

Therefore, encourage one another and build each other up, just as in fact you are doing”

1 Thessalonians 5:11

Thatcham Park C.E. Primary & Nursery School



Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

Standing Orders

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2007, the School Governance (Constitution) (England) Regulations 2012 and the Governors' Handbook 2014.

Related documents which can be found on the school website include:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Register of Business Interests
- Governor Monitoring policy

These Standing Orders also relate to the Maintained Schools Governance Guide <https://www.gov.uk/government/publications/maintained-schools-governance-guide>

The following outline reflects the ways of working agreed by the Full Governing Board (FGB) for the effective running of the school. The document details the rules and procedures that govern how the governing board (and its committees) conduct their business. It sets out how the meetings are organised, how decisions are made and how members should behave to ensure meetings run smoothly and fairly. It details the broad responsibilities of the Governing Board and the names of various

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Committees, the details of which can then be found in the relevant Terms of Reference which are held with the Clerk.

Sections within this document are as follows:

1. Structure of the Governing Board
2. Members of the Governing Board
3. Meetings of the Full Governing Board (FGB), and its Committees
4. Governor Committees and working parties
5. Governor Monitoring

1. Structure of the Governing Board

Thatcham Park's Full Governing Board (FGB) has delegated certain responsibilities to two different committees as follows:

- Finances and Resources committee (F&R)
- Pupil Progress and Learning committee (PP&L)

Details of this can be found in the two Terms of Reference documents mentioned above.

2. Members of the Governing Board

Clerk to the governing board

The FGB must appoint a clerk to governors and must have regard to advice from the clerk as to the nature of the governing board's functions.

Governors and the headteacher cannot be clerk to the governing board.

If the clerk is not able to attend a meeting the governors present at the meeting can appoint a member of the FGB (but not the headteacher) to act as clerk for that meeting.

Election of the chair and vice-chair

The governing board must elect a chair and a vice-chair. When the position of chair or vice-chair falls vacant the governing board must elect a new chair or vice-chair at the next full governing board meeting. Before an election takes place the full governing board must decide the date on which the term of office of the chair or vice chair will end. The clerk will take the chair when the chair is being elected. Governors who work at the school and associate members cannot stand for election as chair or vice-chair.

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The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair:

1. Governors will be able to submit written nominations prior to the full governing board and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
2. Nominee(s) will be asked to leave the room whilst the election process takes place
3. If there is more than one nominee, the remaining governors will take a vote by a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.
4. The nominee(s) will return to the meeting
5. The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
6. If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.
7. If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

Link Governor roles:

Statutory guidance requires all schools to have link governor roles specifically for Safeguarding and SEND. Both these roles sit within the PP&L committee and are re-elected every year in the first FGB meeting of the year.

Term of office for each category of governor:

The Governing Board resolves to have different terms for different categories of governor. Therefore, the term for governors in the following categories is:	
Staff governor (including teacher governor)	Four years
Parent governor	Four years
Local Authority governor	Four years
Co-opted governor	Four years
Foundation governor	Four years

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Associate members	Two years
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Declarations of Interest

Governors will declare any pecuniary interest or conflict of interest with any agenda item at the beginning of the meeting.

Pecuniary and business interests

The governing board will maintain a register of business interests of its members. This information is published on the school's website. Declarations of business interests are declared at the inaugural FGB meeting in September each year and published on the website.

Code of Conduct for West Berkshire governors

Every governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire governors. This will be read and confirmed using Governor Hub functionality at the start of each academic year.

3. Meetings of the Full Governing Board (FGB), and its Committees.

The full governing board, and the Board's two committees (F&R and PP&L) will meet at least three times in each school year.

Convening the Meetings

All meetings will be convened by the clerk, in accordance with the arrangements made by the FGB but subject to (a) any direction from the chair where the matter is urgent and (b) any requisition signed by three governors.

Notice of Meetings

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive with a target of seven - but no less than five clear days before the meeting - except where the chair calls an urgent meeting at short notice - to (a) each governor, (b) the headteacher (whether or not that person is a governor), and (c) any associate member. If any person has not received the notice of the meeting, the meeting is not invalidated.

Attendance

The clerk will keep a record of those governors and all other persons present at meetings of the FGB and any of its committees.

The following persons have the right to attend any meeting of the governing board:

- a governor;

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- the headteacher of the school, whether or not that person is a governor;
- an associate member; and
- such other persons as the FGB may determine.

