



The Standing Orders of the Governing Body of The Forest High School

This document should be read in conjunction with the SGS Multi Academy Trust Standing Orders and Forest High School Local Governing Body Terms of Reference (Appendix A)

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Membership of the Governing Body

The composition of the governing body is approved by the Trust and is recorded in the Governing Body document, please see Appendix B.

The Governing Body will adopt an agreed Code of Conduct, please see Appendix C .

Recruitment of Local Governors will be progressed through Governor search organisations such as SGOSS, open advertisement and personal contacts/approaches as deemed appropriate. Local Governor applicants will complete approved Local Governor application, equal opportunities form and a skills assessment matrix. Interview of applicants will normally be undertaken at a local governing body meeting or by a panel of governors and SGS Representative as required. Recommendation of appointment will be made via the Local Governing Body to the Trust at their next meeting, or by a report and recommendation from the interview panel.

Clerk to the Governors

A Clerk to the Local Governing Body will be appointed and the governing body must have regard to advice from the Clerk as to the nature of the governing body's functions.

Meetings

The Governing Body will meet as often as necessary to fulfil its responsibilities but as a minimum, at least once a term. Please see the Governing Body meetings schedule in Appendix D. Detail of how these meetings are organised can be found in Appendix E.

All meetings will be convened by the Clerk.

The Chair may call a meeting with a shorter notice period if it is considered that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the suspension of any governor.

Governors must be present at a meeting to participate and vote.

In the absence of either the Chair or the Clerk at a meeting, the governing body will agree a replacement for the meeting.

Governors will observe complete confidentiality when matters are deemed confidential or where they concern members of staff or pupils, both inside or outside school and act at all times in accordance with the agreed Code of Conduct.

The Clerk will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the governing body.

Quorum and Decisions

Please refer to The Forest High School Local Governing Body Terms of Reference (Appendix A)

Each member of the Local Governing Body shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote. Voting by proxy is not permitted.

Decisions of the governing body are binding on all members.

Should matters arise requiring urgent agreement within the LGB Terms of Reference, the LGB authorises the Chair (or if he/she is not available, the Vice Chair) to act on behalf of the Board of Governors in matters requiring agreement

prior to the next meeting and where delay would be detrimental to the efficient discharge of the LGBs business, the interests of the School, Trust; a pupil; his/her parents or a member of staff. In such cases the Chair will ensure that the Clerk is informed of the action taken and that a written record may be maintained and the matter brought to the attention of the next meeting of Local Governing Body, or if appropriate a specially convened extraordinary meeting of the Local Governing Body so that the action may be ratified.

When appropriate the Chair may gain input and agreement from Local Governors via direct communication.

Chair and Vice Chair

South Gloucestershire and Stroud Multi Academy Trust will appoint a Chair of Governors.

The Vice Chair will be elected from within its members for a term of office determined by the members. The Vice Chair shall be eligible for re-election at the end of their term of office. If the Chair resigns or has to relinquish their office, South Gloucestershire and Stroud Multi Academy Trust will appoint a Chair of Governors to fill that vacancy at their next meeting.

If the Vice Chair resigns or has to relinquish their office, the governing body must elect one of their number to fill that vacancy at their next meeting.

Delegation of Functions

There are no functions delegated to committees of the Governing Body or individual Governors at this time.

Where any power or function of the Trustees has been exercised by the LGB, the LGB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the Chair or Vice Chair taking action under their emergency powers.

The delegation of functions will be reviewed annually.

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Committees of the Governing Body

South Gloucestershire and Stroud Multi Academy Trust must agree any Committees of the Local Governing Body.

Where committees are agreed by the Trust, each committee must have a Chair, Clerk and terms of reference which includes quoracy requirements for that committee.

There are no committees of the Governing Body at this time.

Nominated Governors

Certain nominated Governor responsibilities are currently undertaken by Trustees of South Gloucestershire and Stroud Multi Academy Trust , details of which can be found on the Trust website.

<http://academytrust.sgscol.ac.uk/governance>

Localised Governor lead/link roles shall be decided from time to time and will be reviewed on an annual basis or as required.

Declaration

The governing body, at its meeting on 5/10/16, resolved to adopt these Standing Orders.

Signed: (Chair)

Date: