



CALDEW SCHOOL

GOVERNORS' PROCEDURES

Complying with
GOVERNANCE REGULATIONS

Reviewed under the Full Governing Body

Reviewed annually

Adopted: September 2025

Next review: September 2026

The term 'Governors' is used for the Trustees of the School.

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 | <i>Autumn 2026</i> |
| 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 | YES |
| OR 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 | |
| 1.7 Name of Vice-Chair of Governing Body | |

2 Functions of the Clerk(s)

- | | |
|--|-----------------------|
| 2.1 Name of Clerk to Governing Body: | <i>Sarah Connolly</i> |
| 2.2 Name of Clerk to Governing Body committees - | |
| Finance and Resources | <i>Sarah Connolly</i> |
| Progress and Standards | <i>Sarah Connolly</i> |
| Pupil Discipline | <i>Sarah Connolly</i> |
| Student Welfare and Guidance | <i>Sarah Connolly</i> |
| Challenge for All Project Governance | <i>Sarah Connolly</i> |

3 Convening meetings of the Academy Trustees

- | | |
|---|-----|
| 3.1 Number of planned Trustee meetings per annum (min of 1) | 4 |
| 3.2 Number of Trustee meetings per term – | |
| Autumn | 2 |
| Spring | 1 |
| Summer | 1 |
| (* Second 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 <i>one half of the Governing Body, in post at the time of the meetings, rounded up to the nearest whole number.</i> | |

4.4 The Clerk will convene the meetings, with an agenda prepared in consultation with the Chair and the Head YES

5 Agendas, Minutes and papers

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

6 Suspension of governors

6.1 See Articles of Association, section 65-79 YES

7 Committees of governing bodies (Regulation 20)

7.1 Committee Chairs appointed by - the governing body or
- committee NO
YES

7.2 Name of Chair to Governing Body Committees -
Student Welfare and Guidance
Finance & Resources
Progress and Standards
Pupil Discipline Committee

8 Restrictions on taking part in meetings

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

9 Appointment of successor (of Head)

9.1 Members of staff to withdraw from meetings when appointment of a successor is discussed YES

10 Rescission and variation of resolutions

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

11 Termination and adjournment of meetings

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