

Governors Standing Orders
St Mary's Catholic Primary School



Reviewed: September 2026

Love, Listen and Learn

Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

Ethos

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way that we treat and value:

- Our relationships with each other and the wider community
- Our respect for one another
- Our welcome to and interest in all those who visit our school
- Discipline inspired by forgiveness, healing and reconciliation
- Our school environment

Through rising to this challenge, we aim to create an awareness of a sense of belonging to and being part of the life of St Mary's.

The Aims of our School

We will endeavour to create a Catholic Ethos in our school, which reflects the Gospel values, through the love, care and respect we show to each other, and to all who come to our school. We will teach the beliefs, traditions and practices of the Catholic Faith.

Through the prayer and worship in school we will try to be a living community of people celebrating their love for God and one another.

We believe the quality of the curriculum, with Religious Education at its core, is of prime importance and will focus on the development of the whole child. We will at all times try to make provision for children with special needs, so that all members of our school community achieve their potential.

We will help the children to develop an awareness of and respect for other religious and cultural backgrounds, as we believe this to be an essential preparation for adult life.

We believe that good communication between governors, staff, parents and children is important for the wellbeing of our school, and we will work in partnership with the wider community especially the home and parish in developing each child's potential.

The Aims for Each Child at St Mary's Catholic Primary School

- ◆ Whilst at St. Mary's School I will learn about being a Christian. I will experience the beliefs, traditions and practices of the Catholic Faith.
- ◆ I will achieve as much as I possibly can in each area of the National Curriculum.
- ◆ I will know how to learn and enjoy learning, and will view work in a positive and conscientious manner.
- ◆ I will co-operate and communicate with others effectively, independently and in a group, and try to win and lose graciously.
- ◆ I will tolerate and respect the religious beliefs, views and values of others, understand the need for good behaviour and moderate my behaviour accordingly. I will respect the belongings and property of others.
- ◆ If I have a problem I know I can find someone who will discuss it with me.
- ◆ I will try to learn from my mistakes and accept there is always room for improvement.
- ◆ I will share a sense of responsibility for my school, parish, local community and the wider environment.

Standing Orders

The functions of the governing body include the following core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- overseeing the financial performance of the school and making sure its money is well spent.
- ensuring the voices of stakeholders are heard

In exercising their functions the Governing Body will:

- act with integrity, objectivity and honesty and in the best interests of the school; and
- be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

The Headteacher's responsibilities include:

- the internal organisation, management and control of the school; and
- the educational performance of the School. The Headteacher 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

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 (published January 2014). While these regulations provide a basic framework the Governing Body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

Contents:

- membership of the Governing Body
- appointment of the Clerk to the Governing Body
- meetings of the Governing Body
- quorum and decisions
- Chair and Vice-Chair
- delegation of functions

- Committees of the Governing Body
- Collaboration with other schools
- Governors' allowances

1. Membership of the Governing Body

1.1 The composition of the Governing Body is recorded in the Instrument of Government.

1.2 The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the Governing Body.

1.3 They may be given voting rights on committees but not at Governing Body. The Governing Body will adopt an agreed Code of Conduct.

2. Clerk to the Governors

The Governing Body will appoint a Clerk to Governors. In the absence of the clerk a Governor (but not the headteacher) may take the Minutes of a meeting. The Governing Body must have regard to advice from the Clerk as to the nature of the Governing Body's functions.

3. Meetings

3.1 The Governing Body will meet at least three times per school year.

3.2 All meetings will be convened by the clerk. Written notice of meetings, with an agenda and any papers to be considered at the meeting, will be made available at least 7 days before the meeting.

3.3 The Chair may call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice must be at least seven days if the matters include certain specified matters such as the removal of the Chair or the suspension of any Governor.

3.4 Any three Governors can request that the Clerk convenes a meeting.

3.5 Governors must be present at a meeting to participate and vote. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow such presence to be by electronic means such as video conferencing.

3.6 If both the Chair and Vice-Chair are absent, another Governor (but not any person employed to work at the school) can take the Chair for that meeting. Details of any discussions, disputes or disagreement must remain confidential to those present at the meeting. Governors will act at all times in accordance with the agreed Code of Conduct.

3.7 The Governing Body will maintain a Governors' Register of Interests. Governors will also declare at the beginning of a meeting if they have any pecuniary or other interest in any item on the agenda, whether the interest has been previously registered or not.

3.8 If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the Governing Body.

4. Quorum and Decisions

4.1 The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.

4.2 Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie the chair has a second, or casting, vote. Decisions of the governing body are binding on all members.

4.3 All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual.

4.4 The quorum for Committees is as recorded in the Organisational Arrangements document or individual Committee's Terms of Reference, but must not be less than 3 Governors who are members of the Committee.

5. Chair and Vice-Chair

5.1 Prior to the election of the Chair and Vice-Chair the Governing Body must determine the date on which the term of office will end.

5.2 If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body must elect one of their number to fill that vacancy at their next meeting.

5.3 The election of chair and vice chair will be conducted by the following process:

- Governors will be able to submit verbal nominations at the meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered.
- The Clerk takes the chair for this agenda item, but does not have a vote.
- A vote will be conducted even where there is only one nominee.
- The nominee(s) will be asked to leave the room whilst the election process takes place.
- The remaining Governors (as long as the meeting remains quorate) will take a vote by a show of hands/a secret ballot (delete as agreed). If by secret ballot, the clerk will tally the votes. If the meeting has become inquorate the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.
- The nominee(s) will return to the meeting and the clerk will announce the result.
- If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.

6. Delegation of Functions

6.1 The Governing Body can delegate any of its statutory functions to a Committee, a Governor or to the Headteacher, subject to prescribed restrictions.

6.2 The Governing Body remains responsible for any decisions taken, including those relating to a function delegated to a Committee or an individual. The Governing Body can still perform functions it has delegated.

6.3 No action may be taken by an individual governor unless authority to do so has been formally delegated by the governing body. This does not preclude the Chair or Vice-Chair taking action under their emergency powers

6.4 The delegation of functions as detailed in the Organisational Arrangements document will be reviewed annually.

6.5 Committees arrangements and membership will be reviewed annually at the first meeting of the autumn term. Each Committee will have a Chair, a Clerk and a minimum quorum of three Governors who are members of the Committee.

7. Collaboration with other Schools

The School Governance Collaboration Regulations 2003 and School Staffing Regulations 2012 allow governing bodies to collaborate with other schools and to make arrangements for their functions to be jointly discharged.

8. Governors' Allowances

The Governing Body has agreed to reimburse a Governor or Associate Members for expenditure necessarily incurred to perform his / her 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. All claims are subject to audit scrutiny.