
STATUTORY INSTRUMENTS

2003 No. 1377

**The School Governance (Procedures)
(England) Regulations 2003**

PART 3

Meetings and proceedings of governing bodies

Convening meetings of the governing body

11.—(1) The governing body shall hold at least three meetings in every school year.

(2) Meetings of the governing body shall be convened by the clerk and, without prejudice to paragraph (3), in exercising this function the clerk shall comply with any direction given by—

- (a) the governing body; or
- (b) the chair, so far as such direction is not inconsistent with any direction given under subparagraph (a).

(3) Any three members of the governing body may requisition a meeting by giving written notice to the clerk that includes a summary of the business to be transacted; and it shall be the duty of the clerk to convene a meeting as soon as is reasonably practicable.

(4) The clerk shall give written notice of the meeting, a copy of the agenda for the meeting and any reports or other papers to be considered at the meeting at least seven clear days in advance to—

- (a) each governor;
- (b) the head teacher (whether or not he is a governor); and
- (c) any associate member;

provided that where the chair so determines, on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda, reports and other papers to be considered are given within such shorter period as he directs.

(5) The power of the chair to direct that a meeting be held within a shorter period shall not apply in relation to any meeting at which—

- (a) the removal of the chair or vice-chair from office,
- (b) the suspension of any governor, or
- (c) a decision to serve notice of discontinuance of the school under section 30 of the 1998 Act

is to be considered.