

Governing Body Committees

Education 2015



Governing Body Committees - list of contents

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Section 1 - Introduction

1.1 Purpose

This booklet has been produced to establish a framework of best practice in relation to the establishment and maintenance of governing body committees in all Vale Schools. It has been prepared in consultation with Council professionals in areas such as School Improvement, Finance, Human Resources (HR) and Premises. The purpose is to ensure that governing bodies have an appropriate framework in place so they are well equipped to deal with issues as and when they occur.

Although this booklet contains a tremendous amount of detail it is all relevant to this key area of school governance and is displayed in a numbered paragraph format to enable quick reference when required. References to Appendices and other relevant areas of the booklet are in **bold type** for the same reason.

The recommendations, sample remits and terms of reference grid contained herein are for guidance purposes. It is a matter for each governing body to determine their own committee structure. The only committees that a governing body must have are the statutory committees. Governing bodies must decide which non statutory committees to establish and this detailed guidance will enable them to decide on the most appropriate committee structure.

1.2 Legal framework

The legal background to the establishment of committees is contained within the Government of Maintained Schools (Wales) Regulations 2005.

1.3 Advice and support

Governors are reminded that help and advice is available from the Governor Support Unit (GSU) by ringing 01446 709106/8 (direct lines).

1.4 Why does the governing body need committees?

Committees need to be structured and run properly to help governing bodies cope with their wide range of duties and responsibilities. In particular they:

- Spread the workload and help in decision making;
- Enable issues to be examined in detail; and
- Encourage participation and allow governors to specialise and use/develop particular interests, skills and experience.

1.5 Delegation

The full governing body need not take every decision. They may delegate some of their functions and powers to the Head, to an individual governor or to committees that the governing body establish. However, the responsibility remains with the governing body. Some key decisions cannot be delegated and a full list of these can be found in Regulation 51 of the Government of Maintained Schools (Wales) Regulations 2005. The Regulations can be accessed at www.opsi.gov.uk When decisions cannot be delegated the governing body may still ask a person or a working party to consider decisions and make recommendations to them, as long as the full governing body take the decision. Governing bodies should take care to distinguish between committees that have delegated powers, and working parties which do not.

1.6 Working parties

Governors may wish to form working parties to complete one-off tasks. These are not formally constituted bodies or committees and have no delegated powers. They consider a matter in detail and make recommendations to the full governing body. They are not generally governed by the rules and procedures that apply to committees, although the rules on declaration of interest apply.

Section 2 – Committee structure

2.1 When and how often do we need to review our committees?

The governing body must review the membership, terms of reference, remits and delegated powers of their committees on an annual basis. This review can take place at any time but it is recommended to undertake it at the first full governing body meeting in the Autumn Term so the committee structure is in place for the remainder of the academic year. All decisions in relation to committees i.e. structure, membership etc should be agreed and formally recorded in the minutes for reference purposes. The governing body must be quorate when such decisions are taken. This means at least one half (rounded up to a whole number) of the governing body membership, excluding any vacancies, must be present. It is good practice to issue all governors and staff with an updated list of the governing body committee structure and membership once agreed.

One important reminder for governing bodies – setting up committees without first agreeing their terms of reference, remits and delegated powers is a job half done.

2.2 Questions to consider when reviewing committee structure

- Does our structure allow us to carry out our tasks effectively?
- Do the terms of reference and remits properly describe what each committee does? Are there new tasks which need to be added?
- Do we have a clear mechanism for reporting back to the full governing body? Is this working effectively?
- Is the workload fairly distributed? Do all governors have the chance to be involved?
- Is attendance at committee meetings satisfactory? Is the membership up to date?

2.3 Calendar of full governing body and committee meetings

It is also recommended to draw up a calendar of meetings, both for the full governing body and its committees, for the academic year so that all governors can diary meetings as early as possible. It is sensible to circulate a draft calendar (**see Appendix 1 on page 37**), including school holiday dates, with the agenda for the first meeting to give governors time to plan ahead and save time at the meeting itself.

2.4 Model committee structure

An example of a model committee structure is provided at **Appendix 2 on page 38**. This is not a definitive structure and as already stated it is for each governing body to decide on their own structure.

2.5 Committee structures for different types of school

This guidance is designed as generic for all schools but the requirements of a small primary school governing body will differ greatly to those of a large secondary school. Similarly special schools will have specific requirements unique to them. It is for each governing body to adapt the model contained herein to best suit their specific needs.

Even if your governing body has only 10 members the committee structure recommended within this booklet can be achieved taking into account the restrictions listed in the **table opposite on page 5**.

2.6 How many governors should be on each committee?

It is recommended that committees should have no less than 3 and no more than 5 members otherwise they become too unwieldy in size (these numbers exclude the Headteacher, see **paragraph 6.4 on page 20** for further explanation). Another reason is that in the case of smaller governing bodies i.e. 10-14 members, when the membership is being decided for the staff disciplinary and dismissal and disciplinary and dismissal appeals committees (whose membership must be different) sufficient governors remain to fulfil the process once governors who are also employees of the school have been excluded. **Reminder – governors who are employees of the school cannot sit on the staff disciplinary and dismissal or disciplinary and dismissal appeals committees.**

2.7 Are there any restrictions on membership of committees or roles within the governing body?

Yes, if the guidance contained herein is followed. The **table opposite on page 5** can be used by the governing body as an at a glance reference to restrictions on committee membership and roles within the governing body structure.

2.8 Reserves for committees

It is sensible to appoint reserves for each committee to cover unavailability and resignations from the governing body membership which can occur at any time. This should avoid delays in holding meetings and ensure that quorum requirements are met (the minimum number of governors required for a meeting to take place). Space is provided on the terms of reference grid as at **Appendix 3 on page 39** of this booklet for reserves to be included.

2.9 Restrictions on membership of committees or roles

Committee/Role	Cannot be members/fulfil role
Staff Disciplinary and Dismissal	Headteacher Employees of the school Governors on Disciplinary and Dismissal Appeals Chair of Governing Body
Disciplinary and Dismissal Appeals	Headteacher Employees of the school Governors on Staff Disciplinary and Dismissal Chair of Governing Body Governors on Complaints/Staff Grievance Governors on Personnel
Pupil Discipline and Exclusions	Headteacher Employees of the school Non governors
Admissions (voluntary aided and foundation schools only)	Non governors
Complaints/Staff Grievance	Headteacher Employees of the school Governors on Disciplinary and Dismissal Appeals
Finance	None
Personnel	Headteacher Employees of the school Governors on Disciplinary and Dismissal Appeals
Headteacher's Performance Review Group	Headteacher Employees of the school
Act as Review Officer	Employees of the school
Premises/Health and Safety	None
Curriculum	None
Chair/Vice Chair of the governing body or committee	Headteacher Employees of the school Clerk to the governing body

Section 3 – Terms of reference for committees

3.1 What are terms of reference?

All committees must have written terms of reference, which should include:-

- Name of committee and area of responsibility;
- Membership;
- Reserves;
- Remit (**see paragraph 3.4 below**).
- Whether the Chair and Vice Chair are to be chosen by the governing body or the committee;
- Frequency of meetings;
- Quorum for meetings;
- Who is to call meetings, prepare the agenda and clerk meetings;
- When and how it should report back to the governing body;
- When it can make decisions under delegated powers;
- Where consultation with others is required before decisions are made;
- If the committee can co-opt non governors and if non governors can vote.

