

## **Governing Body Meetings**

Agendas, minutes and papers: We have a Clerk to the Governing Body: Katrina Rose, appointed by the governing body. It is the responsibility of the clerk to send out the agenda and all papers to be discussed at least seven clear days before the meeting date. Minutes are taken at the meetings and approved by the governors at a subsequent meeting.

Attendance at meetings and Confidentiality All governors, associate members, the clerk to the governing body and the headteacher (if s/he is not a governor) have the right to attend all meetings as either an observer or member of a committee. However, if attending a committee meeting as an observer, they do not have voting rights. Observers or speakers are often invited to attend meetings, for example when discussing Special Educational Needs and Disabilities (SEND) finances, assessment etc. Apologies (from committee members) must be made in advance to the Clerk. Governor apologies will be considered at the meeting and accepted if agreed by the majority of the attending Governors. The business of governing body is recorded in minutes (by the clerk) which are a public record and can be made available to any interested parties. However, certain matters discussed at governing body meetings may remain confidential. These are usually classed under Part 2: Confidential Items.

Chair of governors: The chair is elected by the full governing body. The length of term is decided by the governing body, but is usually for a year (at St Joseph's. Other schools may decide to elect a term of office for 4 years.) If the chair resigns a new chair should be elected at the next full governing body meeting. A vice chair is also elected by the full governing body. It is the vice's job to fill in for the chair if s/he is unavailable.

Frequency of meetings: The Full Governing Body meets at least once every half term. The pay committee meet separately and then report back to the full governors.

Liability: Governing bodies are liable as a whole for the decisions made. Individual governors are not liable for actions and decisions of the governing body provided they do not act alone, without the agreement of the full governing.

Pecuniary / Business Interest: "Any Member or Co-opted Member with a disclosable pecuniary interest in any matter to be considered, or being considered at a meeting must declare that they have a disclosable pecuniary interest in the matter." (Standing Order 28 – Disclosable Pecuniary Interests and Dispensations applies.)

Quorum: A meeting can proceed when more than 50% of members of the committee who are Governors are present, one of whom should be the Head Teacher or their representative. More than 50% of the Governors present should not be employed at the school. The committee is not quorate where Associate members make up 50% or more of the vote.

Terms of office: Most governors serve for a four-year term of office.

Who calls the meetings? Governors agree dates of meetings at the beginning of the academic year. Occasionally the chair of governors (or in his/her absence, the vice-chair) and/or any three governors may direct the clerk to convene a meeting to discuss urgent matters.