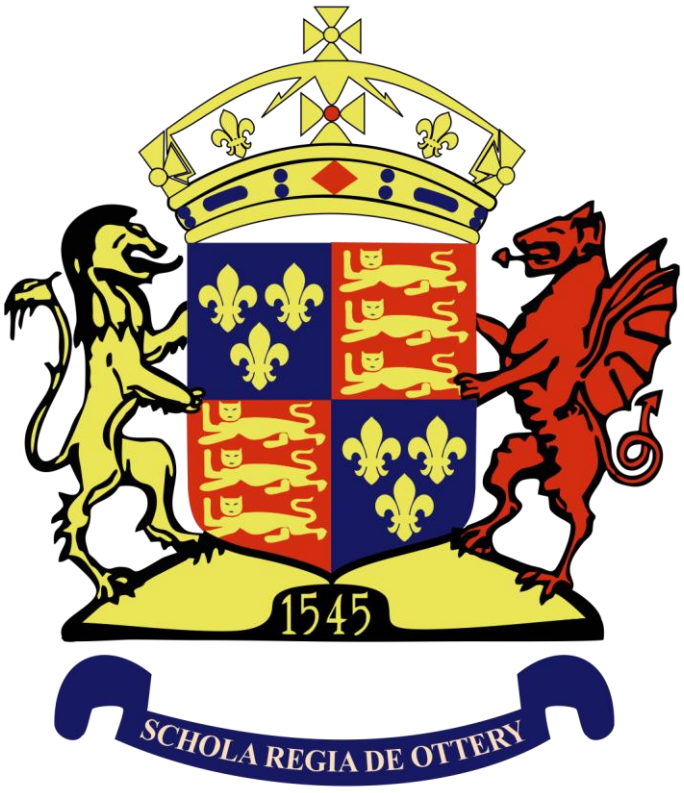


Standing Orders for the Procedural Works of The King's School Board of Trustees.

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

Policy Change Control

Policy Owner	Clerk
Approved By	Board of Trustees
Date of Last Approval	July 2026
Next Revision Due	July 2027

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
19/10/2023	2.0	DFO	Update to dates, Trustee membership, Committee members, and SEF dates. Change SBM to DFO
19/10/2023	2.0	Trustees	Approved
18/03/2024	2.1	DFO	Update to Trustee membership, separation of R,R&A, Committees, Committee members, Link Trustee roles,
26/03/2024	2.1	Trustees	Approved
13/09/2024	2.1	DFO	Update to Dates, Trustee Memberships, SEF dates and new Scheme of Delegation.
17/10/2024	2.1	Trustees	Approved with minor changes
29/10/2024	2.2	DFO	Update to link trustees (to incl. onboarding trustees), removal of E Charles, removal of SWG, inclusion of Strategic Plan Implementation Working Group.
06/06/2025	2.3	DFO	Update to Dates, Trustee Memberships, SEF dates
10/07/2025	2.3	Trustees	Approved
23/05/2026	2.4	DFO	Update to Dates, Trustee Memberships, SEF dates
09/07/2026	2.4	Trustees	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 2025/2026 as follows:

AUTUMN

Thu 24 September 2026	C&Q	17:30
Thu 22 October 2026	Board of Trustees	17:30
Tue 10 November 2026	C&Q	17:30
Thu 12 November 2026	Pay and Performance	17:30
Thu 19 November 2026	R, R&A	17:30
Tue 8th December 2026	Board of Trustees	17:30

SPRING

Tue 9 March 2027	C&Q	17:30
Thu 11 March 2027	R, R&A	17:30
Tue 16 March 2027	Board of Trustees	17:30
Tue 23 March 2027	Members AGM	17:30

SUMMER

Thu 20 May 2027	R, R&A	17:30
Tue 8 June 2027	Data Group*	17:30
Tue 15 June 2027	C&Q	17:30
Tue 29 June 2027	R, R&A	17:30
Thu 8 July 2027	Board of Trustees	17:30

* 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, prior to the election taking place. 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 a trustee can stand for office if they are unable to be present at the meeting
- 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: Lucy Kennaway
The Board of Trustees resolves that the Vice-Chair to the Board is: Charlotte Hollingshead

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 or a Sub-Committee meeting unless a minimum number (quorum) of trustees is present. The Regulations require one half (50%) of the existing membership of the Board or Sub-Committee 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)	**Chair of Trustees - C** J Lavender C Hollingshead	3 trustees
Dismissal Appeal Committee	**Chair of Trustees - C** T Greifenberg H Wilson	3 trustees
Disciplinary / Conduct Committee	C Hollingshead – **Joint C** L Kennaway – **Joint C** S Davies H Wilson L Partridge L Dalton L Partridge	3 trustees
Complaints Committee	As Staff Dismissal or Disciplinary Committee and an Independent Person.	3 trustees
Curriculum & Quality Committee	**C Hollingshead - C** S Brassington S Davies - VC A Bennett R Gammon V Griffin P Hammett L Partridge O Rowlands	5 trustees

Committee Name	Membership	Quorum*
Resources	**H Wilson - C** L Dalton D Edmondson R Gammon T Greifenberg L Kennaway J Lavender – VC T Penberthy	5 trustees
Risk and Audit	**H Wilson - C** L Dalton D Edmondson R Gammon (attendance only) T Greifenberg L Kennaway J Lavender – VC T Penberthy (attendance only)	3 trustees (excl. staff trustees)
Admissions	**R Gammon** G Penman	1 Trustee (HT) and 1 member of SLT
Pay and Performance	**Chair of Trustees - C** S Brassington H Wilson	3 trustees
Head's Appraisal Committee	**Chair of Trustees - C** S Davies L Partridge	Recommends to Board
WORKING PARTIES		
The Data Group	**C Hollingshead - C** A Bennett V Griffin N Twelves	N/A (non-decision making)
Learning Working Group (LWG)	**H Wilson - C** L Dalton R Tait	N/A (non-decision making)
Strategic Plan Implementation Working Group	T Greifenberg C Hollingshead T Penberthy R Tait R Gammon	N/A (non-decision making)

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).
- All relevant meeting documents should be circulated to all trustees on the specific Board or Sub-Committee (and made available to all other Trustees) 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.

