

STANDING ORDERS FOR THE PROCEDURAL WORKINGS OF THE GOVERNING BOARD 2026-2027

The Governing Board of The Castle School Newbury

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the School Governance (Constitution) (England) Regulations 2012 and the Maintained Schools Governance Guide 2024

Related documents:

- Instrument of Government
- Membership list of current Governors
- Terms of Reference for all Committees
- Register of Business Interests
- The Policy on Governors' Expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution) (England) Regulations 2012
- The latest version of the Maintained Schools Governance Guide

Last Review: July 2026

To Be Reviewed: July 2027, or as and when there are any changes to the Board.

Meetings of the Governing Board

The Full Governing Board (FGB) will meet at least three times in each school year. Meetings to generally take place November, March and June. If required a meeting will also be held in September to appoint the Chair and Vice-Chair.

Convening the Meetings

All meetings will be convened by the Clerk to the Governors, in accordance with the arrangements made by the Governing Board, but subject to (a) any direction from the Chair where the matter is urgent and (b) any requisition signed by three Governors.

Notice of Meetings

Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the Chair calls an urgent meeting at short notice – to (a) each Governor, (b) the Headteacher (whether or not that person is a Governor), and (c) any associate member.

If any person has not received the notice of the meeting, the meeting is not invalidated.

Attendance

The Clerk will keep a record of those Governors and all other persons present at meetings of the Governing Board and any of its committees.

The following persons have the right to attend any meeting of the Governing Board:

- a Governor;
- the Headteacher of the school, whether or not that person is a Governor;
- an associate member; and
- such other persons as the Governing Board may determine.

Quorum

The quorum for a meeting of the Governing Board and for any vote on any matter at such a meeting is one half (rounded up to a whole number) of the Governors in post. In calculating the quorum vacant positions on the Governing Board are not included. In calculating the quorum associate members are not counted. Meetings which become inquorate will be discontinued.

Alternative Arrangements for Governor Participation at Meetings

The Governing Board, has approved alternative arrangements for Governors to participate or vote at meetings, for instance, by telephone or video conference.

Governors should satisfy themselves that participation of the remote Governor is secure, not within public surroundings or spaces and that consideration is given to the confidentiality of discussions.

Decision-making

Members of the Governing Board recognise that all decisions must be made by the Governing Board unless the Governing Board has delegated the function to a committee or individual.

Every question to be decided at a meeting of the Governing Board is to be determined by a majority of votes of the Governors present and voting on the question; proxy voting and voting by email is not allowed. Voting by telephone or video conferencing is only permitted where the Governing Board have adopted alternative arrangements for Governor participation as set out above.

Where there is an equal division of votes the Chair (or the person acting as Chair for the meeting) has a second or casting vote.

Withdrawal from Meetings

Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. If there is a dispute about a person attending a Governing Board meeting being required to withdraw, the matter of withdrawal shall be determined by the Governors present at the meeting.

Minutes of Meetings

The Clerk to the Governors must ensure that minutes of the Governing Board meeting are drawn up and signed (subject to the approval of the Governing Board) by the Chair at the next Full Governing Board meeting.

A copy of the signed minutes will be held in the School Office.

As soon as possible, and within seven days after the meeting, the Clerk will forward the draft minutes to the Chair for checking, and to the Headteacher. Copies of the draft minutes, once checked by the Chair, will be sent to all members of the Governing Board.

Clerk to the Governing Board

A Clerk must be appointed so they can help the Governing Board to understand their role, functions and legal duties. The Clerk to the Governors will also support the Chair to enable and facilitate strategic debate and decision making. If the Clerk is not able to attend a meeting, the Governors present at the meeting can appoint a member of the Governing Board (but not the Headteacher or the person chairing the meeting) to act as Clerk for that meeting.

Election of the Chair and Vice-Chair

The Governing Board must elect a Chair and a Vice-Chair. When the position of Chair or Vice-Chair falls vacant the Governing Board must elect a new Chair or Vice-Chair at the next Full Governing Board meeting. Before an election takes place the Full Governing Board must decide the date on which the term of office

of the Chair or Vice Chair will end. The Clerk will assume the role of the Chair when the Chair is being elected. Governors who work at the School and associate members cannot stand for election as Chair or Vice-Chair.

The Chair will be voted in by a process of a majority votes being counted for that Governor and the same for the Vice- Chair.

Declarations of Interest

Governors will declare any pecuniary interest or conflict of interest with any agenda item at the beginning of the meeting or if they become aware during the meeting before the relevant matter is discussed.

Pecuniary Interests

The Governing Board will maintain a register of business interests of its members. The register of business interests will be held/saved for inspection on GovernorHub and the School's website

Code of Conduct for West Berkshire Governors

Every Governor (and associate member) will read and agree to follow the Code of Conduct for West Berkshire Governors.

Governors' Expenses

The Governing Board may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. A copy of the Governor Expenses Policy is held in the School Office and on GovernorHub.

Committees, Working Parties and Appeal Panels

Associate members

The Governing Board may appoint associate members to serve on one or more committees (and to attend Full Governing Board meetings). Associate members are not Governors.

Committees

A committee of the Governing Board is set up with delegated powers, with the Governing Board 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. This must be decided at a Full Governing Board meeting and minuted. The Governing Board remains responsible for any decisions taken by committees and these decisions must be reported back to the Full Governing Board at their next meeting. The establishment, terms of reference, constitution and membership of committees must be reviewed annually by a Full Governing Board meeting. The Chair of each committee must also be appointed annually.

Quorum of committees	The minimum quorum is three Governors. Associate members are not included in calculating the quorum.
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Headteacher	The Headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal. The Headteacher cannot Clerk committee meetings.
Clerk	The Governing Board must appoint a Clerk to each committee.

Finance and Premises Committee: Adrian Crawford, Will Alexander, Helen Cabell, Jon Hewitt, Charlie Kowalski, Emily Owles
Non-Governors – Atul Attra, James Whybra, Anne Hunter (Clerk)

Student and Staffing Committee: Nicola Markham, Indira Hann, Jo Davis, Chris Fisher, Jon Hewitt, Jane Seymour
Non-Governors – Caroline Whitlock, Anne Hunter (Clerk)

Pay Committee: Helen Cabell, Chris Fisher, Nicola Markham, Jane Seymour
Non-Governors –, Anne Hunter (Clerk)

Working Parties

A working party of the Governing Board may be set up with the Governing Board deciding its membership and the topics it will discuss. A working party cannot make any decisions nor have any delegated powers. A working party can only bring recommendations to the Full Governing Board (or a relevant committee if responsibility has been delegated to a committee) for approval.

Link Governor Positions

The following Link Governor Positions have been agreed:

Safeguarding* Nicola Markham, Caroline Whitlock, Cassy Clark (HR)

Health & Safety* Emily Owles, Atul Attra

Arts Mark Jo Davis

World of Work Chris Fisher

Castle @ Theale Helen Cabell

Castle @ Newbury Jane Seymour

* Required by law or LA

Appeal Panels

Under certain circumstances, the Governing Board will be required to establish a panel of Governors to hear an appeal. Associate members cannot sit on an appeal panel. The relevant policy your Governing Board has adopted will detail how the appeal panel is made up and how it functions.

