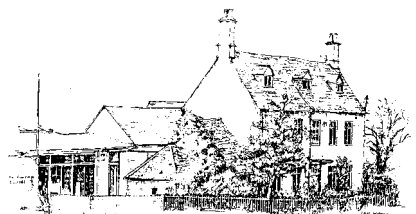


**Cam Hopton
Church of England
Primary School**

**Standing Orders for the
Procedural Workings of the
Governing Body**

Updated September 2025



1. CONTENT

The Standing Orders cover:

- Meetings of the Governing Body
- Term of office of Chair of Governors and Vice-Chair of Governors
- Election process for Chair of Governors and Vice-Chair of Governors
- Term of office for each category of Governor
- Appointment of the Clerk
- Quorum
- Committee membership and terms of reference
- Delegation of functions

RECOMMENDED PRACTICE

The LEA recommends that each governing body compile a “STANDING ORDERS” file that contains:

- ***The governing body’s Standing Orders***
- ***A copy of the School Governance (Procedures) Regulations***
- ***The current Instrument of Government***
- ***The Terms of Reference for Committees***
- ***The policy on governors’ expenses***

The file should be accessible to all governors. The Clerk to the Governing Body should also retain a copy for their records.

2. MEETINGS OF THE GOVERNING BODY

By law the full governing body must meet at least three times in each school year, however, it is felt that at Cam Hopton it will be more effective to hold six meetings per year, once per half term.

3. TERMS OF OFFICE

The governing body must determine the length of term of office for the Chair of Governors and Vice-Chair of Governors, prior to any election taking place. This can be between one and four years in length. The term of office as Chair of Governors or Vice-Chair of Governors cannot be longer than the remainder of the term of office of the governor in question.

The governing body has determined that both the Chair and Vice Chair of Governors will have a term of office equal to a maximum of three years, reviewed annually at the first meeting of the governing body taking place in the first half term of the school year.

The Regulations state that, when the office of Chair of Governors or Vice-Chair of Governors becomes vacant, the governing body must elect a new Chair of Governors or Vice-Chair of Governors at the next meeting as the first item of business. There is nothing to prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish.

4. ELECTION OF CHAIR OF GOVERNORS AND VICE CHAIR OF GOVERNORS

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 of Governors or Vice-Chair of Governors.

The Governing Body can decide the election process for the Chair of Governors and the Vice-Chair of Governors and the process must be agreed at a full governing body meeting. As the first item on the agenda, the Clerk chairs the meeting to elect the Chair of Governors. The newly elected Chair of Governors takes over the meeting, once elected, including the item to elect the Vice Chair of Governors.

Governors will be able to submit written nominations prior to the full governing body and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

The nominee(s) may be asked to leave the room whilst the election process takes place. If there is more than one nominee, the remaining governors will take a vote by means of a secret ballot. Once the ballot is complete the clerk will tally the votes and invite the nominee(s) to return to the meeting. The Clerk will then announce the result, with the nominee polling the majority of votes being duly elected.

Should there be a tie after the ballot, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote will be taken in the manner previously described. 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.

5. TERM OF OFFICE FOR EACH CATEGORY OF GOVERNOR

The governing body must determine the length of term for each category of governor. The length of term must be the same for all governors in a category. The length of term can be between one and four years.

The Governing body resolves that all categories of governor shall be for four years, unless the governor chooses to resign before the completion of their full term.

The Governing Body can choose whether to appoint associate members of the governing body and would need to agree what voting and attendance rights any associate member was granted. The Governing Body can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at a full governing body meeting.

Teaching staff can be appointed as associate members from time to time with full voting rights (as the governing body deems appropriate) other than on issues where there may be a potential conflict of interest or breach of staff confidentiality.

6. APPOINTMENT OF THE CLERK

The governing body is required to appoint a Clerk to the Governing Body. The Clerk may not be a governor, an associate member of the governing body or the Head Teacher of the school.

7. QUORUM

Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present. The new Regulations require one half (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number.

8. STRUCTURE

The governing body shall consist of the following:

- The Head Teacher
- One other teaching staff as Full Governor.
- LEA governor
- 2 Parent Governors
- 1 co-opted governor with voting rights
- 8 Foundation Governors, including the Vicar of St George's Church, Upper Cam.
-

The maximum number of governors shall be 14. In addition to the quorum requirement of Section 7, a majority of Foundation Governors must be present at any meeting of the full governing body before decisions can be made. The Vicar of St George's Church, Cam, is one of the Foundation Governors (ex-officio). Two of the foundation governors are to be appointed by The Hopton School Trust.

