

INTERNATIONAL BRITISH ONLINE SCHOOL: GOVERNING BODY STANDING ORDERS

Governing body procedures will comply with the School Governance ((Roles, Procedures and Allowances) (England)) Regulations 2013. While the regulations provide a basic framework, the governing body also needs to agree on more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit, the regulations will apply. The relevant regulation is indicated in brackets.

Date Adopted	14/06/2023	Date of review	14/08/2025
Signed	Principal	Date	14/08/2023

1. Roles of the Governing Body and Principal (Part 2, Regulation 6)

The governing body will operate in accordance with the following principles:

- 1.1 The functions of the governing body include the following core strategic functions:
 - (a) ensuring that the vision, ethos, and strategic direction of the school are clearly defined
 - (b) ensuring that the Principal performs his or her responsibilities for the educational performance of the school; and
 - (c) ensuring the sound, proper, and effective use of the school's financial resources.
- 1.2 In exercising their functions, the governing body will:
 - (a) act with integrity, objectivity, and honesty and in the best interests of the school; and
 - (b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
- 1.3 The Principal's responsibilities include:
 - (a) the internal organisation, management, and control of the school; and
 - (b) the educational performance of the school.
 - (c) The principal is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies, and terms of office for each category of governor are set out in the school's Instrument of Government.

- 2.1. All governors will be required to complete a Declaration of Disqualification before taking up their post. All governors will be required to undergo an Enhanced DBS (Disclosure and Barring Service) Check and a Section 128 check prior to taking up post. Governors will take up post after receiving a successful DBS check. DBS checks will be carried out by a third-party organisation.
- 2.2. All governors are asked to complete a skills audit which informs future appointments and helps identify out training and development needs. The governing body will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies.
- 2.3. This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Staff and Parent governors:
 - Staff and Parent governors are elected according to the procedures agreed by the Governing Body.

3. Election of Chair / Vice-chair (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school, are eligible to stand as the chair or vice-chair of governors.

- 3.1. Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school, the term of office will be one year renewable.

- 3.2. Where a vacancy arises before the end of an incumbent's term, the governing body will elect one of their number to fill that vacancy at their next meeting. The Vice-Chair will act as Chair in the interim.

3.3. Election procedures

The election of a chair and vice-chair must be made at a quorate meeting of the full governing body, normally at its Autumn term meeting. The Clerk to the Governors will chair that part of the agenda relating to the election of the Chair. Candidate must withdraw from the room during discussion and vote.

- (a) The Clerk to the Governors to governors will invite nominations two weeks in advance of an election date by e-mail. Candidates will be asked to make a short-written statement in support of their candidature.
- (b) The agenda for the meeting will include "Appointment of chair and vice chair" as separate items. The names of candidates will appear on the agenda if known.
- (c) Where there are no advance nominations, the Clerk to the Governors will invite nominations at the meeting
- (d) Candidate will be invited to make a short statement before withdrawing. Candidates will be asked to withdraw even if an election is unopposed.
- (e) If there is more than one candidate, voting will be by secret ballot.
- (f) In the event of a tie, a decision will be made by drawing lots.

4. Meetings and Proceedings (Part 4 Regs 12 – 16)

- 4.1. The number of full governing body meetings per school year will be a minimum of two.
- 4.2. The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.
- 4.3. Meetings are convened by the office manager. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called, the chair/vice-chair may allow shorter notice to be given.
- 4.4. The agenda will be prepared by the Clerk to the Governors in consultation with the chair and Principal. Any governor may contact the Clerk to the Governors in writing to request that an item be placed on the agenda not less than 14 working days before the meeting. The office manger will include the request in the draft prepared for consultation with the chair and Principal. The final decision on the agenda is for the chair.

4.5. Quorum

The quorum for a meeting of the governing body is one half – rounded up – of the membership of the governing body excluding any vacancies. The quorum for any committee meeting is at least three governors who are members of the committee or one-half of the membership whichever is the larger.

- 4.6. The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in minutes.

4.7. Apologies and Absence

Under the Regulations, a governor or associate member ceases to hold office if they are absent without permission from all meetings over six months, calculated from the date of the first missed meeting.

- 4.8. Where a governor is absent and has sent apologies to the Clerk to the Governors or the chair, the minutes will simply note receipt and a governor will cease to hold office after six months of continuous absence. If an absent governor wishes to remain on the governing body, they should inform the Clerk to the Governors of this fact in writing and the governing body will decide whether to agree to their continuation at their next meeting.

