



# LONGHILL

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HIGH SCHOOL

## Governance Standing Orders

Lead Author:	Sean Burke, Co-Chair of Governors
Changes:	Minor, change of name and change to accessing minutes
Review Date:	October 2025

## **The Governing Board**

The governing board will ensure its statutory obligations and duties are carried out.

- All governors will be appointed for a four year term.
- The governing board shall be made up of two elected parent governors, one local authority governor, one staff governor, the headteacher and nine co-opted governors (14 persons in total).

### **Appointment of clerk to governors**

- The governing board will appoint a clerk to ensure efficient functioning of the governing board.
- In an emergency, a governor (but not the headteacher) can take minutes at a meeting.

### **Election of chair and vice chair of governors**

- The governing board will elect a chair and vice chair from its number when either the chair/vice chair's term of office has ended or s/he has resigned the position.
- Candidates for Chair/Vice-Chair may self-nominate at any time in advance of a vote. Candidates may choose to submit a supporting statement to the clerk of up to 250 words if sent before the day of the meeting. If nominating another governor, approval from that governor should be sought first.
- Governors who are employed at the school and associate members cannot stand for election.
- The clerk will preside over the election of the chair and ensure the meeting is quorate. The chair will then preside over the election of the vice chair.
- The end date of the term of office of the chair and vice chair will be determined prior to the election taking place.
- Each nominated governor will be invited to speak to the governing board setting out her/his reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. This will be the case even if there is a single nomination.
- Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being duly elected.
- The clerk will count the votes and announce who has been elected as chair. The successful candidate will be invited to take the chair and will oversee the election of the vice chair.
- In the event of a tie, the governing board will re-run the ballot. If it remains a tie, the tied candidates will draw lots.
- The governors may reject all nominees for chair if they choose. If no candidate has the support of the majority of the governing board, another candidate will be sought from the floor. If this candidate does not receive majority support, one of the vice chair will take on the role of acting chair until the next full governing board meeting, at which the election procedure will be repeated. Where the vice-chair must also be elected, and the governing board has the quorum to do, it will proceed with the election.

### **Meetings**

- The governing board will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- An annual calendar of dates for main meetings will be set and published.
- The governing board will meet also if any three members request a meeting.

- The programme of meeting agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the School Development Plan within the full range of governing board responsibilities.
- Governors will receive papers at least seven clear days in advance of meetings to enable sound discussion and decisions to be made.
- If a governor can't attend a meeting, they are encouraged to read the papers and submit questions to the clerk at least 24 hours in advance.
- The governing board will aim to complete meetings within two hours.
- The agendas and minutes of meetings will be made available on request once agreed by the governing board. Associated papers will also be made available on request, if they are not confidential.

### **Decision Making**

- The governing board must ensure that there is a quorum of at least 50% of the current membership (not including vacancies) in attendance before a decision is taken.
- If the vote is split the chair has a second or casting vote.
- The governing board can delegate decision-making powers to sub-committees, as set out in the Terms of Reference for each committee. Any decisions made by working parties must be ratified at the next meeting of the full governing board.

### **Confidentiality**

- The governing board will maintain the right to confidentiality.
- Non-governors may attend meetings, or parts of meetings, at the governing board's invitation only.
- Governors will respect the confidentiality of items which the governing board has decided are confidential.

**Signed:**

**Co-Chair of Governors:** Sean Burke

**Date:**