



# CALDEW SCHOOL

## GOVERNORS' PROCEDURES

Complying with  
GOVERNANCE REGULATIONS

*Reviewed under the Full Governing Body*

*Reviewed annually*

*Adopted: September 2016*

*Next review: September 2018*

- 1 Election of Chair/Vice Chair**
  - 1.1 Term of office (minimum 1 year, maximum 4 years) 1
  - 1.2 Term of office to expire in *Autumn 2016*
  - 1.3 If the term of office is broken, the governing body will appoint a successor initially only for the remaining period of office YES
  - 1.4 Election procedures - written nominations in advance YES
    - if yes, self nomination or YES
    - nominee may also be proposed YESOR if none received
    - invite nominations at meeting YES
  - 1.5 Voting procedure - secret ballot YES
    - open vote NO
  - 1.6 Name of Chair of Governing Body *Jennie Wilkinson*
  - 1.7 Name of Vice-Chair of Governing Body *Bryan Craig*
  
- 2 Functions of the Clerk(s)**
  - 2.1 Name of Clerk to Governing Body: *Sarah Connolly*
  - 2.2 Name of Clerk to Governing Body committees -
    - Finance *Sarah Connolly*
    - Progress and Standards *Sarah Connolly*
    - Pupil Discipline *Sarah Connolly*
    - Resources *Sarah Connolly*
    - Student Welfare and Guidance *Sarah Connolly*
  
- 3 Convening meetings of the Academy Trustees**
  - 3.1 Number of planned Trustee meetings per annum (min of 1) 3
  - 3.2 Number of Trustee meetings per term –
    - Autumn (2<sup>nd</sup> FGB)\* 1
    - Spring (2<sup>nd</sup> FGB) 1
    - Summer (2<sup>nd</sup> FGB) 1(\* *This meeting will be the AGM of the Trustees.*)
  - 3.3 The Company Secretary will convene the meetings, with an agenda prepared in consultation with the Chair and the Head. YES
  
- 4 Convening Full Governing Body meetings**
  - 4.1 Number of planned Full Governing Body meetings per annum (min of 3) 6
  - 4.2 Number of Full Governing Body meetings per term –
    - Autumn 2
    - Spring 3 / 2
    - Summer 1 / 2
  - 4.3 The Quorum for the governing body is *one half of the Governing Body, in post at the time of the meetings, rounded up to the nearest whole number.*

4.4	The Clerk will convene the meetings, with an agenda prepared in consultation with the Chair and the Head	YES
<b>5</b>	<b>Agendas, Minutes and papers</b>	
5.1	Agendas agreed in advance between Chair, Head and Clerk	YES
5.2	Clerk to Governors to keep signed minutes files	YES
5.3	Draft minutes approved by Chair to be made available for inspection at school	YES
5.4	Draft minutes approved by Chair circulated to governors	YES
5.5	Standard item on all agendas to declare confidential items	YES
5.6	Standard item on all agendas: Declaration of Interests	YES
<b>6</b>	<b>Suspension of governors</b>	
6.1	See Articles of Association, section 66-68A	YES
<b>7</b>	<b>Committees of governing bodies (Regulation 20)</b>	
7.1	Committee Chairs appointed by - the governing body or - committee	NO YES
7.2	Name of Chair to Governing Body Committees - Curriculum & Student Welfare / Admissions Finance & General Purpose Premises Staffing Student Discipline Committee	 <i>Jo Doherty</i> <i>John Story</i> <i>Bryan Craig</i> <i>Diane Shirvinton</i> <i>Jennie Wilkinson</i>
<b>8</b>	<b>Restrictions on taking part in meetings</b>	
8.1	Pecuniary interest – standard item on agenda for any declarations	YES
8.2	Register of Business Interests established	YES
8.3	Date Register entries last reviewed	September 2015
<b>9</b>	<b>Appointment of successor (of Head)</b>	
9.1	Members of staff to withdraw from meetings when appointment of a successor is discussed	YES YES
<b>10</b>	<b>Rescission and variation of resolutions</b>	
10.1	Any proposal to change a previous decision of the governing body or a committee to be a specific item on the agenda	YES
<b>11</b>	<b>Termination and adjournment of meetings</b>	
11.1	Termination and adjournment provisions retained	NO
11.2	When a meeting is inquorate, the meeting ends	NO
11.3	When a meeting is inquorate, the meeting continues to make recommendations to go to the next meeting	YES