governing Board may appoint Associate Members to committees where additional expertise is required.

5.3 Associate Members:

- Are not governors
- May only vote where voting rights have been explicitly granted
- Do not count towards quorum

6. Meetings of the Governing Board

6.1 The Governing Board shall meet at least three times each academic year.

6.2 Additional meetings may be convened by:

- The Chair
- The Vice-Chair
- Three governors
- The Governance Professional acting on behalf of the Chair

6.3 An annual programme of meetings shall be agreed at the first meeting of the academic year.

6.4 Meetings should normally not exceed two hours unless governors agree otherwise.

7. Remote and Hybrid Meetings

7.1 Meetings may be conducted:

- Face-to-face
- Remotely

- Through hybrid arrangements

7.2 Governors attending remotely shall count towards quorum and voting where effective participation is maintained.

7.3 All participants must:

- Have access to meeting papers
- Be able to contribute equally
- Observe confidentiality requirements

8. Notice of Meetings and Agendas

8.1 Agendas and papers shall normally be circulated at least seven clear days before meetings.

8.2 Urgent meetings may be convened with shorter notice where required.

8.3 Governors may request items for inclusion on agendas.

8.4 Agenda planning shall be undertaken by the Chair, Headteacher and Governance Professional.

9. Quorum

9.1 The quorum for Governing Board meetings shall be one half of the complete governing board membership rounded up to the nearest whole number.

9.2 Vacancies shall not count when determining quorum.

9.3 If a meeting becomes inquorate:

- Discussion may continue.
- No formal decisions may be taken.

10. Attendance

10.1 Governors are expected to attend all meetings whenever possible.

10.2 Apologies must be submitted to the Governance Professional in advance.

10.3 Attendance shall be monitored and reported annually.

10.4 Governors are expected to undertake reasonable governance activity including:

- Committee work
- Link governor visits
- Training and development

11. Voting and Decision-Making

11.1 Decisions shall normally be reached through consensus.

11.2 Where a vote is required:

- Each eligible governor shall have one vote.
- Proxy voting shall not be permitted.

11.3 The Chair shall have a casting vote where votes are equally divided.

11.4 Decisions made under delegated authority shall be reported to the next Governing Board meeting.

12. Conflicts of Interest

12.1 Governors shall complete an annual Declaration of Interests.

12.2 Interests shall also be declared at the beginning of meetings.

12.3 Governors must withdraw from discussion and voting where a conflict exists.

12.4 A Register of Interests shall be maintained and published.

12.5 Related-party transactions must be declared immediately.

13. Confidentiality and Information Governance

13.1 Governors shall maintain confidentiality regarding sensitive information.

13.2 Governors shall comply with:

- UK GDPR
- Data Protection Act 2018
- Federation information governance procedures
- Cyber security requirements

13.3 Governance information shall only be shared using authorised systems.

14. Safeguarding Responsibilities

14.1 Safeguarding is the responsibility of every governor.

14.2 Governors must:

- Complete safeguarding induction
- Undertake regular safeguarding updates
- Understand KCSIE requirements

14.3 The Governing Board shall receive safeguarding assurance reports at least annually.

14.4 Appropriate DBS arrangements shall be maintained.

15. Equality, Inclusion and SEND

15.1 Governors shall ensure compliance with the Equality Act 2010.

15.2 Decisions must consider:

- Equality
- Accessibility
- SEND
- Disadvantage
- Vulnerable groups
- Inclusion

15.3 Governors shall seek assurance that all pupils can access a high-quality education.

16. Governor Conduct

16.1 Governors shall comply with the adopted Code of Conduct.

16.2 Governors shall:

- Act with integrity
- Treat others respectfully
- Challenge constructively
- Maintain confidentiality
- Support collective decisions

16.3 Breaches may be addressed through appropriate governance procedures.

17. Minutes

17.1 Minutes shall record:

- Attendance
- Apologies
- Declarations of interest
- Key discussions
- Challenge and scrutiny
- Decisions made
- Actions agreed

17.2 Draft minutes should normally be circulated within fifteen school working days.

17.3 Approved minutes shall be retained as the official record.

18. Delegation of Functions

18.1 The Governing Board may delegate functions in accordance with legislation.

18.2 Delegation arrangements shall be recorded within the Scheme of Delegation.

18.3 No governor may act individually unless authority has been formally delegated.

18.4 Delegated arrangements shall be reviewed annually.

19. Committees and Panels
The Governing Board shall maintain:

Curriculum and Outcomes Committee
Responsible for:

- Curriculum
- Achievement
- SEND
- Inclusion
- Attendance
- Behaviour
- Safeguarding oversight

Finance and Premises Committee
Responsible for:

- Budget
- Financial planning
- Health and Safety
- Premises
- Estates
- Risk Management

People and Development Committee
Responsible for:

- Staffing
- Recruitment
- Wellbeing
- Performance Management
- Professional Development

The Governing Board will also establish statutory panels as required.

20. Working Groups
20.1 Time-limited working groups may be established.

20.2 Working groups:

- Have no delegated authority
- Make recommendations only
- Report to the Governing Board

20.3 Working groups will cease once their purpose has been fulfilled.

21. Urgent Action Between Meetings

21.1 The Chair may take urgent action only where:

- Delay would be detrimental to the school
- A meeting cannot be convened in time
- The matter may legally be delegated

21.2 Urgent decisions shall:

- Be recorded
- Be reported to the next meeting
- Be ratified where necessary

22. Complaints and Staffing Matters

22.1 Complaints shall be managed in accordance with the Federation Complaints Policy.

22.2 Staffing matters shall be handled through relevant employment procedures.

22.3 Governors involved in earlier stages of proceedings shall not participate in appeals.

23. Governor Development

23.1 Governors are expected to undertake continuous professional development.

23.2 Mandatory training shall include:

- Safeguarding
- Prevent
- Governor induction

23.3 Governors should maintain sufficient knowledge to scrutinise:

- Educational performance
- Financial performance
- Inclusion
- Safeguarding

24. Annual Governance Business

The first meeting of each academic year shall:

- Elect Chair and Vice-Chair where required
- Confirm committee membership
- Review terms of reference
- Review standing orders

- Review the Scheme of Delegation
- Review governor training records
- Review the Register of Interests
- Confirm link governor allocations

25. Publication and Transparency

25.1 The Federation shall publish governance information as required by legislation.

25.2 Published information may include:

- Governor details
- Attendance records
- Register of Interests
- Governance structure
- Committee structure

26. Review of Standing Orders

26.1 These Standing Orders shall be reviewed annually.

26.2 Amendments may only be approved by the Governing Board.

26.3 The Governing Board may review these Standing Orders at any time where significant legislative or organisational change occurs.

Approval Page
These Standing Orders were formally approved and adopted by the Governing Board of Forest Edge Federation.

Item	Detail
Approved By	Forest Edge Federation Governing Board
Approval Date	
Review Date	September 2027
Chair of Governors	
Signature	
Governance Professional	Zoe Doughty

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