



CALDEW SCHOOL

GOVERNORS' PROCEDURES

Complying with
GOVERNANCE REGULATIONS

Reviewed under the Full Governing Body

Reviewed annually

Adopted: September 2019

Next review: September 2020

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 2020 |
| 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: | 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 nd FGB)* | 1 |
| Spring (2 nd FGB) | 1 |
| Summer (2 nd 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 <i>one half of the Governing Body, in post at the time of the meetings, rounded up to the nearest whole number.</i> | |

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|-----------|--|-----------------------|
| 4.4 | The Clerk will convene the meetings, with an agenda prepared in consultation with the Chair and the Head | YES |
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| 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 66-68A | 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 & General Purpose 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 | <i>September 2015</i> |
| | | |
| 9 | Appointment of successor (of Head) | |
| 9.1 | Members of staff to withdraw from meetings when appointment of a successor is discussed | YES 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 |