



Witley Infant School

Governance Regulations

2020-2021

Schedule	
Written	Autumn 2020
Agreed by Governing Body	24 September 2020
Next Review	Autumn 2020

The School Governance Procedures (England) Regulations

1. **Election of Chairman/Vice-Chairman (Regulation 5)**

The Governing Body does not regard the Vice Chairman role as necessarily preparation for becoming Chairman.

- 1.1 Term of office to be 2 years.
- 1.2 Term of office to expire at end of summer term.
- 1.3 If the term of office is broken, the Governing Body will appoint a successor initially only for the remaining period of office.
- 1.4 Election procedures:
 - self nomination in writing in advance **OR**
 - invite nominations at meeting.
- 1.5 Voting procedure:
There will be an open vote for the election of Chairman/Vice-Chairman unless a majority of governors request a secret ballot.
- 1.6 In the event of a single nomination, the Governing Body will vote on that nomination.
- 1.7 Chairman appointed for 2018-2020: Charles Lewis. As no nominations were received for Chairman this year, Charles Lewis agreed to remain in post until end July 2021.
- 1.8 Vice Chairman appointed for 2018-2020: Jeremy Reed. As no nominations were received for Chairman this year, Charles Lewis agreed to remain in post until end July 2021.

2. **Functions of the Clerk(s) (Regulations 9 and 21)**

- 2.1 Name of Clerk to Governing Body – Rachel Dunnage

3. **Convening Governing Body meetings (Regulation 11)**

- 3.1 7 of planned Governing Body meetings per annum.
- 3.2 2 of full Governing Body meeting per term: autumn, spring & summer plus an additional Business meeting in September.

4. **Minutes and papers (Regulation 13)**

- 4.1 Clerk to Governing Body to keep signed minutes in a Minute File locked securely at school.
- 4.2 Minutes will only be available to the public once approved by the full Governing Body.
- 4.3 Part 1 minutes will be posted on the school website.
- 4.4 There is a standard item on all agendas to declare any conflicts of interest and confirm confidential (Part 2) items.

5. **Suspension of governors and removal from office (Regulation 15)**

Governors agree their Code of Conduct annually. The Code includes expectations of standards and behaviour, contravention of which may lead to governor suspension or removal from office.

- 5.1 Code of Conduct for Governors initially adopted 29.11.12.
- 5.2 Latest ratified revision of code: Autumn 2020. Next review date: Autumn 2021.

6. **Removal from Office**

The Governing Body in determining whether to remove, rather than suspend a governor will make reference to the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017 and statutory guidance issued in August 2017 in considering whether there have been repeated grounds for suspension:

- 6.1 Serious misconduct has occurred which either threatens to bring the school, Governing Body or Governance into disrepute
- 6.2 There has been serious or repeated failure to contribute meaningfully to the effectiveness of governance at the school, such as non- attendance at meetings, not engaging in training or not participating in meetings.
- 6.3 They have engaged in conduct aimed at undermining British values.
- 6.4 The actions of the governor are sufficiently detrimental and compromise the operational efficiency of the school.

7. **Committees of Governing Bodies (Regulation 20)**

Committee name	Committee Chairman	Chairman appointed by
Headteacher Performance Review Panel	J Reed , Kate Evason and C Lewis	FGB
Pay	J McKeran , J Reed, P Lewis	FGB
Panel	3 governors who have not already	FGB

	been involved in the case being presented to them	
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8. Restrictions on taking part in meetings (Regulation 14 and Schedule)

- 8.1 Pecuniary interest – standard item on agenda for any declarations.
- 8.2 A Register of Business Interests is established and published on the school website.
- 8.3 Register entries are reviewed each September meeting.

9. Appointment of successor

- 9.1 Members of staff to withdraw from meetings when appointment of a successor is discussed.

10. Rescission and variation of resolutions

- 10.1 Any proposal to change a previous decision of the Governing Body or a committee to be a specific item on the agenda.

11. Termination and adjournment of meetings

- 11.1 Termination and adjournment provisions to be retained.

Rachel Dunnage
November 2020