



The Standing Orders of the Forest High School, Local School Board

This document should be read in conjunction with the SGS Multi Academy Trust Standing Orders and Forest High School Local School Board Terms of Reference (Appendix A)

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Membership of the School Board

The composition of the School Board is approved by the Trust and is recorded in the School Board composition document, please see Appendix B.

The School Board will adopt an agreed Code of Conduct, please see Appendix C.

Recruitment of School Board members will be progressed through Governance search organisations, open advertisement and personal contacts/approaches as deemed appropriate. School Board member applicants will complete approved School Board member application form, equal opportunities form and a skills assessment matrix. Interview of applicants will normally be undertaken at a School Board meeting or by a panel of School Board members. Recommendation of appointment will be made via the School Board to the Trust at their next meeting, or by a report and recommendation from the interview panel. Further details can be found in the Trust document – Procedure for the appointment, re-appointment, induction and training of School Board members, which can be provided on request to the Clerk to the School Board.

Clerk to the Local School Board

A Clerk to the School Board will be appointed and the School Board must have regard to advice from the Clerk as to the nature of the School Boards functions.

Meetings

The School Board will meet as often as necessary to fulfil its responsibilities but as a minimum, at least formally 5 times a year (terms 1, 2, 3, 4 and 6). Informal meetings may be convened for the purpose of Stakeholder Engagement activities. Please see the School Board meetings schedule in Appendix D. Detail of how these meetings are organised can be found in Appendix E.

All meetings will be convened by the Clerk after consultation with the Chair (or if unavailable, the Vice Chair).

The Chair may call a meeting with a shorter notice period if it is considered 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 suspension of any School Board member.

School Board members must be present at a meeting to participate and vote. School Board meetings may be held by electronic/virtual means if required (for example due to Covid 19 considerations).

In the absence of either the Chair or the Clerk at a meeting, the School Board will agree a replacement for the meeting.

School Board members will observe complete confidentiality when matters are deemed confidential or where they concern members of staff or pupils, both inside or outside school and act at all times in accordance with the agreed Code of Conduct.

The Clerk will maintain a School Board members Register of Interests. School Board members 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.

If there is a dispute about a person being required to withdraw from a meeting, the matter of withdrawal shall be determined by the School Board with advice from the Clerk.

Quorum and Decisions

Please refer to The Forest High School Local School Board Terms of Reference (Appendix A)

Each member of the School Board shall have one equal vote. Where there is an equal division of votes, the Chair of the School Board will have the casting vote. Voting by proxy is not permitted.

Decisions of the School Board are binding on all members.

Should matters arise requiring urgent agreement within the School Board Terms of Reference, the School Board authorises the Chair (or if he/she is not available, the Vice Chair) to act on behalf of the School Board in matters requiring agreement prior to the next meeting and where delay would be detrimental to the efficient discharge of the School Board business, the interests of the School, Trust; a pupil; his/her parents or carers; or a member of staff. In such cases the Chair will ensure that the Clerk is informed of the action taken and that a written record may be maintained and the matter brought to the attention of the next meeting of the School Board, or if appropriate a specially convened extraordinary meeting of the School Board so that the action may be noted.

When appropriate the Chair may gain input and agreement from School Board members via direct communication.

Chair and Vice Chair

South Gloucestershire and Stroud Multi Academy Trust will appoint a Chair of the Local School Board.

The Vice Chair will be elected from within its members for a term of office determined by the members. The Vice Chair shall be eligible for re-election at the end of their term of office. If the Chair resigns or has to relinquish their office, South Gloucestershire and Stroud Multi Academy Trust will appoint a Chair of the Local School Board to fill that vacancy at their next meeting.

If the Vice Chair resigns or has to relinquish their office, the School Board must elect one of their number to fill that vacancy at their next meeting.

Delegation of Functions

The School Board has no delegated functions to Committees at this time. There are no functions delegated to individual School Board members at this time.

Where any power or function of the School Board or Trust Board has been exercised by the School Board or School Board Committee, the School Board or School Board Committee shall report to the School Board or Trust Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the School Board/Trustees immediately following the taking of the action or the making of the decision.

No action may be taken by an individual School Board member unless authority to do so has been formally delegated by the School Board. This does not preclude the Chair or Vice Chair taking action under their emergency powers.

The delegation of functions will be reviewed annually.

Committees of the School Board

South Gloucestershire and Stroud Multi Academy Trust must agree any Committees of the Local School Board.

Where committees are agreed by the Trust, each committee must have a Chair, Clerk and terms of reference which includes quoracy requirements for that committee.

There are no Committees of the School Board at this time.

Nominated School Board members

School Board member lead/link roles shall be decided from time to time and will be reviewed on an annual basis or as required.

Details of Trust Governance arrangements and documentation can be found on the Trust website.

<http://academytrust.sgscol.ac.uk/governance>

Declaration

The School Board, at its meeting on 28 September 2021 resolved to adopt these Standing Orders.

Signed: (Chair)

Date: 28 September 2021