3.2 Terms of reference grid (see Appendix 3 on page 39)

This can provide an at a glance view of the terms of reference of your governing body committees which can be used for ease of reference, subject to approval by the governing body. The statutory committees are marked with an x on the grid. Please note this grid illustrates an example of a committee structure and is not a definitive guide to exactly what committees each governing body should establish.

3.3 Voluntary aided and foundation schools

Please note that in the case of voluntary aided and foundation schools an Admissions Committee should also be added to the terms of reference grid as a statutory committee. Likewise a remit should also be included to complement the grid, voluntary aided schools are advised to liaise with the appropriate Diocesan Office on this matter.

3.4 Remits of committees

The terms of reference grid provides the framework to include details of all the information as itemised above except for remit. The remit should include specific information about the exact role and responsibilities of the committee (what it is entitled to do and expected to do) as required by the governing body. To supplement the information held on the grid the remit for each committee listed should be attached as Appendices and sample remits are included on **pages 23-36**. Again these are not definitive, it is for each governing body to determine the exact content of the remits of their committees.

3.5 Detail of committee remits

Although some of these may appear intimidating due to the quoting of legal acts, particularly Premises/Health and Safety, the model remits are designed to include all areas of responsibility for the respective committees. The key message for governors is that if you are in doubt about anything covered by your committee contact the GSU for advice on 01446 709106/8.

3.6 Good practice

All governors and members of staff should be given a copy of the terms of reference and remits for the committees of their governing body

Section 4 – Statutory committees

4.1 What committees must we have? (statutory)

Every governing body must have the statutory committees as required by the Government of Maintained Schools (Wales) Regulations 2005 and these are indicated below.

- Staff disciplinary and dismissal
- Disciplinary and dismissal appeals
- Pupil discipline and exclusions
- Admissions (voluntary aided and foundation schools only)

4.2 *Staff disciplinary and dismissal and disciplinary and dismissal appeals committees*

- These committees consider all matters in relation to staff dismissal including redundancy and all matters in relation to staff discipline where they are likely to result in dismissal (the Headteacher deals with lesser matters of staff discipline – see **paragraph 4.6 on page 10**).
- These committees must have a minimum of three members each. Their membership must be different to ensure objectivity and fairness i.e. governors could not objectively and fairly consider a dismissal appeal if they were involved in the dismissal. There must be the same number on each committee.
- The Headteacher cannot sit as a member of either committee because they are likely to have been involved earlier in the redundancy, discipline, capability or absence management processes.
- Governors who are also employees of the school cannot be members of these committees.
- The governing body **must** delegate decisions on dismissing staff to the staff disciplinary and dismissal committee.
- The governing body **must** delegate decisions on dismissal appeals to the disciplinary and dismissal appeals committee.
- Non governors can be members of these committees but cannot be given voting rights (except in the case when appointed to consider allegations of child protection against staff members – see **paragraph 4.9 on page 11**).
- Staff disciplinary and dismissal committee is the correct title as defined by law (The Government of Maintained Schools (Wales) Regulations 2005) but this committee also deals with redundancy and is sometimes referred to as the “determining committee”. This name has been used because this committee must identify an individual for redundancy should a school find itself in a redundancy situation. This situation may occur due to a budget deficit or school reorganisation.
- It is essential that the governing body establishes the criteria for the selection of an individual in the event of the school being in a redundancy situation. **This must be decided upon by the full governing body and be in place BEFORE a**

school finds itself in a redundancy situation. This is to ensure fairness to all parties and to avoid accusations of bias i.e. otherwise it could be argued that the criteria was chosen with a certain individual(s) in mind.

- A procedure for managing redundancy as well as other dismissals is available from Human Resources, a copy of which should be at the school.
- The Council recommends that ALL governing bodies adopt the remit as at **Appendix A on pages 23-24** for their staff disciplinary and dismissal committee. This remit includes the Council's Redundancy Criteria which forms part of the redundancy policy previously circulated by the Human Resources Department of the Council.

4.3 The Council's redundancy policy and criteria for selection

At the time of going to print (March 2010) this booklet contained the Council's current redundancy criteria for selection on **page 23**. In accordance with good practice the Council reviews its redundancy policy and criteria for selection in consultation with the appropriate trade unions. The result of such consultation is then communicated to all schools.

Please note that if schools don't adopt the Council's recommended redundancy policy and criteria for selection they will need to produce their own policy and consult with the appropriate trade unions.

Should you have any queries relating to the Council's redundancy policy and criteria for selection please contact Human Resources on **01446 709125/176/870**.

4.4 Termination/Non renewal of contract procedure/Notice periods

To end fixed term/temporary contracts (from April 2009), the following procedure is recommended (bear in mind notice periods required):

- Headteacher to advise governing body/staff disciplinary and dismissal committee of reason for ending/non renewal of temporary contract.
- Staff disciplinary and dismissal committee to agree course of action. Letter prepared and signed by committee Chair.
- Headteacher meets with member of staff, discusses the situation and issues letter confirming the decision.
- VOG form (TransAct form) and termination letter sent to TransAct. If employee has over 2 years service please send this documentation via HR so they can check whether a redundancy payment is due.

It is recommended that every effort is made to seek redeployment for such individuals either within the school or with other schools in the Council.

Notice periods

Teachers are entitled to notice periods outlined in the Burgundy Book, i.e. a minimum of 2 months notice (3 in summer) terminating at the end of a school term. Minimum notice must also comply with rights under the Employment Rights Act as below.

However, teachers employed for one term or less or to cover the absence of a permanent teacher for reasons such as secondment, maternity, sickness are not subject to these notice periods. The notice period will be outlined in their employment contract and will be no less than 1 week. However, whenever possible, it is recommended that more notice is given, e.g. as soon as you are notified that someone is returning from maternity leave, notice should be given to the temporary post holder.

School support (non teaching) staff are entitled to notice as per the Employment Rights Act, which is one week for each year of service.

4.5 Staff Discipline

The governing body must have a staff discipline procedure in accordance with the requirements of the Staffing of Maintained Schools (Wales) Regulations 2006 and this will determine how the committee considers staff discipline. Welsh Assembly Government (WAG) Circular 45/2004 Staff Disciplinary Procedures in Schools offers guidance to school governing bodies on disciplinary procedures. It sets out the legal responsibilities of governing bodies for staff disciplinary issues and highlights the need for governing bodies to operate fairly.

4.6 Definitions of lesser misconduct and gross misconduct

Disciplinary procedures are required when acts of lesser misconduct or gross misconduct have been alleged against a member of staff. Lesser misconduct is defined as a breach of discipline that will not normally result in dismissal for a first offence, but may result in dismissal if repeated. Examples of lesser misconduct are poor timekeeping or unauthorised absence, insubordination and petty theft. Gross misconduct is defined as an act or omission, or a series of acts or omissions, that fundamentally repudiates the contract of employment so that the governing body would be justified in dismissing, or asking the LEA to dismiss the member of staff. Examples of gross misconduct are theft of property, violent behaviour, fraud, malicious damage and physical, sexual or emotional abuse of pupils.

Staff disciplinary procedures adopted by the governing body must :

- incorporate the principles of natural justice and the requirements of employment law;
- be made known to all staff;
- be clear and detailed; and
- be separate and distinct from grievance and capability procedures.

4.7 Role of the Chair in disciplinary matters

The Chair of Governors should not normally sit on either the staff disciplinary and dismissal committee or the disciplinary and dismissal appeals committee, in order that s/he is able to advise the Headteacher in cases involving other staff and is able to act in cases involving the Headteacher. If an allegation of misconduct amounting to lesser misconduct is made against the Headteacher, the governing body's disciplinary procedures need to provide for the matter to be brought to the attention of the Chair of Governors.

