2025-26

GOVERNING BOARD OF BUCKINGHAM PARK CHURCH OF ENGLAND PRIMARY SCHOOL

STANDING ORDERS (FOR MAINTAINED SCHOOLS)

Standing Orders are rules established by the Governing Board to regulate the work of the Governors. They are in addition to any Government Regulations.

1.	**GOVERNANCE FILE** The Governing Board will compile a School Governance File containing: • The Governing Board's Standing Orders. • The current Instrument of Government detailing the composition of the Governing Board. • The Terms of Reference for Committees and Working Groups (if applicable), and the structures and remits for the same. • The policy on Governors' expenses. • The Maintained Schools Governance Guide (published by the DfE). • The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, and any subsequent amendments. • The School Governance (Constitution) (England) Regulations 2012, and any subsequent amendments. • The Virtual Attendance at Meetings Policy • The file may be electronic or in hard copy but should be accessible to all Governors. The Governance Professional to the Governing Board should also have access to a copy for their records.
2.	**MEETINGS** The Governing Board notes the requirement to meet at least three times in each school year. The agreed meeting pattern is termly.
3.	**AGENDA** The agenda will be organised by the Governance Professional in consultation with the Chair and the Headteacher. Any Governor may request that an item is placed on the agenda by contacting the Governance Professional not less than 10 days before the meeting who will discuss the request with the Chair. Any Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Governing Board will decide whether any such item will be discussed at that meeting or dealt with at a subsequent meeting.

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4.	**ATTENDANCE** Where a Governor has sent an apology to the Governance Professional, the minutes will record the Governing Board's consent or otherwise to the absence.
5.	**ALTERNATIVE ARRANGEMENTS FOR GOVERNORS' PARTICIPATION** Alternative arrangements for Governing Board meetings or for governors to participate in or vote at meetings will be agreed and set out in the Virtual Attendance at Meetings Policy (appended to the Standing Orders). These arrangements will be reviewed annually (or more frequently in exceptional circumstances).
6.	**ELECTION PROCESS FOR CHAIR AND VICE-CHAIR** The Governing Board resolves that the following process will apply to the election of the Chair and Vice-Chair: Governors will be able to: • submit written nominations prior to the full Governing Board meeting at which the elections will take place and / or • make 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. If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. This will be agreed in advance of the meeting. Nominee(s) will be asked to leave the meeting whilst the election process takes place. Please note that if a secret ballot is agreed, the Governance Professional will tally the votes. If the election takes place during a virtual meeting, votes will be e-mailed to the Governance Professional for counting. The nominee(s) will return to the meeting. Where there are three or more nominees, the nominee polling the least votes will be eliminated and a further vote will be taken. The Governance Professional 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.

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	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 the majority of the votes.
7.	**TERMS OF OFFICE** The Governing Board must determine the length of term of office for the Chair and Vice-Chair, prior to the election taking place. In accordance with the regulations when the office of Chair or Vice-Chair becomes vacant, the Governing Board must elect a new Chair or Vice-Chair at the next meeting of the Full Governing Board. The Governing Board resolves that: The Chair of Governors will have a term of office of one year. The Governing Board resolves that: The Vice-Chair of Governors will have a term of office of one year.
8.	**APPOINTMENT OF THE *GOVERNANCE PROFESSIONAL*** The Governing Board resolves that the Governance Professional to the Governing Board will be Miss Hannah Gibbons.
9.	**ACCESS TO MEETINGS** The Governing Board has determined that, other than those entitled to attend, the following persons may be invited to a meeting: • The Deputy Headteacher, if not a Governor, will be invited to attend Governing Board meetings. • A member of staff may be invited to attend meetings of the Governing Board, as an Observer. • Where expertise is needed but not available within the Governing Board, an appropriate non-governor may be invited (in a non-voting capacity). Any non-governors wishing to attend and/or speak at the Governing Board meeting should submit a request to the Chair of Governors one week in advance of the meeting.

