

STANDING ORDERS

The governing board of Sulhamstead and Ufton Nervet Primary School

Adopted by the full governing board on 7th September 2026

Signed.....Ollie Smith.....
Chair of Governors

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Governance Handbook – January 2017.

Related documents:

- Instrument of Government
- Membership list of current governors
- Terms of Reference for all committees
- Register of Business Interests
- The policy on governors' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2012
- The latest version of the Governance Handbook

Meetings of the Governing board

The full governing board (FGB) will meet 10 times in each school year.

(Note: the FGB is legally required to meet at least three times in each school year).

7 th September 2026	19 th October 2026	14 th December 2026	8 th February 2027	22 nd March 2027
26 th April 2027	24 th May 2027	12 th July 2027		
23 rd November SPARE	1 st March SPARE	21 st June SPARE		

Convening the Meetings

All meetings will be convened by the clerk, in accordance with the arrangements made by the governing board, 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 seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each governor, (b) the head teacher (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 governing board and any of its committees.

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

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

Quorum

The quorum for a meeting of the governing board 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. In calculating the quorum vacant positions on the governing board are not included. In calculating the quorum associate members are not counted. Meetings which become inquorate will be discontinued.

Decision-making

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

Every question to be decided at a meeting of the governing board 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.

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

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 clerk must ensure that minutes of the governing board meeting are drawn up and signed (subject to the approval of the governing board) by the chair at the next meeting.

Signed copies of the minutes are kept in the school office.

** Within 10 school days of the meeting, the clerk will forward the draft minutes to the chair for checking, and to the head teacher. Copies of the draft minutes, once checked by the chair, will be sent to all members of the governing board within 15 school days of the meeting.*

Clerk to the governing board

The governing board 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 head teacher 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 governing board (but not the head teacher) 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 maximum term for the Chair or Vice-Chair is 3 years. 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.

At a full Governing body meeting the Clerk will request nominations for the Chair and/or Vice Chair.

The Clerk will request a Proposer and Seconder to each nomination.

Once all nominations have been proposed and seconded the Clerk will call upon the Governors to state their preferences: This can be conducted in an open session or by secret ballot as requested by the Governing body at the time.

Declaration of Interest

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

Pecuniary interests

The governing board will maintain a register of business interests of its members. The register is kept in the school office.

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.

Governors' Expenses

The governing board may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The Governing Body allowances policy is attached and a copy kept in the school office.

Committees, working parties and appeal panels

Associate members

The governing board may appoint associate members to serve on one or more committees (and to attend full governing board meetings). Associate members are not governors.

Committees

A committee of the governing board is set up with delegated powers, with the governing board 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 full governing board meeting and minuted. The governing board remains responsible for any decisions taken by committees and these decisions must be reported back to the full governing board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a full governing board meeting. The Chair of each committee must also be appointed annually.

Quorum of committees	The minimum quorum is three governors. Associate members are not included in calculating the quorum.
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Headteacher	The head teacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.
Clerk	The head teacher cannot clerk committee meetings.
Finance Committee:	The governing board must appoint a clerk to each committee.
Chair:	Tom Farmer
Vice Chair:	Rachel Belshaw
Membership:	Ollie Smith
Clerk:	Julie Wood
	Terms of Reference are kept in the school office

Working parties

A working party of the governing board may be set up with the governing board 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 full governing board (or a relevant committee if responsibility has been delegated to a committee) for approval.

Appeal panels

Under certain circumstances, the governing board will be required to establish a panel of governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy your governing board has adopted will detail how the appeal panel is made up and how it functions.

Review dates: Yearly by the committee for approval by the full governing board.

Signed.....Ollie Smith..... Date...07/10/26.....

(Chair of Governors)

Responsibilities of the Governing Board

Personnel Responsibilities

- To nominate at least one governor to appoint with the Headteacher all permanent teaching staff (except the Headteacher and Deputy Headteacher posts, which require the setting up of a selection panel).
- To agree at least 2 governors from the Governing Board to carry out the Headteacher's performance management review, including the setting of targets in conjunction with the School Improvement Partner.
- To review the staff structure (annually) to ensure that the appropriate staff are in place to meet the SDP, RAP and budget considerations to fulfil the targets of the school can be met.
- To receive an annual report from the Headteacher on the implementation of the staff and support staff appraisal system and to update more regularly should the Headteacher deem any significant variations.
- To establish a Pay Committee of at least 3 Governors (Headteacher to attend in an advisory capacity only) to:
 - Ensure that the Governing Board has and operates a Pay Policy, which is reviewed annually.
 - Work with the Headteacher to ensure that there is GB compliance with the Appraisal Policy and to recommend performance related pay reviews to the GB.
 - Work with the Headteacher to recommend the annual budget required for pay.
- To establish a Staff Dismissal Panel (3 Governors, plus the Headteacher).
- To establish a Staff Dismissal Appeal Panel (3 Governors other than the Staff Dismissal Panel).

IT Responsibilities

- To ensure SUN School has the correct capabilities to meet both administrative and curriculum requirements.
- To monitor and evaluate the effectiveness of the school IT systems.
- To ensure that SUN School meets its obligations regarding Data Protection.
- To ensure that there is a process in place for dealing with Freedom of Information requests.

Admissions Responsibilities

- To determine applications for admission in accordance with the Governing Board's published admission policy, working within the LA's Co-ordinated Admission Scheme.
- To ensure that the annual consultation process on the school's admission arrangements is effected within the specified timetable, and within that process that the full Governing Board approves the admission arrangements.
- To give power to the Headteacher to admit applicants outside the normal admission round, in accordance with the Governing Board's published admission policy and up to the Standard Number, with consent from at least one member of the Committee and in liaison with the LA Admissions Department. Where there are two or more applicants for one place, the decision must be made by the Committee.
- Where a waiting list has been agreed by the Resources Committee, the Headteacher will have power to admit pupils in accordance with the list, subject to any new applications received since the waiting list was established being decided by the Committee, and in liaison with the LA Admissions Department.
- To ensure that the Governing Board's approved arrangements are in place for parents to appeal against the Committee's decision not to offer a place.
- To carry out its duties in accordance with the DfE Codes of Practice on Admission and Admission Appeals.
- To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Board.
- To keep the admission arrangements under review (Admissions Policy) and make recommendations to the Governing Board for approval.

Teaching and Learning Responsibilities

- To ensure that curriculum needs are clearly identified in school improvement planning to agree about priorities and strategic planning and to make recommendations for resourcing to the Resources Committee.
- To be responsible for monitoring and evaluating those sections of the school improvement plan which fall within the committee's remit.
- To receive reports from subject leaders on specific curriculum areas in line with school improvement priorities.
- To receive regular reports (at least annually) from the headteacher and/or the SEND co-ordinator in order to monitor the provision made for pupils with special educational needs and disabilities (SEND)
- To monitor the performance of pupils and to report to the FGB by:
 - (i) Considering (at least annually) the School's Performance and Assessment Data (Analysing School Performance) and any other relevant performance data;
 - (ii) Receiving reports on the pupils' attainment and progress and comparing these to set targets.
- In consultation with the headteacher, to keep under review the structure of the school day.
- To determine complaints made by the parents on curriculum matters where such complaints have been referred to the FGB under the LA complaints procedure.
- To determine any appeal made by a parent or request by the headteacher for a pupil's temporary withdrawal from part of the national curriculum (disapplication).
- To be responsible for actions as detailed in the Governors' Year Planner and school improvement planning documents.
- To ensure the safeguarding of all children through agreed policies, procedures and guidance from the LA.