4.8 Role of the Headteacher in disciplinary matters

The governing body can delegate disciplinary matters to the Headteacher, other than those where dismissal is a possible outcome. The Headteacher would normally deal with matters of lesser misconduct, **see paragraph 4.6 on facing page for examples**. The governing body itself must be involved in disciplinary decisions where a possible outcome is dismissal. It is essential that the governing body's disciplinary procedures clearly state which matters can be dealt with by the Headteacher in the first instance and which matters must be dealt with by the staff disciplinary and dismissal committee.

4.9 Dealing with child protection allegations against staff members

In the event of a Headteacher or Chair of governors receiving child protection allegations against a member of staff they should immediately inform the LEA Lead Officer for Child Protection for further guidance. Following the conclusion of any necessary child protection investigation in accordance with the Local Safeguarding Children's Board procedures, if it is decided that the matter may result in disciplinary action, the governing body, in accordance with the Staffing of Maintained Schools (Wales) Regulations 2006, must take the following action :-

- Appoint an independent investigator; and
- Appoint an independent non governor member with voting rights to both the staff disciplinary and dismissal committee and the disciplinary and dismissal appeals committee (different member to be appointed to each committee).

Schools and governing bodies will be informed of this requirement by the LEA Lead Officer for Child Protection.

To help governing bodies fulfil the first requirement WAG have set up an Independent Investigator Service (WAGIIS) which governing bodies can use free of charge. All schools have been circulated with a letter from WAG with contact details of the WAGIIS.

The role of the non governors is to support these governing body committees throughout this difficult process by giving due regard to all the evidence and ensuring impartiality. The non governors have full voting rights and may either take the place of an existing committee member or be additional to the existing three members.

This is only a brief outline of the procedures governing bodies must follow should they find themselves in this situation. Further information may be obtained from the LEA Lead Officer for Child Protection.

4.10 Prior knowledge of allegations in disciplinary matters

Knowledge that an allegation has been made and knowledge of the nature of that allegation does not affect impartiality provided a governor does not hear, read or discuss any of the evidence other than as part of the hearing arrangements.

4.11 Pupil discipline and exclusions committee

- The arrangements for and proceedings of this committee must follow certain specific guidelines as outlined in the WAG Circular 1/2004 Exclusion from Schools and Pupil Referral Units.
- The governing body must delegate decisions on pupil discipline to this committee.
- This committee must consist of either 3 or 5 governors.
- A clerk must be appointed to provide procedural advice on the exclusion and handle the administration – **see paragraph 6.10 on page 22**).
- The Headteacher cannot sit as a member of this committee because they are likely to have been involved earlier in the discipline/exclusion process.
- It is not recommended that teacher governors sit on this committee as every effort should be made to ensure the committee's impartiality.
- If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.
- The LEA is not required to send a representative to all pupil discipline and exclusions committee meetings but it will ensure representation at all permanent exclusion meetings and at longer fixed period exclusion meetings.
- An independent panel established by the LEA deals with appeals by parents and/or pupils against the decision of the Headteacher and the pupil discipline and exclusions committee.

4.12 Admissions committee (voluntary aided and foundation schools only)

- This committee must consist of the Headteacher and at least 2 other governors.
- Non governors cannot be members of this committee.
- The governing body is required to establish an appeal panel to deal with appeals from parents against decisions to refuse admission. The appeal panel is independent and does not include governors from the school.

4.13 What is an ad hoc committee?

An ad hoc committee is one that meets for a particular purpose as and when required. The statutory committees listed above are examples of ad hoc committees. As these committees deal with particularly sensitive issues they usually meet at short

notice so it is important to ensure that governors appointed to them are flexible and can swiftly make themselves available to meet.

4.14 Deciding on the membership of statutory committees

Statutory committees are ad hoc, they meet infrequently and cannot include governors who are employees of the school. For these reasons governing bodies may decide to appoint the same members to the staff disciplinary and dismissal and pupil discipline and exclusions committees. This membership could also be the same for the complaints/staff grievance committee, which is a non statutory committee and is covered in greater detail in **paragraph 5.2 on page 14**. This may be more appropriate for smaller governing bodies i.e. 10-14 members but the same principle can be applied to all, providing it is agreed by the full governing body. The membership of the disciplinary and dismissal appeals committee will still have to be different in order to ensure objectivity and fairness in dealing with the dismissal/discipline process.

Cautionary note - Occasions may occur, however rarely, where a grievance or complaint may arise as a direct result of a dismissal process. In such cases the membership of the complaints/staff grievance committee will need to differ from that of the staff disciplinary and dismissal and disciplinary and dismissal appeals committees for obvious reasons.

4.15 Merits of fixed membership or pools of governors for statutory committees

Some secondary school governing bodies may prefer to have a pool of governors for their statutory committees rather than a fixed membership. The main reason for this is the availability of governors who are able to meet at short notice. It is a matter for individual governing bodies to determine which method suits them best but pools of governors are perhaps more appropriate on a secondary governing body due to their larger membership.

4.16 Other statutory responsibilities

Although not included within the statutory committees governing bodies are legally required to establish a **Performance Review Group** to consider the Headteacher's Performance Review and a **Selection Panel** to appoint a Headteacher and/or Deputy Headteacher when these senior management positions become vacant. More specific details about these matters are included in **paragraphs 5.12 and 5.17 on pages 17 and 18 respectively**.

4.17 Appointment of governors with specific responsibilities

It is recommended within the Special Educational Needs (SEN) Code of Practice that governing bodies designate a governor for SEN. Similarly, the All Wales Child Protection Procedures recommend that governing bodies designate a governor for Child Protection.

Section 5 – Non statutory committees

5.1 What other committees should we have? (non statutory)

When considering establishing non statutory committees it should be borne in mind that:

- too many committees can be counterproductive, burdening individuals who serve on more than one;
- too few may mean that committee briefs are too wide and business becomes unwieldy.

Examples of non statutory committees

5.2 **Complaints/Staff Grievance Committee**

In the WAG Circular 3/2004 School Governing Bodies Complaints Procedures, it is recommended that governing bodies establish a complaints committee. This Circular also suggests that the same committee can consider staff grievance as well as complaints. The LEA recommends this suggestion because governing bodies are rarely required to consider these matters and it is not practical to establish individual committees for each. Employees of the school who are also governors cannot be members of this committee due to potential conflicts of interest. The LEA recommends that the clerk to the governing body clerks this committee due to the sensitive nature of items considered.

When considering complaints involving pupils governing bodies will also need to refer to WAG Circular 39/2006 Guidance for School Governing Bodies on Procedures for Complaints involving pupils.

Cautionary note - Governors should be aware that when these committees do meet they consider serious matters that can be both time consuming and extremely difficult.

5.3 **Complaints**

The governing body must have a complaints procedure in accordance with the requirements of the Education Act 2002 (Section 29) and this will determine how the committee consider complaints. A complaint can come from any source; parents, pupils, members of staff, governors, members of the local community and others. Complaints may be about an individual employee or policy or action of the school. This includes community facilities or services provided by the school. If the complaint comes from an employee then consideration will need to be given as to whether the matter should be more appropriately dealt with under the staff grievance procedure.

5.4 Appeals against decisions about complaints made by the Complaints/Staff Grievance Committee

It is a matter for each governing body to decide whether it will consider such appeals and this should be made clear in the governing body's complaints procedures. If the governing body will consider such appeals they would be considered by the disciplinary and dismissal appeals committee and this committee's remit would need to reflect this fact.

