

Voting Rights, Meetings & Decisions

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