

STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST

STANDING ORDERS RELATING TO MEETINGS OF THE LOCAL ACADEMY COUNCIL

1 POWERS OF THE PERSON PRESIDING AT THE MEETING

Any power or duty given to the Chair in relation to the conduct of meetings may be exercised by the person presiding at the meeting.

2 COMPOSITION OF THE LOCAL GOVERNING BODY

The number of Local Governing body members is determined by the Trust

The Local Governing body shall have the following members

Up to 6 voluntary/community members

1 staff member

2 parent member

The Head Teacher

Voluntary/Community members of the Local Governing body shall be appointed for a period of four years.

Subject to remaining eligible any member of the Local Governing body may be re elected at the end of their term of office.

3. QUORUM

- (i) The Quorum for a meeting of the Local Governing Body shall be 40% of the number of Local Governing body members currently appointed and entitled to vote provided that this shall include at least 3 voluntary/community governors
- (ii) The Quorum for any meeting of the Committees shall be three to include at least one Voluntary/Community Local Governing body member.

4 APPOINTMENT OF STAFF GOVERNORS

Staff members of the Local Governing body will be elected in accordance with the process approved by the Directors of the Trust.

Staff members will be appointed for a period of 2 years.

5 APPOINTMENT OF PARENT GOVERNORS

- (i) Parent members of the Local Governing body will be elected or appointed in accordance with the process approved by the Directors of the Trust
- (iii) The election or appointed Parent members of the Local Governing body must be a parent of a Registered pupil at one or more of the Academies at the time when he/she is elected or appointed or if not reasonably practicable a person

who is the parent of a child of compulsory school age.

- (iv) The number of parent members of the Local Governing body required shall be made up by parent members appointed by the Directors if the number of parents standing for election is less than the number of vacancies
- (v) The Directors shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent member of the Local Governing body including any question of whether a person is a parent of a registered pupil at one of the Academies.
- (vi) Any election of a Parent member which is contested shall be held by a secret ballot
- (vii) Arrangements for the election of a parent member should provide for every person who is entitled to vote in the election to do so by post or, if he/she prefers by having his/her ballot paper returned to the Academy Trust by a registered pupil at the Academy
- (viii) Where a vacancy is to be filled by election, such steps shall be taken as reasonably practicable to ensure that every person known to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- (ix) Parent Governors will be appointed for a period of 2 years.

6 APPOINTMENT OF CHAIR AND VICE-CHAIR OF THE LOCAL GOVERNING BODY

- (i) The Chair and Vice-Chair shall be elected by the Academy Trust
- (ii) A member who is an employee of the Academy or a parent member of the Local Governing Body shall not be eligible for election as Chair or Vice Chair
- (iii) A retiring Chair or Vice Chair shall be eligible to be re-appointed
- (iv) The Chair or Vice Chair may at any time resign his/her office by giving notice in writing to the Clerk
- (v) The Chair or Vice Chair shall cease to hold office if:
 - He/she ceases to be a member of the Local Governing body
 - He/she is employed by the Academy Trust
 - He is removed from office by the Directors
 - In the case of the Vice Chair, he is elected to fill the vacancy as Chair
- (vi) The Vice Chair shall act as Chair when the chair is absent from the meeting
- (vii) Where the Chair and the Vice Chair are both absent, the Local Governing body meeting shall not take place and will be rescheduled as soon as possible on a date when the Chair or Vice Chair is able to attend.
- (viii) The Chair and Vice Chair of the Committees will be appointed by the Local Governing Body

7 AGENDAS AND PAPERS FOR LOCAL GOVERNING BODY MEETINGS AND MEETINGS OF COMMITTEES

- (i) The agenda and papers to be considered by the Local Governing body/Committee shall be forwarded to members within 7 calendar days of the meeting
- (ii) Late and tabled papers should be avoided where possible
- (iii) A full copy of the agenda and papers for each meeting will be retained at the Academy for inspection

8 URGENT BUSINESS

The Chair shall be notified of any items of urgent business to be raised as any other business at the start of the meeting.