Cautionary note - The LEA strongly advises governing bodies against including an appeal process within its complaints procedures. The reason for this is that such a provision unduly prolongs the resolution of complaints without real benefit to the parties involved. If a complaint goes to the appeal stage it will need to be considered separately by two different governing body committees i.e. the same complaint will need to be investigated twice by two different committees.

5.5 Involvement of LEA and/or Diocese in complaints being dealt with by the governing body

The governing body can ask the LEA and/or Diocese (in the case of voluntary aided schools) for assistance in investigating a complaint, advice on handling the complaint or the response itself. Following the governing body decision the complainant may ask the LEA and/or Diocese to review the procedure used to reach a decision. However, the LEA and/or Diocese cannot review the decision itself nor can they consider any appeal against the decision. If the LEA and/or Diocese conclude that the procedure followed in a particular complaint was deficient it could ask the governing body to reconsider the matter with a committee of different membership. **Any queries relating to complaints should be addressed to the GSU on 01446 709106/8.**

5.6 Staff Grievance

The governing body must have a staff grievance procedure in accordance with the requirements of the Staffing of Maintained Schools (Wales) Regulations 2006. This would normally have been recommended by the Council or Diocese and this should be adhered to when dealing with a grievance. Grievance procedures enable an employee to pursue matters such as unfair treatment or unsatisfactory working with their line manager or the Headteacher and, as necessary, the governing body. The definition of a grievance is a complaint by an employee about action which their employer has taken, or is contemplating taking, in relation to them.

The current recommended grievance procedure allows for 3 stages of appeal, the final stage resting with the governing body's disciplinary and dismissal appeals committee.

Officers from Human Resources will advise and assist governing bodies throughout the whole staff grievance process and any questions relating to this process should be addressed to them in the first instance.

5.7 **Finance Committee**

The LEA strongly recommends that governing bodies adopt the remit as at **Appendix E on pages 29-30**. This has been prepared by finance officers of the Department in consultation with the Council's Audit Section. Schools will be aware that when they are subject to an Audit they are requested to provide copies of the terms of reference of the governing body's Finance Committee. Adoption of this remit will ensure compliance with the Council's requirements. It is inappropriate to recommend actual amounts within this remit because of the variations between the sizes of school budgets.

5.8 **Personnel Committee**

The LEA recommends that the Personnel Committee deals with all matters relating to pay and contracts of staff at the school. This committee should deal with performance management, Headteacher's performance review and annual salary determination of the leadership team. Definitions of these are provided **in the following paragraphs** for purposes of clarification. It is recommended that governing bodies consider appointing 5 governors to the personnel committee (see **paragraph 5.11 on page 17** for further explanation).

Employees of the school must have the right of appeal against all decisions in relation to pay and contracts. It is recommended that the disciplinary and dismissal appeals committee should hear any such appeals and this should be included in this committee's remit (see **Appendix B on page 25**). **Therefore the membership of the disciplinary and dismissal appeals committee must be different to the personnel committee to ensure objectivity and fairness.** The only exceptions to this are when complaints and appeals are received from individuals concerning their own performance management because these should be dealt with by the appropriate Review Officer (please see **paragraph 5.13 on page 17** for details).

Cautionary note – if governing bodies adopt their own policies in relation to personnel matters, as opposed to recommended Council policies, they will need to formally consult with all the relevant unions.

5.9 **Who are the employers at different types of schools?**

At a community, community special, voluntary controlled or maintained nursery school the LEA is the employer. At a voluntary aided or foundation school the governing body is the employer.

Further information on matters to be considered by the Personnel Committee

5.10 **Performance Management (PM)**

PM helps schools to improve by supporting and improving the work of teachers. It sets a framework for teachers and their team leaders to agree and review priorities

and objectives in the context of the school development plan. It focuses attention on more effective teaching and leadership to benefit pupils, teachers and schools. Through the PM system within a school, teachers should have a regular assessment of their performance and an opportunity for professional discussion with their team leader about their work and their professional development.

5.11 Headteacher's Performance Review

It is recommended that a Headteacher's Performance Review Group, made up of 3 governors, is established from the personnel committee membership to consider all matters in relation to the Headteacher's Performance Review. For this purpose governing bodies may wish to consider appointing 5 governors to their Personnel Committee i.e. 3 from 5. In voluntary controlled schools, at least one of the appointed governors must be a foundation governor. In voluntary aided schools, two of the appointed governors must be foundation governors. Governors who are employees of the school must not be involved in the Headteacher's Performance Review. All governors involved in the Headteacher's Performance Review should have received the appropriate training. The GSU provides this training each year within its Governor Training Programme.

5.12 Role of Headteacher's Performance Review Group

This Group and the Headteacher will meet with the External Adviser to agree performance objectives relating to school leadership and management and pupil progress. The Group then review the performance of the Headteacher throughout the year against these objectives. Following such review the Group may recommend salary progression within the salary range if there has been sustained high quality of performance against the set objectives. If the Individual School Range (ISR) is increased, the Headteacher's salary award must be based on the lower school range before being assimilated to the higher range i.e. pay awards made in the Autumn Term must be based on the ISR in the previous academic year. Heads shall not progress by more than 2 salary points in one year. Any queries relating to the Headteacher's Performance Review should be directed to HR in the first instance.

5.13 Review Officer

The Review Officer is the person identified to respond to complaints and appeals from individuals concerning their own performance management. For all teachers whose appraiser is not the Headteacher, the Review Officer is the Headteacher. If the Headteacher is the appraiser then the Review Officer is the Chair of Governors. It is good practice for the Chair of Governors to be the Review Officer for the Headteacher. However, if the Chair of Governors has been part of the appointed group for the Headteacher's appraisal then the governing body must appoint another governor to be the Review Officer. All employees should be aware of the Review Officer's identity. Governors who are employees of the school must not act as Review Officers.

5.14 Annual Salary Determination of the Leadership Team

All Headteachers, Deputy Headteachers and Assistant Headteachers are paid on the Leadership Pay Spine and these positions make up the Leadership Team. The School Teachers' Pay and Conditions (STP&C) document outlines the obligations of the governing body with regard to pay. The STP&C document also contains copies of the Pay Spine and generic job descriptions for these senior management positions. All employees paid on the Leadership Pay Spine should have an Individual School Range (ISR) assigned to their employment. The full governing body determine the position of the ISR in consideration of the size and circumstances of the school as defined in the STP&C document. All schools automatically receive a copy of this document each year.

Any queries relating to these matters should be referred to the Personnel Officer for your school. Please contact the Human Resources Department of the Council on **01446 709125/176/870** for further details.

5.15 Premises/Health and Safety Committee

The remit as at **Appendix G on pages 34-35** has been produced by LEA Officers with expertise in this area and it is recommended that governing bodies adopt it.

Should you have any queries relating to the content of this remit please ring 01446 709373 for premises queries and 01446 709528 for health and safety queries.

5.16 Curriculum Committee

The remit as at **Appendix H on page 36** has been produced by LEA Officers from the School Improvement Service and it is recommended that governing bodies adopt it.

5.17 Selection Panel (to appoint a Headteacher or Deputy Headteacher)

This Panel must be chosen by the full governing body when a vacancy occurs, it must have at least 3 but no more than 7 members. Appointment procedures and guidance for these senior management positions are detailed in the School Improvement Service publication "Headteacher and Deputy Headteacher Appointments".

All Heads, Chairs and Clerks have been issued with this booklet. All governors who become Selection Panel members are subsequently issued with a copy by the GSU.

