

# Hillingdon Governors' Meetings and Executive Committee Protocol

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Hillingdon Governors' Meetings are open to all school governors of schools in the London Borough of Hillingdon. The purpose of meetings is for the Local Authority and school governors to share information, ideas and problems with each other. The aim is to learn, share good practice, keep abreast of educational issues locally and nationally, and network with other governors and officers of the Local Authority.

## **1.0 Membership of Hillingdon Governors**

### **1.1 Membership - General**

- i)* All school governors from the London Borough of Hillingdon's schools may attend Hillingdon Governors Termly Meetings.
- ii)* New attendees (new and experienced governors) are always welcome.
- iii)* Hillingdon Governors Executive Committee and the Local Authority (LA) recommend that at least one member of every schools governing body attends the termly meetings to feedback information to their governing body about governance activities in the borough.
- iv)* The LA's Governor Support Service Officers and the Chief Education Officer may attend all termly meetings.
- v)* All attendees must register their meeting attendance on the 'Hillingdon Governors Meeting Attendance Register' (Appendix 1).
- vi)* From among the Executive Committee, a Chairperson and a Vice Chairperson shall be nominated and elected.

### **1.2 Roles of the Chair and Vice Chair of the Executive Committee**

The role of both Chair and Vice Chair is:

- To ensure that Hillingdon Governors Meeting activities are conducted appropriately and open to scrutiny.
- To ensure useful meeting agenda items are provided in consultation with the LA.
- To work effectively with the LA and other bodies.
- To carry out any duties delegated by the Executive Committee.
- To ensure that Hillingdon Governors Meetings are accessible to every governor in Hillingdon and promoted as widely as possible in liaison with the LA.
- To encourage the sharing of good practice and information among Hillingdon governors.

### **1.3 Election of Officers**

- i)* The Hillingdon Governors Executive Committee has decided upon the election process for the Chairperson and the Vice-Chairperson. The process will be confirmed at the September meeting of each academic year.
- ii)* The Clerk chairs the meeting for the item to elect the Chairperson.
- iii)* The Chairperson takes over the meeting, once elected, including the item to elect the Vice Chairperson.
- iv)* All categories of governor, including staff governors, who are members of the Hillingdon Governors Executive Committee, are eligible for the office of Hillingdon Governors Executive Committee Chair or Vice Chair.
- v)* The term of office for the Chair and Vice Chair is one academic year.
- vi)* Current or previous serving Chairs or Vice Chairs may stand for re-election.
- vii)* The Chair and Vice Chair will be elected every year at the first meeting of the Autumn Term.
- viii)* The Chair and Vice Chair shall remain in office unless they resign or cease to be governors.
- ix)* If the Chair or Vice Chairs resign or cease to be governors, the Executive Committee must hold an election at the next full meeting.

#### **1.4 Election Process for Chair and Vice Chair of the Executive Committee**

- i)* Governors will be able to submit written nominations prior to the full Hillingdon Governors Meeting and oral nominations at the meeting.
- ii)* A governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
- iii)* Nominee(s) will be asked to leave the room whilst the election process takes place.
- iv)* If there is more than one nominee, the remaining governors will take a vote by secret ballot. Papers for ballot form Appendix 2.
- v)* In the event of only one nominee for Chair, the nominee shall be declared Chair.
- vi)* The Local Authority's Governor Support Officer will tally the votes.
- vii)* One vote per governor per vacancy, regardless of how many governorships they hold.
- viii)* The nominee(s) will return to the room for the Governor Support Officer to announce the result.
- ix)* The nominee with the greatest number of votes being duly elected as Chairperson.
- x)* The nominee with the greatest number of votes being duly elected as Vice Chairperson.
- xi)* In the event of a tie, each candidate shall be given the opportunity to address the Hillingdon Governors Executive Committee and the members will vote again.

#### **1.5 Hillingdon Governors Executive Committee**

- i)* The Hillingdon Governors Executive Committee membership will be agreed at the first meeting of the year.
- ii)* The Hillingdon Governors Executive Committee will consist of the Chair and Vice Chair, and any other regular members willing to join the committee to actively contribute to the Executive Committee for at least one academic year.
- iii)* The Executive Committee shall discuss and plan termly meetings and agendas (via e-mail) at least one term in advance of the main Termly Meetings.

### **2.0 Termly Meetings of Hillingdon Governors**

#### **2.1 Conduct**

- i)* All governors shall have regard for the 'seven principles of public life' recommended by the Nolan Committee (Appendix 3).
- ii)* Apart from very specific instances where the Chair has to act or take decisions on behalf of Hillingdon Governors Executive Committee, governors should recognise that they have no individual powers and should only speak or act on behalf of Hillingdon Governors Executive Committee when specifically authorised.
- iii)* Hillingdon Governors shall at all times have regard for the School Standards and Framework Act 1998, The Education School Governance (Procedures) (England) Regulations 2003 and all other relevant and subsequent legislation.
- iv)* Governors have a duty to act fairly and without prejudice at all times. The overall good of Hillingdon Governors Meetings will always override governors personal feelings and individual concerns.
- v)* Governors should express their views openly within termly meetings but should ensure that they relate to matters proper for discussion by Hillingdon Governors Executive Committee.

- vi) When elected officers are unable to attend termly meetings, they should ensure that Local Authority's Governor Support Officer is notified in advance of the meeting.