9. COMMITTEES AND WORKING PARTIES

DEFINITIONS

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

A *WORKING PARTY* of the governing body is set up with the governing body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A 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.

An *EXECUTIVE GROUP* comprising of the chairs of the 3 committees and the chair of the Full Governing Body meets as necessary to coordinate and improve the working of the committees and the FGB. They have no delegated responsibilities or powers.

MEMBERSHIP OF COMMITTEES

The terms of reference of committees should be included within the *STANDING ORDERS* file. The membership of committees is reviewed annually. A Chair person must be appointed each year to each committee, elected by the governing body or the committee members, if the governing body agree to delegate this task. The governing body is required to appoint a clerk (or secretary) to each committee. This cannot be the Head Teacher but can be another governor and could be shared between named governors. It is recommended that one governor be named as committee clerk for a period of a year for each committee. At this time the Clerk to the Governors acts as the clerk for each committee.

The Regulations state that the minimum quorum for committee meetings shall be 3 or 50% governors whichever is the greatest.

RECOMMENDED PRACTICE FOR COMMITTEE MANAGEMENT

- Agendas should be circulated to all committee members at least seven days in advance of the meeting. The chair of the committee should also notify all governors of the committee agenda.
- Committee papers should be available to all governors (not just those on the committee).
- Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.
- Any governor may attend a committee meeting but only named committee members may vote.
- Committee members should feedback at the full governing body on the work of the committee and any decisions taken.

The governing body has decided that there shall be the following committees, each to meet at least once per long term:

- **Finance and Resources (meet six times a year)**
- **Teaching Learning and Standards (meet three times a year)**
- **Vision and Values (meet three times a year)**

10. DELEGATION OF FUNCTIONS

A governing body can delegate any of its statutory functions to a committee, a governor or the Head Teacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- The constitution of the governing body
- The appointment or removal of the Chair of Governors or Vice Chair of Governors
- The appointment of the Clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools,
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils (except in an emergency when the Chair of Governors has the power to exercise these functions)
- Admission matters

The governing body can still perform functions it has delegated. This enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that 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.

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

11. KEY TO GOVERNING BODY DECISION PLANNER

Level 1	-	decisions made by Governing Body
Level 2	-	decisions made by Governing Body with advice from Head Teacher
Level 3	-	decisions delegated to Head Teacher
Level 4	-	decisions made by Head Teacher
X	-	Function cannot legally be carried out at this level
✓	-	Recommended level(s) or where law assigns specific responsibility
Blank	-	Action could be carried out at this level if Governing Body so decide, but is not generally recommended
*	-	Functions which the whole Governing Body must consider

		Action Sheet	Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
School Budgets	1	To approve the first formal budget plan each financial year*		✓	X	X
FC	2	To monitor monthly expenditure			✓	
	3	Miscellaneous financial decisions (eg write-offs)		✓	✓	
	4	To investigate financial irregularities (head suspected)	✓	X	X	X
	5	To investigate irregularities (other suspected)		✓	✓	
	6	To enter into contracts (above set financial limit)		✓		
PC/FC/CC	7	To enter into contracts (below set financial limits)			✓	
	8	To make payments		✓	✓	
Staffing	9	Head Teacher appointments (selection panel)*	✓	X	X	X
	10	Deputy appointments (selection panel)*	X	✓	X	X
	11	Appoint other teachers (GB may, if they wish, be involved in the selection panel)		✓	✓	X
	12	Appoint non-teaching staff (GB may, if they wish, be involved in the selection panel)		✓	✓	X
SC	13	Pay discretions (the head should not advise on his/her own pay)		✓		X

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

	14	Establishing disciplinary/capability procedures		J		X
	15	Dismissal (head) (note: GB must act through Dismissal Committee*)	J	X	X	X
	16	Dismissal (other staff) (note: GB must act through Dismissal Committee*)	X	J	X	X