When making senior appointments Selection Panels of governing bodies are guided through the entire process by Council Officers, more specific details are provided in the "Headteacher & Deputy Headteacher Appointments" booklet. The Council has recommended a Recruitment and Selection Policy/Procedure to schools and if this has been adopted by the governing body the Selection Panel will need to comply with it.

5.18 Example of another type of non statutory committee

Some secondary school governing bodies may establish “Pupil Welfare Committees” to consider the wellbeing of pupils and other issues relating to school discipline (other than exclusions). This may look at rewards, bullying, school uniform, transition from primary schools and pupil safety. It may also consider child protection issues and nutritional matters. As WAG guidance promotes consultation with pupils in connection with the taking of decisions affecting them it would be wise to co-opt pupils to such a committee to listen to their views. Again it is for each governing body to decide which non statutory committees to establish to best suit its needs.

5.19 School Councils and Associate Pupil Governors (APGs)

As a result of the School Councils (Wales) Regulations 2005 all maintained primary (excluding nursery and infant), secondary and special schools in Wales were required to establish a school council.

Secondary school Headteachers must give the school council the opportunity to nominate one or two of its members, from years 11, 12 or 13 to be Associate Pupil Governors (APGs). The governing body must accept these nominations and appoint them as APGs. The purpose of APGs is to provide the voice of the school council at governing body meetings and in turn to communicate matters from the governing body to the school council.

APGs cannot vote at full governing body meetings and serve for a term of 1 year. They may be reappointed if they are still school council members. APGs may be members of non statutory committees and may vote at those committees if the governing body grant them voting rights. APGs cannot be members of the statutory committees.

Full details about school councils and APGs can be found in the WAG Circular 42/2006 Guidance for Governing Bodies on the Establishment and Operation of School Councils.

Section 6 – Committee meetings procedures

6.1 How do committees report back to the governing body?

Committee decisions/recommendations must be reported to the full governing body. Minutes of committee meetings should be distributed with the agenda for the next meeting of the full governing body. **Decisions made by the governing body, or by a committee with delegated powers, are binding on all governors.**

6.2 Conduct of committees

Committee meetings should follow the same rules and procedures as for governing body meetings i.e. at least five clear school days written notice of the meeting together with a copy of the agenda and any other reports/papers to be considered at the meeting. Minutes of committee meetings should also be taken and made available for inspection at the school (except confidential). **The GSU recommends that the agenda and papers are distributed to governors at least a full week in advance of the meeting i.e. 7 calendar days.**

6.3 Quorum for committee meetings

The quorum is the minimum number of governors required for the committee meeting to take place. This is one half (rounded up to a whole number) of the membership of the committee excluding any vacancies i.e. the quorum for a meeting of a committee with a membership of three would be two. In the case of the statutory committees the quorum for a meeting is three. The only exception is where it is not reasonably practicable for the staff disciplinary and dismissal and disciplinary and dismissal appeals committees to each include three members, in such cases the staff disciplinary and dismissal committee shall include two members. For information, the one half quorum also applies to meetings of the full governing body.

6.4 Right of the Headteacher to attend committee meetings

The Headteacher has the right to attend all committee meetings of the governing body except staff disciplinary and dismissal, disciplinary and dismissal appeals and pupil discipline and exclusions committee meetings. The Headteacher also cannot attend meetings where discussions will take place in relation to their pay, conditions or replacement where they have given notice of their resignation/retirement.

In the case of staff disciplinary and dismissal and disciplinary and dismissal appeals the Headteacher will present the case and/or make recommendations to the committee but should withdraw once deliberations begin. Further information concerning this can be found in the Council's policies with regard to dismissal i.e. discipline, capability, absence management and redundancy or direct from Human Resources.

As the Headteacher has the right to attend all committee meetings, except those listed above, it is not necessary for them to be members of committees as those places could be taken by other governors. The only exception to this is in the case of voluntary aided and foundation schools where the Headteacher should be a member of the Admissions Committee which is a statutory committee for these schools.

6.5 The National Agreement for Raising Standards and Remodelling the School Workforce

The governing body is responsible for the Headteacher's work/life balance. Depending on the size of the school and its Senior Management Team there is no reason why another member of staff could not attend a committee meeting to give a report or offer professional advice as a non voting member of the committee. In light of safeguarding a work/life balance it is good practice to regularly raise the issue of whether a staff member needs to be present at governing body committee meetings even if the answer is yes.

6.6 Can school employees who are also governors be members of committees?

Yes, but employees who are also governors cannot be members of committees considering individual cases of staff pay or appraisal, staff discipline, redundancy (or other employment related issues), pupil exclusion or parental complaints to avoid conflicts of interest. However, the Headteacher, as manager of the school, should attend such committee meetings to present his/her advice to the committee.

6.7 Can school employees hold the office of chair or vice chair?

No, school employees who are also governors are not eligible for election as chair or vice chair of the full governing body nor committees of the governing body.

6.8 Do school employees need to withdraw when an individual's pay is discussed?

Yes, any employee of the school other than the Headteacher must withdraw from a meeting that considers the pay, contract or appraisal of other employees of the school. The Headteacher must withdraw from any meeting that considers his/her own pay or performance appraisal.

6.9 Co-opting non governors as committee members

If the full governing body agree, committee membership can include non governors with voting rights, for example a Premises/Health and Safety Committee may include a Chartered Surveyor for his/her expertise in that committee's area of responsibility. Staff members (teaching or non teaching), or people from outside the school with particular responsibilities and/or areas of expertise could also be co-opted to appropriate committees. However, governors must be in the majority when a vote is taken. The only exceptions are as follows:

- Staff disciplinary and dismissal and disciplinary and dismissal appeals committees - non governors may be members but cannot vote (except in the case when appointed to consider allegations of child protection against staff members – **see paragraph 4.9 on page 11**).
- Pupil discipline and exclusions committee – non governors cannot be members;
- Admissions Committee (voluntary aided and foundation schools only) - non governors cannot be members.

6.10 Clerking committee meetings

The LEA recommends that the clerk to the governing body should also clerk the statutory committees and the Complaints/Staff Grievance Committee but governors can clerk all the other non statutory committees. The clerk for each committee should appear on the terms of reference grid on **page 39** to avoid confusion. The Headteacher should not clerk any committee meetings and the clerk to the governing body should not chair any meetings other than for the item “election of chair”.

6.11 Minutes of committee meetings

These minutes don't have to be as exhaustive as governing body minutes. They should be clear and concise whilst accurately recording the issues discussed and the decisions and/or recommendations taken. Minutes of committee meetings, as with governing body minutes, should be signed by the chair once approved as a correct record of proceedings and available for inspection at the school (except confidential). Please see **Appendix 4 on page 40** which can be used as a template for committee minutes.

Section 7 - Sample remits for governing body committees

Appendix A

Remit for Staff Disciplinary and Dismissal Committee – Statutory Committee

In accordance with the Staffing of Maintained Schools (Wales) Regulations 2006 the governing body have established three separate policies for dealing with capability, staff grievance and dismissal of staff.

This committee will consider matters relating to staff dismissal due to redundancy, disciplinary action, capability, absence, retirement and the non renewal of fixed term contracts.

The role of this committee in redundancy matters is to :-

- Undertake the governing body's responsibilities to consult with Trade Unions on the need to reduce staff and to apply the criteria of selection already laid down by the full governing body to identify an individual for dismissal on the grounds of redundancy (see below);
- This committee will comprise of no less than 3 and no more than 5 governors who should not include any member of the school teaching or support staff.
- This committee must be given full delegated powers by the full governing body.

