Standing Orders for the Procedural Works of The King's School Board of Trustees.

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

Policy Owner	DFO
Approved By	Board of Trustees
Date of Last Approval	19/10/2023
Next Revision Due	October 2024

Date	Version	Person	Change / Action
16/10/2017	1.0	Trustees	Presented to Trustees for Approval
16/10/2017	1.1	SBM	Added Chair and Vice Chair names at Trustees request.
07/06/2018	1.2	SBM	Updated Dates for 2018-19
18/10/2018	1.3	Trustees	Presented to Trustees for Approval
17/10/2019	1.4	Trustees	Presented to Trustees for Approval
14/10/2020	1.5	SBM	Updated Dates in Preparation for Trustee Approval
21/10/2020	1.5	Trustees	Presented to Trustees for Approval
14/10/2021	1.6	SBM	Updated Dates and trustee details in Preparation for Trustee Approval
20/10/2021	1.6	Trustees	Presented to Trustees for Approval
20/10/2021	1.6	Trustees	Approval with minor changes
31/03/2022	1.7	SBM	Update to Trustee Memberships
11/10/2022	1.8	SBM	Update to Dates, Trustee Memberships, SEF dates and New Induction Checklist for new Trustees.
19/10/2022	1.9	Trustees	Approval with minor changes
17/10/2023	2.0	DFO	Update to dates, Trustee membership, Committee members, and SEF dates. Change SBM to DFO
19/10/2023	2.0	Trustees	Policy Approved

STANDING ORDERS

Board of Trustees name: The King's School

MEETINGS OF THE BOARD OF TRUSTEES

The full board must meet at least three times in each school year.

The Board of Trustees notes the requirement to meet at least three times in each school year and has set the date for meetings in 2023/2024 as follows:

AUTUMN

Tue 19th September 2023	Data Group*	17:30
Mon 25th September 2023	C&Q	18:00
Mon 9th October 2023	R, R&A	18:00
Thu 19th October 2023	Board of Trustees	18:00
Tue 7th November 2023	C&Q	18:00
Thu 16th November 2023	Pay and Performance	18:00
Thu 23rd November 2023	R, R&A	18:00
Thu 7th December 2023	Board of Trustees	18:00

SPRING

Tue 16th January 2024	Data Group*	17:30
Thu 25th January 2024	C&Q	18:00
Mon 29th January 2024	Members Meeting / AGM	18:00
Mon 4th March 2024	Data Group*	17:30
Thu 7th March 2024	C&Q	18:00
Thu 14th March 2024	R, R&A	18:00
Thu 28th March 2024	Board of Trustees	18:00

SUMMER

Thu 16th May 2024	R, R&A	18:00
Tue 11th June 2024	Data Group*	17:30
Tue 18th June 2024	C&Q	18:00
Thu 27th June 2024	R, R&A	18:00
Thu 11th July 2024	Board of Trustees	18:00

* The Data Group will only meet as required on these dates and not necessarily on all occasions

TERMS OF OFFICE

The Board of Trustees must determine the length of term of office for the Chair and Vice-Chair, <u>prior to the election taking place.</u> This must be between one and four years in length. The term of office as Chair or Vice-Chair cannot be longer than the remainder of the term of office of the Trustee in question.

The Board of Trustees resolves that: The Chair of Trustees will have a term of office of **1** year and the term of office will end on the date of the first meeting of the Board after the anniversary of his/her election.

The Board of Trustees resolves that: The Vice-Chair of Trustees will have a term of office of **1** year and the term of office will end on the date of the first meeting of the Board after the anniversary of his/her election.

ELECTION OF CHAIR AND VICE-CHAIR

The Board of Trustees can decide the election process for the Chair and the Vice-Chair. The process must be agreed at a Board of Trustees meeting. The clerk chairs the meeting for the item to elect the Chair. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.

Please note that a Trustee who is paid to work at the school or who is a pupil at the school is not eligible for the office of Chair or Vice-Chair.

Factors the Board of Trustees should consider in agreeing their election process are:

- Whether written nominations are to be sought in advance of the meeting
- Whether a trustee can stand for office if they are unable to be present at the meeting
- Whether a trustee can vote if not present at the meeting (in writing or by proxy)
- Whether nominations will only be taken at the meeting
- Whether a candidate will self-nominate or be proposed (and seconded if wished) by other trustees
- Whether there will be secret ballot or a show of hands (and whether this would vary depending on the situation i.e. in all circumstances or only when there is more than one candidate)
- How the Board of Trustees would treat a tie in the votes – Would candidates have the opportunity to speak to the Board of Trustees about why they want to be Chair and then another vote could be taken, for example, or would you toss a coin, or would you do something else? Although this is an unlikely scenario the procedure should accommodate all potential results.
- Whether a Trustee can be re-elected and whether there should be a limit to the number of terms a trustee could serve

The process must be fair, clear and transparent.