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10.	**MINUTES** The draft minutes will be sent by the Governance Professional to the Chair and the Headteacher for review prior to distribution to Governors. Minutes remain confidential and unconfirmed until confirmation at the next meeting of the Full Governing Board.
11.	**ACCESS TO DOCUMENTS** Documents pertaining to the Governing Board will be published in the school's secure area on GovernorHub by the Governance Professional and members of the Governing Board as appropriate. All members of the Governing Board will have access to the school's secure area via a login and password. The Administrator for the school's secure area on GovernorHub will be the Governance Professional to the Governing Board. Administration and access rights to the school's secure area on GovernorHub may be granted by permission of the Full Governing Board. Issues of confidentiality and data integrity should be considered. Decisions regarding access rights to GovernorHub should be minuted.
12.	**GOVERNOR EXPENSES** The policy of the Governing Board on the payment of expenses to Governors is attached.
13	**COLLABORATION ARRANGEMENTS** Collaboration arrangements Cuddington and Dinton CE School and Bierton CE School may apply in the formation of committees to hear or review: Staff Dismissal and Staff Dismissal Appeals, Pay Review Appeals or Employee Grievances. This collaboration arrangement was last reviewed at the Governing Board meeting held on 19th November 2025. The arrangement will be reviewed annually in the Autumn Term.
14	**DELEGATIONS**
14.1	**COMMITTEES** Committee delegations are detailed in the Governing Board's Terms of Reference and committee remits and are reviewed annually in the Autumn Term. Committee membership is reviewed annually in the Autumn Term.

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14.2	**DELEGATION OF FUNCTIONS TO THE CHAIR** **1. PERSONNEL** • In an emergency, where time does not permit the relevant Committee or Full Governing Board to meet, to agree additional leave of absence outside the limit of discretionary leave set by the Governing Board's Leave of Absence Policy; the Chair has permission to agree up to five additional days' leave of absence with or without pay. • Co-ordinating arrangements for governor participation in interviews, and for hearings of the Pupil Discipline Committee (also known as the Governor Discipline Committee), Staff Dismissal Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee, Employee Grievance Committee or Complaints Panel. • Liaison with the Headteacher in relation to personnel issues as outlined in the HR Policies adopted by the Governing Board. **2. INSET** - Approval of INSET days where time does not permit this to be considered by the full Governing Board. **3. CORRESPONDENCE/DOCUMENTATION** Preparing a response on behalf of the Governing Board to any other correspondence/ documentation, e.g. consultation documents, received from the LA or DfE where time does not permit the Full Governing Board to consider it at its termly meeting. In delegating this function to the Chair, he/she will be expected to liaise with members of the relevant committee/Chair of Committee before preparing a response. The Chair has a right to take a decision in an emergency by virtue of his/her office. Any decisions taken by the Chair under his/her delegated authority will be reported back to the next meeting of the Governing Board.
14.3	**DELEGATION OF FUNCTIONS TO THE HEADTEACHER** The Governors delegate such powers and functions as they consider are required by the Headteacher for the internal organisation, management and control of the school (including the implementation of all policies approved by the Governors and for the direction of the teaching and curriculum at the school). The Governing Board 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.

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	In exceptional circumstances, an individual governor or group of Governors, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions. The exceptional circumstances are as follows: • A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the Governing Board considers a new appointment for the Headteacher post, the normal expectation for the Headteacher to undertake these responsibilities should apply. • Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case-by-case basis in the light of circumstances. • Where the Governing Board of a school with a religious character has agreed staffing policies, which provide for governor involvement in the interests of preserving the school's religious character. • Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Governing Board may also lead in the appointment of support staff with senior management responsibilities. • A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction. • Where the LA has made representations to the Chair of the Governing Board on grounds of serious concerns about the performance of the Headteacher. • Where the Headteacher has failed to abide by financial limits agreed by the Governing Board for any school purpose. **In the exceptional circumstances, outlined above, the following arrangements will apply:** **Staff Appointment and Dismissal** The Resources committee will be responsible for staff appointments, and the Staff Dismissal Committee will be responsible for initial staff dismissal issues. **Appointment of Headteacher and Deputy Headteacher** The Governing Board will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher.

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	Appointment of Assistant Heads The Governing Board will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual Governor or a group of Governors (suggest the Personnel Committee). In the latter case, this may include the Headteacher, but where not involved in determining the appointment, the Headteacher has a right to attend to offer advice. **Freedom of Information Act** The Governing Board delegates to the Headteacher day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.

DECLARATION

The Governing Board, at its meeting on 19th November 2025 (Minute No. 5.1), resolved to adopt the Standing Orders. A copy has been forwarded to the Governance Professional to the Governing Board for the formal Governing Board records and a copy has been retained at the school for reference.

Signed……. Chair of Governors *DATE…….*

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