Council's Redundancy Criteria

Teaching and non teaching staff

- Range and depth of experience in current role or similar relevant experience within other schools.
- Staffing of the Curriculum, or particular parts of it to enable achievement of the School's Development Plan.
- Pastoral needs of the school.

The decision taken will be made on the basis of information provided by the Headteacher and scored on a matrix. Guidance on this process will be supplied by the Personnel Officer from Human Resources. In the case that the scoring is the same for post holders then length of service may be used (LIFO – last in first out) or interview. It is anticipated that these additional criteria will only be used in exceptional circumstances.

Selection must be fair, objective, non-discriminatory and consistent in application. Employees will remain anonymous to committee members until the selection process is complete.

When the staff disciplinary and dismissal committee take the decision to dismiss a member of staff, the individual employee has the right to make representations to the committee that took the decision. The staff disciplinary and dismissal committee should agree a future date to hear such representations at the meeting when the dismissal decision is taken. Following the meeting to hear representations from the employee the committee will decide to uphold or overturn the decision. If the member of staff wishes to appeal this decision then such an appeal would be heard by the disciplinary and dismissal appeals committee.

Staff Discipline

This committee will also consider matters relating to staff discipline where they are likely to result in dismissal, in accordance with the requirements of the staff disciplinary procedure adopted by the governing body.

Everything else, up to and including final written warnings, is delegated to the Headteacher if the governing body have adopted the Council's policy on staff discipline. All schools except voluntary aided and foundation schools have adopted this Council policy.

Reference may also be made to WAG Circular 45/2004 Staff Disciplinary Procedures in Schools where required.

Remit for Disciplinary and Dismissal Appeals Committee – Statutory Committee

In accordance with the Staffing of Maintained Schools (Wales) Regulations 2006 the governing body have established three separate policies for dealing with capability, staff grievance and dismissal of staff.

This committee :-

- will consider any appeals from a member of staff identified for dismissal due to redundancy, disciplinary action, capability, absence and retirement;
- should comprise of the same number of governors as there were on the staff disciplinary and dismissal committee but these must be different governors to those who made the initial decision to ensure objectivity and fairness. It should not include any member of the school teaching or support staff;
- must be given full delegated powers by the governing body;
- will hear any appeals by employees of the school against decisions in relation to pay and contracts made by the Personnel Committee (except in relation to an individual's performance management because this will be dealt with by the appropriate Review Officer).
- will hear any appeals by employees of the school against decisions in relation to staff grievance made by the Complaints/Staff Grievance Committee.

Remit for Pupil Discipline and Exclusions Committee – Statutory Committee

This committee will consider the circumstances in which a pupil was excluded.

The role of this committee is to:-

- have regard to the guidance contained in the WAG Circular 1/2004 Exclusion from Schools and Pupil Referral Units when making decisions on exclusion and administering the exclusion procedures, with specific reference to the role assigned to the governing body;
- review the use of exclusion within the school;
- consider any representations from the parent and pupil when the pupil is excluded for a total of 5 school days or less in any one term (the committee cannot direct reinstatement but can put a record of their considerations on the pupil's educational record);
- convene a meeting to consider the exclusion, if requested by the parent and/or pupil, when the pupil is excluded for a total of more than 5 but not more than 15 school days in any one term. The meeting must be held between the sixth and fiftieth school day after receiving the notice of exclusion. The committee may direct reinstatement;
- convene a meeting to consider a permanent exclusion, or exclusions totalling more than 15 school days in any one term. The meeting must be held between the sixth and fifteenth school day after receiving the notice of exclusion;
- convene a meeting in the case where a pupil is due to miss a public examination due to exclusion. The meeting should take place prior to the date of the examination and exceptionally, for fixed period exclusions, the Chair of the committee may determine alone whether or not to reinstate the pupil;
- invite parent and/or pupil, Headteacher and representative from LEA to committee meetings at a time and place convenient to all parties (within the statutory time limit);
- ask for any written statements (including witness statements) in advance of the meeting;
- circulate in advance any written statements (including witness statements) and a list of those who will be present at the meeting, to all parties;
- must offer the opportunity for the views of the excluded pupil to be considered at the meeting, irrespective of their age.

- The committee should conduct the meeting along the lines of the principles and procedures laid out in Section 7 of Part 4 of the WAG Circular 1/2004 Exclusion from Schools and Pupil Referral Units.
- The committee should allow the parent and/or pupil to be accompanied by a friend or legal representative.
- This committee must be given full delegated powers by the governing body.
- If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at that hearing.

Remit for Complaints/Staff Grievance Committee – Non Statutory Committee

In accordance with the Staffing of Maintained Schools (Wales) Regulations 2006 the governing body have established three separate policies for dealing with capability, staff grievance and dismissal of staff.

In accordance with the Education Act 2002 the governing body have established a complaints procedure.

This committee will consider all matters relating to complaints and staff grievance in accordance with the requirements of the complaints and staff grievance policies and procedures adopted by the governing body.

**Reference may also be made to the following WAG Circulars where required :-
3/2004 School Governing Bodies Complaints Procedures; and
39/2006 Guidance for School Governing Bodies on Procedures for Complaints involving Pupils.**

Although it is the role of this committee to consider complaints and staff grievances, these issues are entirely separate. Accordingly, careful consideration needs to be given to ensure that the correct procedures are followed in each case from the start of each investigation. The reason for this is that a complaint can become a staff grievance and a staff grievance can become a complaint. Any queries relating to complaints should be referred to Governor Support in the first instance on 01446 709106/8, any queries relating to staff grievance should be referred to Human Resources in the first instance on 01446 709125/176/870.

Remit for Finance Committee – Non Statutory Committee

This committee will consider all matters relating to the school's finances.

The role of this committee is to :-

- draft the school budget in line with the priorities set out in the School Development Plan and any other associated plans and in accordance with the Council's Fair Funding Scheme for Financing Schools and within the resources available;
- present the draft budget to the full governing body for consideration and approval in time to meet the deadlines as specified in the Council's Fair Funding Scheme for Financing Schools;
- determine the financial delegation by the full governing body to the Headteacher, to include expenditure limits and virement thresholds;
- monitor the budget and report as necessary but at least termly to the full governing body;
- ensure the school's financial accounts are maintained accurately in accordance with the Financial Regulations and that where appropriate, all bank accounts are reconciled regularly, particularly at the end of each financial year (31 March);
- monitor virements to the school budget and any other variations to the original budget; agree appropriate action to address the issues raised by the need for virement; and report to the next full governing body meeting;
- regularly monitor pupil number trends to assess the effect on the budget allocation. Ideally this would be a three year projection, updated annually;
- consider and advise the full governing body on the financial implications of adopting any policy under consideration;
- undertake an annual review of all expenditure with a view to achieving best value;
- undertake an annual review of all sources of income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs; and to monitor income received against the budget;
- draft and review annually the school's letting policy for approval by the full governing body;
- approve applications for use of the school premises and or facilities in accordance with the school's letting policy. (The full governing body may wish to delegate responsibility to the Headteacher. Where this is the case, the Finance Committee should receive regular reports on the Headteacher's decisions);

- monitor the expenditure and income of the school fund and any other “unofficial” funds held by the school and to report the balance annually to the full governing body;
- ensure there is an annual audit of the school fund and any other funds held by the school, undertaken by persons independent of the operation of the fund, and to ensure the results of the audit are reported annually to the full governing body and a copy is available for the Council’s internal audit;
- comply with the Council’s Fair Funding Scheme for Financing Schools, the Council’s Financial Regulations and Standing Orders and the Council’s Financial Regulations for Schools;
- maintain a Register of Business Interests of each member of the full governing body to be kept at the school for inspection by the Council’s internal auditors; and
- prepare and agree a financial statement that will form part of the annual report to parents, and if appropriate, to present it at the annual parents’ meeting.