The Board of Trustees resolves that the following process will apply to the election of Chair and Vice-Chair:

- The clerk will write to eligible Trustees asking them to submit their names if they are willing to stand as Chair or Vice-Chair.
- The submitted names will be included on the agenda for the Board meeting at which the election of Chair and Vice-Chair is an agenda item.
- No further nominations will be accepted at the meeting
- Only in the case where no nominations have been received may eligible Trustees state at the meeting whether they would be willing to stand for election.
- The nominee (s) will be asked to leave the room whilst the election process takes place.
- If there is more than one nominee, the remaining Trustees will take a vote by a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.
- The nominee (s) will return to the meeting.
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- In the case of no clear majority, the election will be decided on the toss of a coin.

The Board of Trustees resolves that the Chair to the Board is: Steve Ellison
The Board of Trustees resolves that the Vice-Chair to the Board is: Rupert Hill

TERM OF OFFICE FOR EACH CATEGORY OF TRUSTEE

The Board of Trustees resolves to have the same terms for all categories of trustee of **4** years, with the exception of associate members which is **1** year. Therefore, the term for trustees in the following categories is:

Appointed Trustee	4 years
Parent Trustee	4 years
Co-opted Trustee	4 years

The checklist for the induction of new trustees can be found later in this document.

ASSOCIATE MEMBERS

The Board of Trustees can choose whether to appoint associate members of the Board, in addition to the agreed Constitution, and would need to agree what voting and attendance rights any associate member was granted. Any agreement in relation to these matters should be clearly minuted at a full Board meetings

APPOINTMENT OF THE CLERK

The Board of Trustees is required to appoint a clerk. The clerk may not be a trustee, an associate member of the Board or the Headteacher of the school.

The Board of Trustees resolves that the Clerk to the Board is: Director of Finance and Operations / Company Secretary

There are some procedural matters not detailed in these Standing Orders that are laid down in the Articles of Association, such as:

- ○ Convening meetings
- ○ The proceedings of meetings
- ○ Removal of the chair or vice-chair from office
- ○ Suspension of a trustee

The clerk to the Board should ensure that the work of the Board of Trustees complies with the Articles.

QUORUM

Decisions cannot be taken at a full Board meeting unless a minimum number (quorum) of trustees is present. The Regulations require one half (50%) of the existing membership of the Board to be present before decisions can be made, rounded up to the nearest whole number (except under Article 116 of the Articles of Association where a quorum of 2/3 is required).

The Board of Trustees notes the requirements in respect of a quorum. According to our Instrument of Government the new quorum requirement for full Board of Trustee meetings equates to **11** trustees (when the Board is complete).

COMMITTEES AND WORKING PARTIES

DEFINITIONS

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

A WORKING PARTY of the Board is set up with the Trustees deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the full Board (or a relevant committee if responsibility has been delegated to a committee) for approval.

MEMBERSHIP OF COMMITTEES

The terms of reference of committees should be included with the STANDING ORDERS file. The membership of committees is listed below. A Chair must be appointed each year to each committee, elected by the board or the committee members, if the board agree to delegate this task. The Board is required to appoint a clerk to each committee. This cannot be the headteacher but can be another trustee.

Committee Name	Membership	Quorum*
Staff Dismissal Committee (First)	E Charles E Bloomfield J Lavender C Hollingshead	3 trustees
Dismissal Appeal Committee	S Ellison L Kennaway	3 trustees
Disciplinary / Conduct Committee	E Bloomfield E Charles C Hollingshead L Kennaway T Greifenberg	3 trustees
Complaints Committee	T Bloomfield E Charles C Hollingshead J Lavender R Gammon	3 trustees

Committee Name	Membership	Quorum*
Curriculum & Quality Committee	E Bloomfield S Cade - VC E Charles R Gammon **C Hollingshead - C** N Wilkes S Ellison A Filmer-Bennett L Tomkins	4 trustees
Resources, Risk and Audit	**Ben Rowlands - C** S Ellison R Gammon T Greifenberg R Hill T Penberthy L Kennaway J Lavender – VC H Wilson	4 trustees
Admissions	**R Gammon** M Garrick	1 Trustee (HT) and 1 member of SLT
Pay and Performance	**S Ellison – C** E Charles E Bloomfield S Cade R Gammon	3 trustees
Head's Appraisal Committee	**S Ellison – C (Chair of Trustees)** R Hill S Cade	Recommends to Board
WORKING PARTIES		
The Data Group	**L Tomkins - C** S Cade S Ellison A Filmer-Bennett N Twelves C Hollingshead	N/A (non-decision making)
Learning Working Group (LWG)	T Greifenberg R Hill L Kennaway	
Strategy Working Group	S Ellison R Hill R Gammon B Rowlands	

BEST PRACTICE FOR COMMITTEE MANAGEMENT

- Agendas should be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers should be available to all trustees (not just those on the committee).
- Minutes should be circulated to all trustees (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.
- Committee members should feedback at the Board of Trustees on the work of the committee and any decisions taken.

