



## Archibald First School

### Governing Body Procedures 2023 – 2024 Reviewed and agreed

Governors **agreed** the following procedures for the ensuing year:

- For the 2023 -2024 academic year, the governing body agreed to appoint one Chair and two vice-chairs for a one year term of office which will end at the first governing body meeting of the academic year in the autumn term 2024.
- Governors will serve a maximum of four one-year terms of office as chair.
- Election Arrangements:
  - Nominations or self-nominations to be sought at the meeting at which the elections are held
  - Elections to be held by open ballot
  - Single nominations will be considered
- Functions of the clerks:
  - Clerk to the Governing Body: Governor Services
  - Clerk to all other committees: To be decided at the relevant committee meeting
- The schedule of dates for full governing body meetings during the academic year: four meetings per year, one per term with two in the autumn term.
- The quorum for any governing body meeting is 50% of the number in post – if the Governing Body is fully constituted (13 members), the quorum is therefore seven.
- The quorum for any committee meeting and vote is three governors.
- The Governing Body has agreed to allow associate members to vote in line with governors (applicable for committees only) and including on matters relating to admissions, pupil discipline, budget and financial commitments of the governing body. The Governing Body reserves the right to exclude an associate from any part of the meeting where there is a conflict of interest.
- The governing body has adopted a Code of Conduct by which all governors will abide. The code will be reviewed annually.
- Governing Body draft minutes to be circulated prior to the next meeting after sight by chair; the clerk to keep signed minutes in a file. Committee minutes to be circulated by the Headteacher's PA after sight by the chair of the committees.
- A register of pecuniary interests has been established and is reviewed and signed annually and published on the school's website.