Remit for Personnel Committee – Non Statutory Committee

This committee will consider all matters relating to pay and contracts of staff at the school and will fully consider advice and professional guidance from the Headteacher and, as appropriate, from representatives of the Director of Learning and Development. The role of this committee is to:-

- develop, review and oversee the implementation of the governing body's personnel policies, including recommendations for the adoption of, and amendments to, LEA policies;
- draft on behalf of the governing body and review annually, in consultation with staff, a whole school pay policy;
- try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;
- ensure that the policy relating to teachers' salaries complies with legislation and that policy relating to support staff takes account of national conditions of service and local agreements;
- ensure that the requirements of legislation relating to equal opportunities are met;
- decide how information concerning temporary honoraria, vacant posts and all other enhancements to salary shall be made known to staff;
- have regard to the need to justify pay relativity within the school;
- recognise, within the salary structure, increased responsibility, whether temporary or permanent;
- determine and make known the pay policy in relation to discretionary payments and to identify criteria to be used when discretionary payments are made. Such payments will be made in a fair, equitable and consistent manner;
- ensure that the reasons for discretionary awards are clearly and openly minuted;
- ensure that clear job descriptions and person specifications exist and are reviewed regularly;
- ensure that detailed records are kept of all matters relating to salaries, ensuring that these records are stored and dealt with appropriately;
- ensure that staff are aware of the procedures for presenting their case for review in accordance with the school's policies and procedures;

- determine the appropriate pay ranges for members of the leadership group;
- recommend the annual salary budget, ensuring that when new appointments and discretionary payments are made costs remain within the budget;
- arrange the annual review of staff salaries;
- consider and recommend to the governing body, and review annually, the school's performance management policy;
- consider applications for early retirement, secondment and leave of absence not covered by local agreements;
- adopt, in consultation with the Headteacher and staff, a policy on sickness absence management for the approval of the governing body;
- keep under review staff work/life balance, working conditions and wellbeing particularly in light of the document, "Raising Standards and Tackling Workload :A National Agreement" and the School Teachers Pay and Conditions document;
- prepare for the governing body the appropriate section of the governors' annual report to parents;
- receive and agree recommendations from the Headteacher relating to the pay of all members of staff, including that of the Deputy Headteacher(s) in line with legal requirements;
- draft the staffing structure after consultation with the Headteacher and Finance Committee and consult with Trade Unions as appropriate;
- oversee the appointment procedure for all staff;
- monitor and review the staff development policy;
- oversee the process leading to staff reduction; and
- carry out other staff related tasks as delegated by the governing body.

Headteacher's Performance Review Group

This Group should be formed from the Personnel Committee membership and its members should have received the appropriate training provided annually by the GSU.

The role of this Group is to :-

- arrange to meet with the External Adviser to discuss the Headteacher's performance objectives relating to school leadership and management and pupil progress;
- decide, with the support of the External Adviser, whether objectives have been met and to set new objectives annually;
- monitor through the year the performance of the Headteacher against the objectives;
- make recommendations to the governing body in respect of pay awards for the successful meeting of objectives set.
- The Review Officer for the Headteacher is _____ (the governor chosen should be named here, it is good practice for it to be the Chair of the Governing Body).

Remit for Premises/Health and Safety Committee – Non Statutory Committee

Premises/Buildings

This committee will consider all matters relating to premises, buildings, health and safety at the school. The role of this committee is to:-

- provide guidance and assistance to the Headteacher and governing body in all matters relating to school premises, security and grounds;
- arrange for the regular inspection of the premises to identify essential maintenance work and prepare a priority list of maintenance items to be undertaken by the school. Inform the Council of all required capital repairs for consideration in future programmes;
- oversee the letting of contracts for maintenance, repairs and improvement works, cleaning and grounds maintenance ensuring compliance with the Council's Financial Regulations; LEA may be able to assist with (but not carry out) this survey dependent on current workload;
- ensure compliance in all respects with Appendix 7 (Protocol for Key Steps to Undertake School Capital Projects) of the Fair Funding Scheme for Financing Schools when such works are planned;
- consider the need for improvement/extension projects to enhance the delivery of the curriculum, in conjunction with the Council;
- recommend a duty holder from within the school to ensure that asbestos within the buildings is managed in accordance with the Control of Asbestos at Work Regulations 2002 and Council Policy and Procedure for the Management and Control of Asbestos Containing Materials; Advice can be obtained from the Asbestos Management Unit on **029 20 673010**;
- ensure that all building work, however minor, complies with the Health and Safety at Work Act 1974, Construction (Design and Management) Regulations 2007, Control of Asbestos at Work Regulations 2002 and all other Health and Safety legislation;
- ensure that all building work is carried out with due regard to the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001 to increase accessibility to schools;
- review the Accessibility Plan having regard to the Accessible Building Audit undertaken by the Council and subsequent building alterations; Copy of School Accessibility Plan to be forwarded to the LEA for record purposes;

- ensure that the Council is informed of all changes to the building layout and usage as soon as practicable;
- prepare for the governing body the appropriate section of the governors' annual report to parents; and
- carry out any other premises/health and safety related tasks as delegated by the governing body.
- All documentation relating to Premises/Buildings requested by the Council/LEA should be sent to the School Organisation & Access Team via the internal mail or to Provincial House, Kendrick Road, Barry, CF62 8BF.

Health and Safety

The role of this committee is to :-

- provide guidance and assistance to the Headteacher and governing body in all matters relating to Health and Safety on the school site;
- arrange for the regular inspection of the premises to identify Health and Safety issues to be addressed;
- review the school's Health and Safety Policy where necessary, to consider changes to the Council's policies on Health and Safety and recommend that the school's policy is amended as appropriate;
- ensure that risk assessments are carried out and recorded. A risk assessment is a proactive management tool used to pinpoint what hazards exist and what the likelihood is that the particular hazard will cause harm and how severe this harm will be. The Headteacher or a designated person is responsible for conducting suitable and sufficient risk assessments. A record of each assessment must be retained and made available for inspection by members of staff;
- ensure that fire management responsibilities are carried out in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. This requires a comprehensive fire safety system based on a fire risk assessment conducted by Health and Safety which should be maintained by the Headteacher or a designated person;
- monitor accident and incident reports to ensure there are no Health and Safety implications.
- ensure recommendations identified in the Health and Safety Audit are acted upon and managed; and
- carry out any other Health and Safety related tasks as delegated by the governing body.

Remit for Curriculum Committee – Non Statutory Committee

The governing body shall conduct the school with a view to promoting high standards of educational achievement – Section 38 of the School Standards and Framework Act.

This committee will consider all matters in relation to the school curriculum.

The role of this committee, in partnership with the Headteacher, is to :-

- agree and recommend to the governing body a draft school development plan;
- agree and recommend to the governing body a draft Action Plan following school inspection by ESTYN and to carry out the governors' statutory responsibilities in relation to the inspection of schools;
- consider and advise the governing body on matters relating to the school's curriculum, including statutory requirements;
- recommend to the governing body draft curriculum policies including sex education, drug education, anti-bullying, child protection and equal opportunities;
- consider curricular issues which have implications for financial and personnel decisions and to make recommendations to the relevant committees or the governing body;
- monitor the governing body's curriculum policy;
- ensure equality of opportunity for all pupils within the school's curriculum provision;
- review past pupil performance and carry out the governing body's responsibilities in relation to target setting in the Autumn Term;
- monitor pupil achievement against set targets;
- carry out the governors' responsibilities in relation to children with special educational needs; and
- prepare for the governing body the appropriate section of the governors' annual report to parents.

