**Clerk’s Meeting Cheat Sheet**

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| **Q. Are we quorate? A.** The quorum for our full governing body (FGB) is \_\_\_ because we have \_\_\_ governors in post. (FGB quorum is 50% of governors in post rounded up to a whole number. Ignore associate members.)  **Our data committee quorum is \_\_\_\_.** (Committee quorums must be a minimum of three governors; ignore associate members. But remember associates **can** be given voting rights on committees.) | **Q. What happens if we are not quorate? A.** The meeting can continue but no votes can be held.  Governors may wish to postpone or cancel but can hold discussions if they wish. The clerk should take minutes that state the meeting was inquorate.  Governors who leave the room due to a conflict of interest cannot vote. Governors who leave the room or abstain do **not** count towards the quorum. |
| **Q. Is a governor disqualified if they miss meetings? A.**  There is no **automatic** disqualification but a governor can be disqualified if they miss all FGB meetings for six months **without the consent** of the board, counting from the first meeting missed.  The board can withhold their consent by not accepting apologies. | **Q. How do we elect the chair and vice-chair? A.** Candidates **must** leave the room and not vote. Staff and associate members cannot stand for election. You may have standing orders that set other rules.  Usual practice is to allow candidates two minutes to state their case with a vote by ballot. If there is only one candidate governors should vote to accept/reject them. |
| **Q. Who can sign the minutes?** **A.** The person chairing. It is irrelevant whether they attended that meeting as they are signing the minutes to show the board or committee has approved them. | **Q. Who can be our staff governor?  A.** Staff governors must have a contract of employment at the school. **All** staff are eligible, not just teachers. They are elected by other staff members. |
| **Q. Do I have to leave the room during this item? A.** Governors and associate members must leave the room and not vote when they have a conflict of interest. This often happens when a) their own appointment/reappointment is discussed and b) the pay or appraisal of school employees is discussed.  They must also withdraw when they have a business or personal interest, as shown in the register of interests.  The Headteacher does **not** have to leave while the pay or appraisal of his staff are discussed. He **does** have to leave if his **own** pay or appraisal is discussed. | **Q. Who can be a parent governor?**  **A.** A parent governor **cannot** work at the school for more than 500 hours per year or be an elected LA member. Parents must be elected by parents or appointed by the board if no-one stands for election.  **Elected** parent governors can be anyone who “has or has had parental responsibility for, or cares or has cared for, a child”.  **Appointed** parents must meet the same criteria **OR** (in order of preference) be a) the parent of a former pupil or b) a parent of any child under or of compulsory school age. |
| **Q. What if the chair and vice-chair are both absent? A.** The board decides what happens but it is reasonable to elect a governor to act as chair (not a school employee). Consider postponing important items. | **Q. Can we recruit more governors?**  **A.** Yes, if you have spaces in your instrument of government. If there are no spaces the board can either vote to “reconstitute” and add them or recruit them as associate members.  You **cannot** add extra LA or staff governor roles, but school staff can be co-opted governors as long as they do not make up more than one third of the board when counted with the head and the staff governor.  You need **at least two** parent governors. There is no limit on the number of co-opted governors, associate members or overall number of governors. The minimum overall number of governors is seven. |
| **Q. Should this item go in a confidential minute? A.** Governors can make any item confidential if they are “satisfied” it should not be in public minutes. They need to balance this with their legal duty to be open about their decisions and actions.  They must also consider that all minutes may be obtainable under freedom of information or subject access requests (if they contain personal data). Try to keep as much as possible in the main minutes. |

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