DELEGATION OF FUNCTIONS

The Board of Trustees can delegate any of its statutory functions to a committee, a trustee or the Headteacher, subject to the restrictions described below. The Board must review the delegation of functions annually. A Board of Trustees will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions **cannot** be delegated:
- The constitution of the Board of Trustees
- The appointment or removal of the Chair or Vice-Chair
- The appointment of the Clerk
- The suspension of trustees
- The establishment of committees and delegation of functions
- The approval of the annual report and accounts

The Board of Trustees can still perform functions it has delegated. This enables the Board to take decisions on matters that are discussed at meetings on functions that have been delegated.

Please note that any individual or committee to whom a decision has been delegated must report to the Board in respect of any action or decision made.

The Board of Trustees agrees the delegation of the functions to committees and the Headteacher as described in the terms of reference for the Staff Dismissal, Dismissal Appeal, Disciplinary/Conduct, Curriculum, Personnel and Resources Committee.

The Board of Trustees agrees to delegate approval of school policies to the appropriate committee provided that adoption of the policy is agreed unanimously in a quorate meeting. In the event that a unanimous decision cannot be reached, the policy will be considered formally by the full Board. Similarly, the Pay and Performance committee can approve staff pay awards when agreed in a quorate meeting.

The Board of Trustees agrees the delegation to the Chair, who the Regulations say can "act in cases which may be deemed urgent i.e. where a delay in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school". The Regulations add that the Vice-Chair can act in the same circumstances, if the Chair is unable to exercise the function for some reason.

*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of Board of Trustees or of a committee to which the function in question has been delegated, to be held.

Trustee Links

One of the best and most effective ways in which a Trustee can get to know about the school is to visit during the school day and see it at work, talking to staff and students and finding out what happens in the school and the classrooms. This is detailed in the Trustee Visiting the School Policy.

The Trustees resolve to link non-staff Trustees to specific departments as well as more specific responsibilities as follows:

TRUSTEE	LINK / RESPONSIBILITY	SEF Dates
E Bloomfield	Geography Post 16	18 October 2023 22 May 2024
	Pupil Premium	C&Q 25 Jan 2024
S Cade	English	3 January 2024
E Charles	Science	6 March 2024
S Ellison	PE	11 October 2023
	PSHE	21 March 2024
T Greifenberg	School Parliament Expressive Arts	29 November 2023
R Hill	Mathematics	10 January 2024
C Hollingshead	RPE	31 January 2024 (combined with History)
L Kennaway	Safeguarding Lead	Termly
L Kennaway	Careers H&S Trustee	
J Lavender	Design and Technology H&S Trustee	20 March 2024

	MFL	8 November 2023
L Tomkins	Pastoral	19 June 2024
H Wilson	SEN	8 May 2024
B Rowlands	ViBE	17 January 2024
C Hollingshead	History	31 January 2024 (combined with RPE)

Trustee induction checklist

Completion during the first 3 months of Appointment		
Action	**Who to Organise**	**Date Complete**
Welcomed to the trust by the chair of the Board of trustees to include: • How the Board and Trustees operate • What the Trustee's role is and what it is not. • Current successes and challenges for the Board. • Introduced to the trustees and their specific roles including Safeguarding • Outline of the code of conduct for Trustees	Chair to Trustees	
Ask new Trustee if they would like a buddy appointed and arrange if required	Chair to Trustees	

Action	Who to Organise	Date Complete
Meet with Clerk / Company Secretary to Trustees to include: • Overview of the Trust's governance structure • The Board's Committee and Working Group Structure • Where to find key pieces of information that Trustees require such as meeting docs and School Development Plan • Meeting schedule and meeting administrative arrangements • Policy Documents and review / approval approach • Academy Trust Handbook / Governance Handbook • Outline of SLT responsibilities and structure • Contact details for all trustees • Issue new access badge and explain systems for site access • Trustee Expenses and Claims	Clerk to Trustees	
Booked in a "walk and talk" tour with the Headteacher	New Trustee / Clerk / Head	
Complete a declaration of interests / related parties and brief bio for the Website	New Trustee / Clerk	
Register for Trustee access to the NGA Website	Clerk	
Book onto a New Trustee training course with partner	Clerk	

Completion during the first 6 months of Appointment		
Action	**Who to Organise**	**Date Complete**
Allocated a link Trustee Department	Chair of Trustees	
An outline of how Trustees visit the school and the accompanying policy		
Complete a Skills Audit and add to Board data	New Trustee	
Identify any specific training that the Trustee may feel would support them with the role	New Trustee	

Completion during the first 12 months of Appointment		
Action	**Who to Organise**	**Date Complete**
Completed the Induction Training provided externally by partner	New Trustee	
Completed Safer Recruitment Training to support recruitment in school	Clerk / New Trustee	