



**STANDING ORDERS
FOR THE PROCEDURAL WORKINGS OF
THE GOVERNING BODY
OF KINTBURY St MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**

Our Christian values of hope, friendship and respect support our caring ethos. With our rich and diverse curriculum these underpin our belief that everyone in our school community can develop a sense of self and understanding of their place in our world in order to achieve and flourish throughout life.

'Love thy neighbour as thyself' Luke 10:25-37

Meetings of the governing body

The full Governing Body of Kintbury St Mary's CE Primary School meets at least once per school term. Governors may attend meetings either in person or remotely, via video conferencing software.

Where the chair so determines, on the grounds that there are matters demanding urgent consideration, it will be sufficient if the written notice of the meeting states that fact and the notice and the copy of the agenda are given within shorter notice period as the chair directs.

Terms of office

Term of office for each category of governor

The Governing Body of Kintbury St Mary's CE Primary School resolves to have the same terms for all categories of governor. The agreed term is 3 years.

The Governing Body may choose to appoint associate members at a full governing body meeting, when the voting and attendance rights of any associate member will be granted. The Governing Body may also agree to allow other persons to attend their meetings, but this will be decided upon and recorded at a full governing body meeting.

Term of office for the chair and vice-chair of governors

The Governing Body of Kintbury St Mary's CE Primary School determines that the Chair of Governors will have a term of office of 1 year. The term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election, or at the end of his/her term of office as a governor, whichever date is earlier.

The Governing Body determines that the Vice-Chair of Governors will have a term of office of 1 year. The term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election, or at the end of his/her term of office as a governor, whichever date is earlier.

When the office of Chair or Vice-Chair becomes vacant, the Governing Body will elect a new Chair or Vice-Chair at the next meeting.

Election of chair and vice-chair

The Governing Body of Kintbury St Mary's CE Primary School determines that the following process will apply to the election of Chair and Vice-Chair:

- a governor who is paid to work at the school or is a pupil at the school is not eligible for the office of Chair or Vice-Chair
- Candidates can self-nominate either prior to or during the meeting (if no nominations have been received by set deadline). Nomination can be verbal or in writing.
- A candidate does not need to be present at the meeting to be considered
- Nominees will be asked to leave the meeting during the ballot.
- The remaining governors will take a vote by a show of hands
- The nominee(s) will return to the meeting
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- 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.
- 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.

Appointment of the clerk

The Governing Body of Kintbury St Mary's CE Primary School resolves that the clerk to the Governing Body is Cath Whittington. Cath Whittington will also act as Returning Officer.

Quorum

The Governing Body of Kintbury St Mary's CE Primary School notes the requirements in respect of a quorum. For this governing body, the quorum is 6 when there are no vacancies. In the event of vacancies, the quorum is half the number of governors in post.

Only governors present at a meeting may vote; proxy voting is not allowed.

The chair of governors has the casting vote in the event of a tie.

Committees

The Governing Body has delegated responsibility to the following committees:

Finance & Resources Committee (including staff pay)

Head Teachers Performance Management

Staff Dismissal, Pupil Discipline and Admissions Committee (as required)

The delegation of the functions is as described in the terms of reference for Finance & Resource.

The Staff Dismissal, Pupil Discipline and Admissions Committee will meet on an ad-hoc basis when required and it's functions will be delegated by the FGB at that time.

The governing body will decide delegated powers, establish terms of reference, and membership of the committees and they will be reviewed annually in the Autumn Term.

The Chair of the Finance & Resources committee will be elected annually by the Committee

The governing body remains responsible for any decisions made by the Committee.

Associate Members may be appointed to a committee. They will not have voting rights.

The quorum for each of these committees is 3.

A Working Party may be set up by the governing body with the membership and topics to be discussed decided at a full governing body meeting. The working party cannot make any decisions nor have any delegated powers.

The working party can only bring recommendations to the full governing body or a relevant committee if responsibility has been delegated to a committee for approval.

The Governing Body also resolves that, when a delay in exercising the Governing Body's function would be seriously detrimental to the interests of the school, a registered pupil or a person employed to work at the school, the function will be delegated to the Chair of Governors. In the event of the Chair being unable to exercise the function, the function will be delegated to the Vice-Chair.

Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action or decision made.

The Governing Body agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.

The Governing Body will be responsible for selecting an appointments panel for the Headteacher and Assistant Headteacher.

DECLARATION

The Governing Body of Kintbury St Mary's CE Primary School, at its meeting on 17th September 2025 resolved to adopt the Standing Orders.

Signature *Jenny Veasey* (Chair of Governors)

Date of signature 21.9.26

To be reviewed annually. Next review date: Autumn Term 2027