9 MINUTES

- (i) A copy of the minutes of meetings of the Local Governing Body/Committee shall be circulated to members and the Directors of the Trust after approval by the Chair and within 14 days of the meeting having taken place. Confidential minutes shall be circulated to members/Trustees entitled to receive them.
- (ii) Save where (iv) below applies, at every meeting of the Local Governing body/Committee the minutes of the last meeting shall be taken as an agenda item. If agreed, the minutes are to be signed as a true record by the Chair of the meeting.
- (iii) Separate minutes shall be taken of confidential items and those parts of meetings from which staff or other members have withdrawn. Those members will not be entitled to see the minutes of the part of the meeting from which they have withdrawn.
- (iv) Where a meeting is a special meeting convened in accordance with Standing Orders, there is no requirement that minutes from the previous meeting of the Local Governing Body/Committee shall be considered but these shall be considered at the next meeting which is not a special meeting of the Local Governing Body/Committee

10 MEETINGS

- (i) The Local Governing Body shall hold at least three meetings in each school year.
- (ii) The Local Governing Body/Committees shall meet in accordance with a timetable approved by the Directors and the Local Governing Body
- (iii) Any three members of the Local Governing body may, by notice in writing given to the Clerk, requisition a meeting Special meeting of the Local Governing body
- (iv) Where the Chair (or in the Chairs absence the Vice Chair) determines on the

grounds that there are matters demanding urgent attention, it shall be sufficient if the written notice of a meeting, and the copy of the agenda are given within a shorter period than 7 clear days.

- (iv) Members of the Local Governing body shall not be bound in their speaking and voting by mandates given to them by other bodies or persons.
- (v) A meeting of the Local Governing body shall be terminated forthwith if:
 - The members so resolve
 - The ceases to be a quorum
- (vi) Where a meeting is not held or is terminated as above before all business on the agenda has been dealt with, a further meeting shall be convened on a date and time determined by the members of the Local Governing body prior to termination of the meeting.

11. ATTENDANCE AT MEETINGS

- (i) The Clerk to the Local Governing Body shall attend at all meetings of the Local Governing body/Committee
- (ii) If the Clerk to the Local Governing Body withdraws from a meeting or part of it the Local Governing Body/ Committee shall appoint from their number a person to act as Clerk.

12. PROCEEDINGS AT MEETINGS

- (i) Every question to be decided at a meeting of the Local Governing Body/Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.
- (ii) No resolution of the members may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- (iii) Staff and parents members will leave the meeting when issues relating to the salary of members of individual staff at the Academy are subject to discussion or in any other circumstance where the Local Governing body resolve.

13. DECLARATIONS OF INTEREST

- (i) Members of the Local Governing Body will make an annual declaration of interest
- (ii) At every meeting, members of the local governing body will be asked to declare any relevant interest as soon as he/she is aware of it.
- (iii) A member shall not take part in any discussions and shall leave the meeting where it is possible that a conflict will arise between his/her duty to act solely in the interests of the Academy and any duty or personal interest (including but not limited to any Personal Financial Interest).

14. METHOD OF VOTING

- (i) Every question shall be determined by a show of hands.
- (ii) If three members so request, before the vote is taken, the voting on any question shall be recorded so as to show whether each member present gave his/her vote for or against the question, or abstained from voting.
- (iii) Where three members so request before the vote is taken, the voting on any question shall be taken in secret, each member recording on a sheet of paper whether that person cast his/her vote for or against the question or abstained from voting.
- (iv) Immediately after a vote is taken at a meeting, any member may require that there shall be recorded in the minutes of the proceedings of that meeting, whether that person cast his/her vote for the question or against the question or whether he/she abstained from voting.

15. DISORDERLY CONDUCT

If at a meeting of the Local Governing Body/Committee, any member of the Local Governing Body in the opinion of the Chair, misconducts himself/herself by persistently disregarding his/her ruling or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Local Governing Body the Chair shall propose a resolution that the member leave the meeting and if seconded and passed the member shall be required to leave.

In the event of a general disturbance which, in the opinion of the Chair, makes the due and orderly despatch of business impossible, the Chair may without question adjourn the meeting for such period as he/she considers expedient.