Quorum

The quorum for a meeting of the FGB or a committee meeting and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the governors in post. The legal minimum for any quorate is three. In calculating the quorum, vacant positions on the governing board are not included. In calculating the quorum associate members are not counted. FGB meetings which become inquorate will be called to a close. If a committee meeting is inquorate the members present may sit as a working party of the Governing Board if they wish. A working party may only discuss matters and has no power to make a binding decision.

Headteacher:

The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The headteacher cannot clerk committee meetings.

Alternative arrangements for governor participation at meetings

The governing board, if it so wishes, may approve alternative arrangements for governors to participate or vote at meetings. Tools for this include Microsoft Teams for those who need to attend remotely. Remote attendance is agreed with the Chair of Governors or the Chair of the relevant Committee in advance. The clerk sends out all remote attendance links at the request of the meeting chair.

Decision-making

Members of the FGB recognise that all decisions must be made by the FGB unless the FGB has delegated the function to a committee or individual.

Every question to be decided at a meeting of the FGB is to be determined by a majority of votes of the governors present and voting on the question; proxy voting is not allowed; voting by email is not allowed (unless in pre-arranged, agreed and exceptional circumstances). Voting by telephone or video conferencing is only permitted where the governing board have adopted alternative arrangements for governor participation as set out above.

Where there is an equal division of votes the chair (or the person acting as chair for the meeting) has a second or casting vote.

Withdrawal from meetings

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Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

If there is a dispute about a person attending a governing board meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

Minutes of meetings

The appointed Clerk to Governors will undertake the role of clerk for all committees (to write minutes and circulate them to the committee and make them available to other governors). Minutes will be stored electronically on Governor Hub and signed electronically. They will be highlighted referenced as part of the papers for the next Full Governors' Meeting. These minutes will be approved at the next meeting. Any interested person may request to see these minutes by contacting the Clerk who will email them to the interested person. No confidential information will be made available.

Part 2 minutes will only be available to governors. Minutes and discussion papers from meetings can be made available to other parties such as OFSTED Inspectors and School Performance Team Members through the issue of a username and password which will be available for an agreed time period.

The Performance Management and Discipline/Appeals Panels are closed groups but all Governors are welcome to attend other committee meetings.

4. Governor Committees and working parties

Meetings of Governor Committees

A committee of the FGB is set up with delegated powers, with the FGB deciding its membership, the procedures for appointing its Chair, what powers it will have, whether it will include associate members and, if so, whether they may vote. This must be decided at a FGB meeting and minuted. The FGB remains responsible for any decisions taken by committees and these decisions must be reported back to the FGB at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a FGB meeting. The Chair of each committee must also be appointed annually. Meetings of each committee will be held as necessary and at least three times a year.

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Purpose of committees

The Governors have established committees to debate issues in detail and to provide information and recommendations for final decisions by the FGB. Some delegated powers have been given to committees, but decisions taken must be reported in full to the next Full Governors' meeting. The Performance Management Panel has specific and different functions and its method of working will be described separately.

The chair of each committee will be appointed at the first Full Governor meeting in the academic year or the committee can elect a chair. The FGB can remove a committee chair at any time.

Membership of committees

Each committee must consist of at least three governors which may include the Headteacher. The Headteacher may choose to attend any or all of the meetings of committees and has full voting rights as a governor.

Associate Members of the FGB shall have limited voting rights on the committee. They cannot vote on admissions, pupil discipline, elections or appointment of governors, the budget or financial commitments of the FGB. Committees may co-opt non-governors who will have no voting rights but may have valuable expertise to share.

Working Parties

A working party of the FGB may be set up with the FGB deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the FGB (or a relevant committee if responsibility has been delegated to a committee) for approval. Working parties which meet for a limited time should be convened and minuted by the governor chairing the group, or the clerk, if present. They should bring a report to the next full governors meeting.

5. Governor Monitoring

The Governing Board, working in partnership with the School Leadership Team, aims to develop a plan of visits throughout the year to cover a wide range of aspects of school operation. Each visit should be agreed and have a clear purpose.

Purposes of a Governor Monitoring visit is to:

- Ensure the meeting focus links to the evaluation question(s) from the SIAMs framework

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- Ensure the meeting focus links to school development plan
- Are there any governor recommendations
- What have we learnt from the visit

Further details of Governor Monitoring can be found in the Governor Monitoring Visits Policy.

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