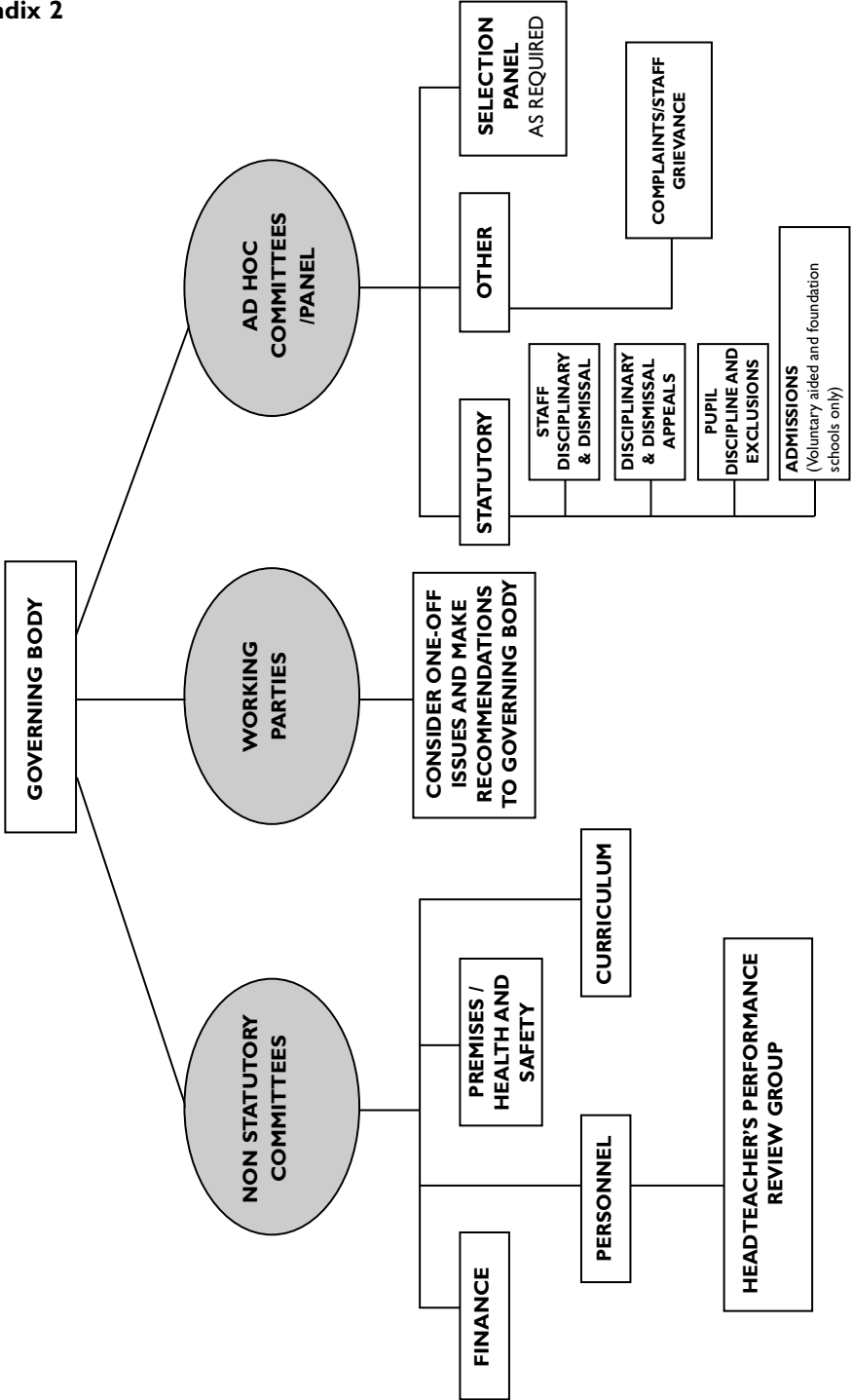
Section 8 – Diagrammatical Appendices

SCHOOL _____

CALENDAR OF FULL GOVERNING BODY AND COMMITTEE MEETINGS

Meeting	Autumn Term	Spring Term	Summer Term
START DATE			
Curriculum Committee			
Finance Committee		1) 2)	
GOVERNING BODY 1			
HALF TERM			
Premises/ Health and Safety Committee			
Personnel Committee			
GOVERNING BODY 2			
END DATE			

Organising your Governing Body – Model Structure



Appendix 3

TERMS OF REFERENCE GRID FOR COMMITTEES OF

SCHOOL GOVERNING BODY

Name of Committee Terms of Reference	xStaff Disciplinary & Dismissal	xDisciplinary & Dismissal Appeals	xPupil Discipline and Exclusions	Complaints/ Staff Grievance	Finance	Personnel	Premises/ Health and Safety	Curriculum
Membership (Minimum of 3, Maximum of 5)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Reserves	1 2	1 2	1 2	1 2	1 2	1 2	1 2	1 2
Remit	See Appendix A	See Appendix B	See Appendix C	See Appendix D	See Appendix E	See Appendix F	See Appendix G	See Appendix H
Chair and Vice Chair to be chosen by GB or Committee	*GB/Committee	*GB/Committee	*GB/Committee	*GB/Committee	*GB/Committee	*GB/Committee	*GB/Committee	*GB/Committee
Frequency of Meetings	When required	When required	When required	When required	*Half termly/termly	*Half termly/termly	*Half termly/termly	*Half termly/termly
Quorum	3	3	3	50%	50%	50%	50%	50%
Who calls meetings, prepares agenda and clerks meetings								
When and how it should report back to GB								
Delegated Powers	YES	YES	YES	YES	*YES/NO Able to vote a maximum of £ under delegated powers	*YES/NO	*YES/NO	*YES/NO
Where consultation is required with others before decisions are made	e.g. Human Resources Dept.	e.g. Human Resources Dept.	e.g. Pupil Support Service	e.g. Human Resources Dept.	e.g. Finance Dept.	e.g. Human Resources Dept.	e.g. Health and Safety Dept.	e.g. School Improvement Service
If the committee can co-opt non governors and if non governors can vote	YES +Non governors cannot be given voting rights	YES +Non governors cannot be given voting rights	NO	YES Non governors *can/cannot vote	YES Non governors *can/cannot vote	YES Non governors *can/cannot vote	YES Non governors *can/cannot vote	YES Non governors *can/cannot vote

x Indicates Statutory Committee * Delete as appropriate

+ Except when appointed in cases of child protection allegations against staff members (see paragraph 4.9 on page 11)

COMMITTEE MEETING MINUTES TEMPLATE

_____ COMMITTEE OF _____ SCHOOL GOVERNING BODY			
DATE OF MEETING: _____			
TIME: _____			
VENUE: _____			
QUORUM REQUIRED AT MEETING:		CHAIR:	
CLERK:			
ATTENDANCE			
Name	Governor*	Non Governor*	Present/Apologies/Absent
* tick box where appropriate			
ISSUES DISCUSSED			
<ul style="list-style-type: none"> • • • • • • • 			
DECISIONS AND RECOMMENDATIONS MADE			
<ul style="list-style-type: none"> • • • • 			
DATE AND TIME OF NEXT MEETING:			
DURATION OF MEETING:			