16. CHAIRS ACTION

- (i) The Chair of the Governing Body shall be authorised to act on behalf of the Local Governing Body in relation to any delegated authority, when there is a matter requiring urgent attention and any delay would disadvantage the Academy, and the circumstances are such that a special meeting of the Local Governing Body cannot practically be convened.

In the absence of the Chair, the Vice-Chair shall be authorised to take Chairs action in relation to urgent business.

All items of Chairs action will be reported to the next meeting of the Local Governing Body.

- (ii) The Chair shall also be authorised to take routine action on behalf of the Local Governing body to include: -

The signing of routine documents

Agreeing detailed aspects of the implementation of matters agreed by the Local Governing Body

- (iii) The Chair shall also be authorised to take any action specifically delegated to him/her by the Local Governing Body and/or the Trust

In authorising the Chair to take action, the Local Governing Body/Trust accepts corporate responsibility for that action.

17. ATTENDANCE CRITERIA

- (i) General meetings of the Local Governing Body/Committees will take place in accordance with the approved timetable. Special meetings of the Local Governing Body will be arranged as required and in accordance with these Standing Orders.
- (ii) Members are expected to attend at no less than 70% of the meetings of the Local Governing Body and 65% of meetings of the Committees. The Clerk will report annually on attendance levels.

18. DISQUALIFICATION/REMOVAL/RESIGNATION OF MEMBERS

- (i) A member of the Local Governing body may resign his office by giving notice to the Chair and to the Clerk
- (ii) A member of the Local Governing body will cease to hold office if he/she is removed by the Directors
- (iii) No person can act as a member of the Local Governing body unless he/she is aged 18 or over. No current pupil or current student of any of the Academies shall be a member of the Local Governing body
- (iv) A member of the Local Governing body will be disqualified from holding or continuing to hold office if covered by the circumstances detailed in Articles 68-74, Articles 77-79 and Articles 97-98 which include:
 - that he/she becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs.
 - if he/she is absent without the permission of the Local Governing body from all their meetings held within a period of six months and the Local Governing body resolve that the office be vacated.
 - Bankruptcy or sequestration of his/her estate
 - where he/she is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986
 - where he/she is disqualified from acting as a Trustee by virtue of the Charities Act or where removed as a charity trustees due to misconduct or mismanagement in the administration of the Charity
 - where convicted of a criminal offence (excluding those spent under the Rehabilitation of Offenders Act 1974 as amended) or where the offence carries a maximum sentence of a fine or a lesser sentence (except for those offences included in s187 of the Charities Act 2011)
 - where the member of the Local Governing body has failed to provide a criminal records certificate at an enhanced disclosure level.
- (v) Where a member of the Local Governing body becomes disqualified in accordance with the provisions of Articles 68-74, Articles 77-79 and Articles 97-98 he/she shall give written notice to the Clerk

19. ACCESS TO DOCUMENTS

The Local Governing body shall ensure that a copy of:

- The agenda for every meeting of the Local Governing Body
- The draft minutes of every such meeting, if they have been approved by the person acting as Chairman of that meeting
- The signed minutes of each meeting
- Any report, document or other paper considered at any such meeting
-

are as soon as is reasonable practicable made available at the Academy to persons wishing to inspect them.

There may be excluded from any item required to be made available any material relating to:

- A named teacher or other person employed or proposed to be employed, at the Academy
- A named pupil at, or candidate for admission to, the Academy, and
- Any matter which, by reason of its nature, the members of the Local

Governing body are satisfied should remain confidential.

20 CONFIDENTIALITY

- (a) No member shall disclose to any person the whole or any part of the contents of any agenda, report or other document which is marked 'not for publication or confidential' unless and until the document has been made available to the public by or on behalf of the Local Governing Body
- (b) No member shall disclose to any person other than a member of the Local Governing Body, any matter arising during the proceedings of any Local Governing body meeting, Committee, Sub-Committee, panel or working group or any other matter coming to his knowledge by virtue of his/her office as a member of the Local Governing body where such disclosure would prejudice the interests of the Local Governing body and/or the Trust.

Approved September 2014