☒	☒	Action Sheet	Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	17	Suspending Head	J	X	X	X
	18	Suspending staff (except Head)		J		J
	19	Ending suspension (Head)	J	X	X	X
	20	Ending a suspension (except Head)		J	X	X
	21	Determining dismissal payments / early retirement		J		
SC / FC	22	Determining staff complement		J		
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		J		J
CC	24	To draft Curriculum Policy			J	
CC	25	To implement Curriculum Policy				J
	26	To agree or reject and review Curriculum Policy		J	X	X
	27	Responsible for standards of teaching				J
CC	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				J
	29	Responsibility for individual child's education				J
CC	30	Provision of sex education – make and keep up to date a written policy*		J	X	X
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues*		J		J
CC	32	To draw up a charging and remissions policy for activities (non NC based) in consultation with the LEA*		J		J

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

Performance Management	33	To establish a performance management policy		J	X	X
CC	34	To implement the performance management policy		J		J
	35	To review annually the performance management policy		J	X	X
Target Setting	36	To set and publish targets for pupil achievement*		J	X	X
Exclusions	37	To decide a discipline/behaviour policy*		J	X	X
	38	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	J
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB the GB must act through their pupil discipline committee.		J	X	X
⌘	⌘	Action Sheet	Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	40	To direct reinstatement of excluded pupils	J	X	X	X
Admissions	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LEA has delegated this power to the Governing Body)*		J	X	X
	42	To set an admissions policy (special schools where pupils do not have a statement) acting with LEA*		J	X	X
	43	To set an admissions policy (special schools where pupils have statements) – for LEA after consultation with the Governing Body*		J	X	X
	44	Admissions: application decisions (but in community and controlled schools only where the LEA has delegated this power to the Governing Body)		J	X	X
	45	To appeal against LEA directions to admit pupil(s) (VA, foundation and special schools; also community and VC schools where LEA is the admissions authority)		J	X	X

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

Religious Education	46	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)		J	X	J
	47	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 46 above)		J		
Collective Worship	48	In all maintained schools the LEA and Head Teacher shall ensure that all pupils take part in a daily act of collective worship. The Governing Body also has similar duties.		J	X	J
	49	Arrangements for collective worship (foundation schools of religious character, VC or VA schools)*	X	J	X	X
Premises	50	Buildings insurance – GB to seek advice from LEA, diocese or trustees where appropriate		J		
PC	51	Strategy (including budgeting for repairs etc) and Asset Management Plans		J		
PC	52	To ensure health and safety issues are met		J		J
	53	To set a charging and remissions policy*		J	X	X
School Organisation	54	To draw up an instrument of government and any amendments thereafter*	J		X	X
	55	To publish proposals to change category of school*		J	X	X
	56	Proposal to alter or discontinue voluntary, foundation or foundation special school*		J	X	X
☒	☒	Action Sheet	Decision Level			
Key Function	No	Tasks	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
	57	To draft a school Action Plan following Ofsted inspection and distribute copies to parents		J		
	58	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LEA*		J	X	X
Information for Parents	59	To publish School Profile			J	
	60	To provide information to be published by Governing Body (in so far as approval of the school prospectus)*		J	X	X

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

	61	To ensure provision of free school meals to those pupils meeting criteria			J	X
	62	Adoption and review of home-school agreements		J	J	X
GB Procedures	63	To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Body*	J	X	X	X
	64	To appoint and dismiss the clerk to the governors	J	X	X	X
	65	To hold a Governing Body meeting once a term, or a meeting of the temporary Governing Body as often as occasion may require*	J		X	X
	66	To appoint and remove co-opted, including temporary additional co-opted, governors*	J		X	X
	67	To set up a Register of Governors' Business Interests		J	X	X
	68	To approve and set up an Expenses scheme		J	X	X
	69	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and foundation schools		J	X	X
	70	To consider whether or not to exercise delegation of functions to individuals or committees*	J		X	X
	71	To regulate GB's procedures (where not set out in law)*	J		X	X
	72	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels*	J		X	X
	73	To consider and take a decision on whether or not to delegate functions to an EAZ Forum*		J	X	X

11. DECLARATION

The Governing Body, at its meeting on 17th September 2025 resolved to adopt the Standing Orders. A copy has been forwarded to the clerk to the governing body for the formal governing body records.

Cam Hopton Church of England School
Standing Orders for the Procedural Workings of the Governing Body

Signature
(Chair of Governors)

Print:

Date of signature