A Scheme of Delegated Authorities table can be found in Appendix 2.

Please note that any individual or committee to whom a decision has been delegated <u>must</u> 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 Terms of Reference for each sub-committee can be found in the 'Reference Documents' folder on the GovernorHub portal for Trustees.

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
P Hammett	PSHE	30 September 2026
D Edmondson	MFL	14 October 2026
C Hollingshead	History	4 November 2026
V Griffin	Business & Computing	18 November 2026
J Lavender	Art, Design and Technology Health & Safety	2 December 2026
L Kennaway	English	6 January 2027
L Partridge	Mathematics	20 January 2027
Sarah Brassington	Geography	3 February 2027
H Wilson	Science Health & Safety	24 February 2027 n/a
T Greifenberg	Performing Arts School Parliament	10 March 2027
P Hammett	RPE	14 April 2027
V Griffin	PE	28 April 2027
S Davies	Skills for Learning SEN & Pupil Premium	12 May 2027 n/a
L Dalton	Post 16 Safeguarding Lead	26 May 2027 n/a
Vacant	Pastoral	16 June 2027
L Kennaway	Safeguarding Lead	n/a n/a

APPENDIX 1 - 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	
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 • Overview of the School's financial position • 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 • Understanding of requirements of dept visits.	Clerk to Trustees	
Book in a "walk and talk" tour with the Headteacher to understand school objectives	New Trustee / Clerk / Head	
Book in a meeting with the Director of Finance to understand the basics of school finance	New Trustee / Clerk / DFO	
Complete Trustee Confirmations	New Trustee / Clerk	
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	
Complete mandatory training via Every (e.g. Safeguarding)	New Trustee / Clerk	

Book onto a New Trustee training course	Clerk	
Book onto a Safeguarding Level 2 course	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	
Book onto a Safer Recruitment training course	Clerk	

Completion during the first 12 months of Appointment		
Action	**Who to Organise**	**Date Complete**
Completed any non-mandatory induction training.	New Trustee	
Completed Safer Recruitment Training to support recruitment in school	Clerk / New Trustee	

APPENDIX 2 – Scheme of Delegated Authority

The King's School - Scheme of Delegation

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓						
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓						
	Establish an independent appeals panel when there are admissions appeals	✓						
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days							✓

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓				✓		
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓				✓		
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16	✓	✓					✓
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13	✓	✓					✓
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13, as part of the school's career guidance offer	✓	✓					✓
	Make day-to-day spending decisions under the amount of <=£30k (if not already approved in the budget by Trustees)							✓

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
Finance and budgets	Appoint senior executive leaders as an accounting officer **and** a chief financial officer of the trust (these must not be the same person)	✓						
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓		✓				✓
	Appoint an auditor	✓			✓			
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)							✓
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation							✓
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)				✓			✓

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)	✓						
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓						
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and senior employees	✓						
	Monitor impact of pupil premium funding	✓	✓	✓				✓
Trustee board procedures	Hold full board of trustees' meetings at least 3 times a year	✓						
	Elect a chair and vice-chair of trustees	✓						
	Appoint a clerk	✓						

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
	Determine the constitution, membership and terms of reference of any committee and working group it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓						
	Check that all statutory policies and documents are in place	✓						
	Delegate functions to committees and individuals	✓						
Health and safety	Monitor the implementation of the health and safety policy	✓		✓				✓
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓		✓				✓
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓		✓				✓
Parents and the community	Make sure the required information is published on the school website	✓						✓
	Approve a complaints procedure	✓						

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓						
	Make sure the school complies with the Freedom of Information Act 2000	✓						✓
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓						✓
Pupil wellbeing	Make sure eligible pupils receive free school meals	✓						✓
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training							✓
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓						✓
	Make arrangements for supporting pupils with medical conditions	✓	✓					✓

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓					✓
	Make sure the school has effective safeguarding policies and procedures in place	✓						✓
	Make sure a trustee takes leadership responsibility for safeguarding and that they receive appropriate training	✓						
	Make sure trustees receive safeguarding training	✓						✓
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓		✓				✓
	Appoint a member of staff to be the designated safeguarding lead							✓
	Make sure that effective support is provided for any employee facing an allegation							✓
Special educational needs	Designate a member of the trustee board or a committee to have oversight of the school's arrangements for SEND	✓						

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
and disabilities (SEND)	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓					✓
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child							✓
	Make sure the school produces its school SEN information report and publishes it online		✓					✓
	Co-operate with the LA in developing the local offer							✓
	Make sure the school follows the statutory SEND Code of Practice	✓	✓					✓
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	✓						✓
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching							✓

Function	Task	Full Trustee Board	Responsible Sub-Committee C&Q	Responsible Sub-Committee Resources	Responsible Sub-Committee Risk & Audit	Disciplinary Committee	Individual Trustee	Headteacher
Staffing matters	Appoint a headteacher	✓						
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓						✓
	Make sure employment law and guidance is being followed	✓						✓
	Approve staffing structure changes		✓	✓				✓
	Dismiss the headteacher	✓						