- 4.9. All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.
- 4.10. Voting by proxy is not permitted. Participation in meetings by telephone, video conference or other remote means will be allowed.
- 4.11. The only people entitled to attend a meeting of the governing body are governors (including Principal), the Clerk to the Governors and where appropriate, associate members. If the Principal is absent, the Vice Principal will attend his/her place but will have no vote, unless s/he has been formally designated as acting Principal.
- 4.12. The deputy Principal/other staff members may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development or to assist the Principal.
- 4.13. Minutes and papers: Within 10 days of the meeting, the draft minutes will be sent by the Clerk to the Governors to the chair for checking. Once agreed, the draft minutes will be sent to all members of governing body, within 15 – 20 days of the meeting.
- 4.13.1. The approval of the minutes of the previous meeting should be on the agenda of the following meeting if this is not a special meeting. Once agreed, the minutes will be signed and dated by the chair.
- 4.14. The original signed minutes will be kept in a book/binder on consecutively numbered pages. They will be stored in a secure place in the school.
- 4.15. A copy of the agenda, signed minutes, reports, and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
- 4.16. Copies of the following documents will be placed on the school website: agendas, signed minutes, reports and papers.
- 4.17. All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff members or any other confidential matters for the attention of the full governing body. It may, however, be more expediently dealt with by their chair, member of staff or by an appropriate committee with delegated authority.
- 4.17.1. The Clerk to the Governors will log all correspondence to the governing body and where appropriate, allocate it to an appropriate individual/committee. It will either be dealt with at the next governing body meeting/that meeting will receive a report from whoever has dealt with the issue.
- 4.17.2. Correspondence which concerns a complaint, or a named pupil, parent or staff member, or any other confidential matter will be forwarded to the appropriate governor/committee/member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols.
- 4.18. In the event of an urgent decision being required, the governing body can agree to vote by e-mail on the matter. This does not affect the ability of the chair to take an urgent decision under their delegated authority when it would not be practical to either convene the governing body or to hold an e-mail vote. An e-mail vote would only be appropriate where:
- (a) the matter cannot be deferred until the next meeting, and
 - (b) the governing body has given in principle agreement to the policy or proposal being put to vote (i.e. the letting of a contract for services/capital works)
- 4.18.1. In the event of an e-mail vote, the following procedure will be followed:
- (a) written details of the proposal will be circulated to all governors eligible to vote, with a deadline given by which votes must be received.
 - (b) Governors may either vote in favour or against (or in favour of a defined option, if three quotes are offered, for example)

- (c) when the deadline for voting has expired, the proposal will be approved if a majority of governors have agreed to the proposal/if a majority of votes is received.
- (d) the outcome of the vote will be noted in the minutes of the next meeting, and a copy of the e-mails kept on file.

5. Code of Conduct and suspension/removal of Governors (Reg 17/Constitution regulations)

- 5.1. The governing body has adopted a Code of Conduct for Governors. The code will be reviewed each year. Every governor will be provided with a copy as part of their induction programme.
- 5.2. Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension or removal of a governor as set out in the regulations.

6. Delegation arrangements (Regulation 18, 19, and 20)

The governing body may delegate many of its functions to a committee, an individual governor or to the Principal. It must review delegation arrangements annually.

- 6.1. No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's action in an emergency.
- 6.2. The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
- 6.3. Staff grievance conduct and discipline, capability, suspension, or dismissal; salary appeals; Principal appraisal; exclusions; complaints: the governing body will adopt procedures as set out in the relevant policies.

7. Committees (Part 5 Regulations 21 – 26)

- 7.1. The governing body determines the constitution, membership, and terms of reference of any committee and must review these annually. These are set out in the Terms of Reference. This governing body has the following committees.

- Finance and Budgeting
- Monitoring, Interventions, and Evaluation
- Safeguarding and Wellbeing
- Staffing and Resourcing
- Teaching and Learning

- 7.2. Terms of reference are available on the school's website. Committee chairs will be appointed by the governing body on an annual basis.

- 7.3. Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether the AM has voting rights on a committee. An AM may attend full governing body meetings without vote rights on a committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of the meeting which concerns an individual member of staff or pupil.

- 7.3.1. The governing body has agreed the following arrangements for Associate Members:

- candidates are identified and approached based on the contribution they will be able to make to the governing body
- candidates will be asked to provide a statement outlining the contribution they can make to a particular committee

- a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
- the agenda of the meeting will include “Appointment of an associate member to the Committee”. The names of candidates will appear on the agenda and copies of their statement will be circulated with papers in advance
- Associate members may serve on committees or panels as decided by the full governing body

8. Governor’s Allowances (Part 6 regs 27 – 30)

The governing body has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform their duty, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. Governors are volunteers and cannot be paid for the loss of earnings because of their work as a governor. All claims are subject to audit scrutiny. The policy on Governor Allowances is available on the school’s website.

9. Template of Pecuniary Interests/ restrictions on taking part in meetings (Schedule 1; Reg 16)

A governor must declare an interest – direct or indirect, financial, or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff or which directly affects them. If there is a dispute about whether a person should withdraw, the governing body will decide on the matter.

9.1. Declaration of Interests will be a standard item on governing body and committee agendas.

9.2. A register of Business Interests has been established and is reviewed once a year. All new Governors will be asked to complete and sign the register when they take up their post.

10. Publication of Governor Details on Website

10.1. The governing body will ensure that the following is available on the school’s website:

- the structure and remit of the governing body and any committees, and the full names of the chair of each
- for each governor who has served at any point over the past 12 months: their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body’s instrument of government),
- relevant business and pecuniary interests (as recorded in the register of interests) including: governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
- their attendance record at governing body and committee meetings over the last academic year.