## 2.2 Termly Meetings, Agendas and Papers

- i) The meeting dates are set during the summer term for the following academic year, and are set in consultation with the Chief Education Officer.
- ii) Termly meetings will take place shortly after the Hillingdon Headteachers' termly meeting.
- iii) Wherever possible, papers that governors will need to consider will be attached to the agenda and sent to all schools at least seven clear days in advance of the meeting and posted on the governors' area of the Hillingdon Grid for Learning Website. Electronic mail will be used where possible.
- iv) Copies of Agendas and papers can also be downloaded from the dedicated school governors web pages on the Hillingdon Grid for Learning, [www.hillingdongrid.org](http://www.hillingdongrid.org) (Children's Services/Schools/School Governors).
- v) All significant correspondence for Hillingdon Governors Executive Committee will be reported at each meeting, for information or action as appropriate. The Chairman, Vice Chair or Local Authority's Governor Support Officer will take appropriate action on correspondence received, giving a report on any urgent action taken.

## 2.3 Delegation of Duties and Tasks

- i) Hillingdon Governors Executive Committee can delegate duties and tasks to any committees it wishes to establish, or to individuals.
- ii) All committees and individuals must report back to Hillingdon Governors Executive Committee on their work and for ratification of any decisions recommended.

## 3.0 Nomination of Governor Representatives

### 3.1 Governor Representatives to Strategic Groups

#### *Representation on the Schools Forum*

- i) Hillingdon Governors Executive Committee is requested to nominate school governors to the Schools Forum as detailed below.

Sector	Representation	Nomination Process
Primary	4 governors	Governors nominated by the Hillingdon Governors Executive Committee.
Secondary	3 governors	Governors nominated by the Hillingdon Governors Executive Committee.
Specials	1 governor	Governors nominated by the Hillingdon Governors Executive Committee.
Nursery	1 nominee	Delegate nominated by the Governing Body of McMillan Early Childhood Centre.
Early Years Dev and Childcare Partnership	1 nominee	Delegate nominated by the Early Years Development and Childcare Partnership

- ii) Governors wishing to be nominated by Hillingdon Governors Executive Committee to serve on the Schools Forum must seek approval from the

Executive Committee. Nomination forms may require a signature by an elected officer of Hillingdon Governors Executive Committee.

- iii) If there is any query about the Hillingdon Governors Executive Committee nomination of a candidate, then the matter shall be discussed initially by the Chair and Vice Chair.
- iv) All successful nominations to the Schools Forum must be announced at Hillingdon Governors Termly Meetings.
- v) Hillingdon Governors shall highlight current Schools Forum vacancies at its Termly Meetings.

#### *Representation on Other Strategic Groups*

- vi) When the occasion arises that a representative of the Hillingdon Governors Executive Committee is requested on another strategic group, then the Executive Committee shall discuss this issue, call for nominations among its members and, vote by secret ballot where necessary.

### **3.2 Governor Representatives at Conferences and Events**

- i) When opportunities for governors to attend conferences and events and represent the London Borough of Hillingdon arise, notice of such opportunities shall be given at main Hillingdon Governors Termly Meetings where possible and all those in attendance offered equal opportunity to attend.
- ii) Should more candidates than places at an event occur, it may be necessary to vote on a suitable candidate to attend on behalf of all Hillingdon governors. In such cases voting will be by secret ballot by the Executive Committee.

### **3.3 Correspondence and Consultations**

- i) Any correspondence or responses to consultation documents sent on behalf of the Hillingdon Governors Executive Committee should be discussed and agreed by the group prior to distribution.



**HILLINGDON**  
LONDON

# Hillingdon Governors' Meeting

*Autumn/Spring/Summer Term Meeting - Day, Month Year*

Please sign in to register your attendance at this meeting.

School/Organisation Name	Name	Signature

**Appendix 2**

## Nomination Form for Office of Chair/Vice Chair Of Hillingdon Governors Executive Committee

*Nomination for:*

*Name:* \_\_\_\_\_ *of* \_\_\_\_\_ *School*

*For the office of: (Tick ✓ as appropriate)*

*Chairperson of the Hillingdon  
Governors Executive Committee*

*Vice Chairperson of the Hillingdon  
Governors Executive Committee*

*Reasons in support this nomination (Write as bullet points):*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Print Name* \_\_\_\_\_ *School* \_\_\_\_\_

## Record of Nominations Received for Chair and Vice Chairs

Nominations for Chair of Hillingdon Governors Meeting Executive Committee	Nominations for Vice Chair of Hillingdon Governors Meeting Executive Committee

## Record of Count of Votes for Chair and Vice Chair

Nominations for Chair of Hillingdon Governors Meeting Executive Committee	Total Number of Votes

Nominations for Vice Chair of Hillingdon Governors Meeting Executive Committee	Total Number of Votes

***Sample Voting Slips***

***Hillingdon Governors Meeting Executive Committee***  
**Voting slip for the office of Chairperson**

I vote for \_\_\_\_\_ as Chair of the Executive Committee

***Hillingdon Governors Meeting Executive Committee***  
**Voting slip for the office of Vice Chairperson**

I vote for \_\_\_\_\_ as Vice Chair of the Executive Committee



## **The Seven Principles Of Public Life**

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

### **Honesty**

Holders of public office have to declare any public interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

*'Second Report of the Committee on Standards in Public Life', The Nolan Committee*