

## **The Standing Orders of SGS Forest High Local School Board**

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

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### **Membership of the Local School Board**

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

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

Recruitment of Local School Board members will be progressed through Governance search organisations, open advertisement and personal contacts/approaches as deemed appropriate. Local School Board member applicants will complete approved Local School Board member, equal opportunities form and a skills assessment matrix. Interview of applicants will normally be undertaken at a Local School Board meeting or by a panel of Local School Board members. Recommendation of appointment will be made via the Local 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 Local School Board members, which can be provided on request to the Governance Officer to the Local School Board.

### **Governance Officer to the Local School Board**

A Governance Officer to the Local School Board will be appointed and the Local School Board must have regard to advice from the Governance Officer as to the nature of the Local School Board's functions.

## **Meetings**

The Local School Board will meet as often as necessary to fulfil its responsibilities but as a minimum, at least formally five times per year (term 1, 2, 3, 4 and 6). 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. Informal meetings may be convened for the purpose of Stakeholder Engagement activities. Please see the Local 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 Governance Officer.

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 Local School Board member.

Local School Board members must be present at a meeting to participate and vote.

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

Local 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 Governance Officer will maintain a Local School Board members Register of Interests. Local 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 Local School Board with advice from the Governance Officer.

## **Quorum and Decisions**

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

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

Decisions of the Local School Board are binding on all members.

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

When appropriate the Chair may gain input and agreement from Local 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 Local School Board must elect one of their number to fill that vacancy at their next meeting.

### **Delegation of Functions**

The Local School Board has not 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 Local School Board or Trust Board has been exercised by the Local School Board or Local School Board Committee, the Local School Board or Local School Board Committee shall report to the Local 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 Local School Board/Trustees immediately following the taking of the action or the making of the decision.

No action may be taken by an individual Local School Board member unless authority to do so has been formally delegated by the Local 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 Local 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, Governance Officer and terms of reference which includes quoracy requirements for that committee.

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

### **Nominated Local School Board members**

Localised 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 Local School Board, at its meeting on 27<sup>th</sup> September 2023 resolved to adopt these Standing Orders.

Signed: Peter Johnson (Acting Chair)

Date 27 September 2023