

GOVERNING BODY

PROTOCOLS & PROCEDURES

- There will be five Full Governing Body (FGB) meetings in an academic year
- Meeting dates for the FGB and Committees will be agreed at the final FGB meeting of the previous academic year
- A quorum for an FGB meeting shall consist of 50% of the current membership
- Meetings will start promptly and finish at or before the time indicated on the agenda
- The agenda and supporting papers will be emailed to governors seven days prior to the FGB meeting
- Governors will be expected to have read all the documentation prior to the FGB meeting
- Governors will be expected to provide both support and challenge to the headteacher and staff
- Draft minutes will be distributed to all members of the Governing Body within ten days of the meeting taking place
- Minutes will be approved at the following FGB meeting.
- Apologies for absence should be notified to the clerk together with a reason for the absence
- In the event of apologies not being received/accepted over time, the GB will seek reassurances regarding commitment
- Governors are entitled to attend all meetings unless they are excluded by the confidential nature of the business or by a declared pecuniary interest
- Any three members of the Governing Body may request a meeting, by giving written notice to the Clerk, outlining the nature of the business to be considered
- The Clerk will convene the meeting within ten days following receipt of the request.
- In the absence of the Chair the Vice Chair will act as Chair
- The Chair and Vice Chair will be elected from the Governing Body on an annual basis at the first meeting of the academic year
- The Clerk will Chair the meeting pending the election of the Chair
- The Chair shall have a casting vote when necessary

- The Chair will have the power to carry out the functions of the Governing Body if a delay in exercising the function would be seriously detrimental to the interests of the school, any pupil at the school, or parents or a person who works at the school
- In the case of the above occurring, the Chair will report to the Governing Body at its next meeting
- All governors will serve on at least one committee
- Membership of the Curriculum & Staffing and the Finance & Premises Committees will be agreed at the first FGB meeting of the academic year
- If there are matters which require the Governing Body to set up an additional committee or panel the membership will be decided in accordance with the procedures and legislation, as and when required
- Associate Members may be invited to join the Governing Body and attend FGB meetings and/or committee meetings as determined by the FGB
- Associate Membership will be reviewed annually by the FGB
- Associate Members will not have voting rights and will not be part of the quorum
- Unless advertised to parents and other stakeholders, meetings of the Governing Body will only be attended by Governors, Associate Members and any other person invited to attend by the Governing Body

September 2026