

STANDING COMMITTEE OF THE GOVERNING BODY

1. Membership

Members of the Standing Committee shall be:-

- (i) The Chair of the Governing Body who shall be Chair of the Standing Committee.
- (ii) The Vice-Chair of the Governing Body who may also be chair of one of the Committees and who shall chair the meeting in the absence of the chair.
- (iii) The Chair of the Finance Committee
- (iv) The Chair of the Curriculum Committee
- (v) The Chair of the Personnel Committee
- (vi) The Chair of the Estate Management Committee
- (vii) The Chair of the Admissions Committee
- (viii) The Headteacher. In the absence of the Headteacher a deputy may represent him/her subject to the agreement of the chair of the meeting.

2. Quorum

A quorum shall consist of not less than five Governors.

3. Remit

3.1 The Governors' Standing Committee is responsible to the Governing Body.

3.2 The Committee shall be empowered to make decisions which will enable compliance with Governors approved budgets and policies, legislation and regulation. The Committee shall have no power to pass resolutions to commit the Governing Body unless they are specifically empowered by resolution of the full Governing Body.

3.3 Specifically the Committee shall:-

- (a) Receive the minutes of all Governors main Committees, consider proposals made by the Committees, the Headteacher and others where appropriate, identify matters which need to be reported or recommended to the Governing Body and matters on which a resolution of the Governing Body is required.
- (b) Report on its proceedings and any action taken not covered in (a) above, make recommendations and propose resolutions to the Governing Body.
- (c) Commission further consideration of any matter by a Committee or in such other ways as it deems appropriate.
- (d) Contribute to the formulation of the School Development Plan for approval by the Governing Body.
- (e) Instruct the Headteacher to take such action as may be necessary to comply with the School's budgets, legislation, regulations and the policies of the Governing Body.
- (f) Review regularly sections 4 and 5 of the School Development Plan, which is based upon the Visions and Values adopted by the Governing Body, and oversee its annual update.
- (g) Regularly monitor and review the Governors' policies for GDPR, Collective Worship and Complaints, together with the Governors' Code of Conduct and school's Vision and Values.
- (h) Consider such other matters as it deems appropriate.

4. Proceedings

- 4.1 The Standing Committee shall meet before every Governing Body meeting to consider the Agenda for that meeting and at such other times as may be necessary. Meetings may be held in person or virtually, using a secure platform.
- 4.2 A person shall be appointed to service the Committee but shall not be entitled to vote.
- 4.3 The Committee shall organize its proceedings in accordance with the [Governance Handbook](#).
- 4.4 The Committee shall make minutes of their meetings and signed minutes of all meetings shall be kept in a ring binder file.
- 4.5 Agendas and relevant papers for all meetings of the Committee should be sent so as to arrive seven days prior to the meeting. Minutes of Committee meetings should be circulated to all Governors not more than 14 days after the meeting.
- 4.6 Copies of Committee agendas and minutes, except confidential items, shall be made available at the School and open to anyone for inspection. Confidential minutes of a matter considered at a Committee meeting will be circulated only to members of the Committee.

Reviewed
September 2020