



## SUMMARY OF THE RESPONSIBILITIES AND REMIT OF COMMITTEES OF THE GOVERNING BODY

The governing body must accept the recommendations and resolutions of the sub-committees in the form of reports/formal minutes.

Governing bodies must possess the following statutory committees:

### 1 STAFF DISCIPLINE AND DISMISSAL COMMITTEE

**Matters pertaining to discipline, dismissal, etc.**

**This Committee acts with delegated authority.** In the instance of a Suspension (or removing Suspension) or Lesser Misconduct the Governing Body must delegate powers to an individual – the Headteacher or the Chair or Vice-Chair or nominated member, this must be minuted. Good practice would be to delegate powers when deciding the members of the Staff Discipline and Dismissal Committee.

(It is a statutory requirement that this committee must include **one** non-governor, entitled to vote, where matters of **child protection** are being considered.)

In rare cases where members of staff do not meet reasonable standards and expectations of professional conduct, disciplinary procedures may be implemented. In serious cases, these will be heard by the committee that may decide (if the case is proven) to administer a written warning, demotion or order dismissal.

The Headteacher is not a member of this committee\*. A minimum of three is required for a quorum.

Members of this Committee are advised to take note of the Disciplinary and Dismissal Procedures for School Staff - Assembly Guidance Circular January 2013

### 2 STAFF DISCIPLINE AND DISMISSAL APPEAL COMMITTEE

This Committee also acts with delegated authority.

Its sole remit is to hear appeals against decisions taken by the First Committee. However, the panel may hear appeals against decisions by the First Committee in relation to staffing matters for example if a decision was taken to discipline or dismiss a teacher or if the teacher wished to appeal against a decision of the committee in relation to his or her salary.

Please note that no governor may sit on both of the above committees as regulations make it clear that members of the appeal committee must not have taken part at any stage in the process against which the teacher is appealing.

The Headteacher is not a member of this committee\*. A minimum of three is required for a quorum.

Members of this Committee are advised to take note of the Disciplinary and Dismissal Procedures for School Staff - Assembly Guidance Circular January 2013

### **3 PUPIL DISCIPLINE AND EXCLUSION COMMITTEE**

This Committee also acts with delegated authority. The Committee's main responsibilities are to deal with all matters pertaining to the following:

The Committee is the formal discipline committee which is required by regulations to deal with matters of pupil exclusion. At least three members must be nominated for the committee. Primary and secondary schools should have either three or five members. The Headteacher is not a member of this committee\*. A minimum of three is required for a quorum. Teacher governors can be one of the five nominated members of this committee.

The law requires that this committee must meet to consider long term temporary exclusions (more than 5 school days in any one term) and to confirm permanent exclusions. Parents are invited to make representations on behalf of the child and the committee must decide formally whether or not to confirm the decision of the Headteacher.

There is no formal appeal mechanism to the Governors on decisions relating to pupil exclusion, therefore the appeal committee has no role in issues of pupil discipline. Parents have the right if they choose to appeal to an independent appeal panel of the Gwynedd Education Department.

- 4 ADMISSIONS COMMITTEE** (only when the governing body is the admissions authority for that school) namely: only Voluntary Aided Schools in Gwynedd, i.e. Beuno Sant, Our Lady's, Santes Helen schools.

**\*NOTE: Procedures must be in place to deal with the following statutory responsibilities:**

**Headteacher and Deputy Headteacher Appointments, Capability and Capability Appeals, Pay Review and Pay Review Appeals, Headteacher Performance Management Appraisers Panel and Appeals, Teachers Performance Management and Appeals Panel. The Personnel and Staffing Sub-committee can take responsibility for the above statutory requirements. Please refer to the last page for a model sub-committee/panel structure.**

**THE GOVERNING BODY SHOULD ESTABLISH SUB-COMMITTEES FOR THE FOLLOWING :**

**\*PERSONNEL AND STAFFING SUB-COMMITTEE:**

This Committee also acts with delegated authority.

Dealing with applications for early retirement and making decisions on advice from the Headteacher about the staffing complement of the school. The internal organisation of the school including the deployment of staff and allocation of duties is a matter for the Headteacher under his statutory conditions of service.

This Committee deals with the appointment of staff. It will be the committee's responsibility to form a shortlisting and appointment panel (whose membership must be exactly the same) for any appointment made to the school. Appointment panels usually consist of a minimum of three governors (although a formal quorum is not required by law for appointments), the Headteacher and or Deputy Headteacher and, in

secondary schools a line manager who will be responsible for the appointee. Members of the committee who cannot be available for both meetings should make arrangements through the chair for a colleague on the governing body to step in. There are regulations concerning appointments (for example concerning direct and indirect pecuniary interest and on staff not being able to participate in the appointment of their successors) about which the panel is briefed by the Headteacher at the start of each appointment process. The Headteacher, in consultation with the line manager for the post in secondary schools, will draw up a job description and candidate specification and make arrangements for advertisement. The appointment panel will decide on the candidates to be shortlisted according to the school's appointments policy and will conduct the interview and decide on which candidate to appoint.

#### **\*PAY REVIEW SUB-COMMITTEE/PAY REVIEW APPEAL SUB-COMMITTEE**

This Committee also acts with delegated authority.

The committee's remit also covers staff salaries. It must meet to establish targets for the Headteacher and to determine the salary range for members of the senior management team in the event that the school moves into a different group based on its unit total. The committee will also hear any representations by members of staff who believe that their salary should be re-graded.

#### **COMPLAINTS SUB-COMMITTEE**

This Committee also acts with delegated authority. This Committee is not in fact a statutory one BUT Governing Bodies are required by law to consider formal complaints, therefore, it is recommended that this Committee be established.

Its responsibilities include considering formal complaints, usually as a result of dissatisfaction with a decision taken by the headteacher, or a direct complaint against the headteacher.

#### **FINANCE SUB-COMMITTEE:**

This Committee also acts with delegated authority.

The Finance Committee is responsible for operating the school's finance policy, for determining the school's budget and for holding regular monitoring meetings. Many aspects of the day to day management of the school's budget are delegated to the Headteacher within the terms of the school's policy.

While this committee does have delegated authority, regulations require that the school budget has to be formally adopted by the full governing body at the start of each financial year.

**PREMISES, HEALTH AND SAFETY SUB-COMMITTEE:**

This committee does not have delegated authority i.e. its decisions have to be formally ratified by the full governing body.

Sensible health and safety must play a key role in the management of a school.

It will be necessary to appoint a lead governor in health and safety from the Premises, Health and Safety Sub-committee, and the person appointed needs to possess an adequate understanding and knowledge of the field. It would be good practice for him/her to have received appropriate training on Health and Safety for governors.

It is imperative that the governing body ensures compliance with corporate Health and Safety procedures, guidance and guidelines, responding appropriately to any further requirements/guidance from the Council. Every school has a comprehensive risk register, with control measures put in place and implemented to reduce significant risks to health, safety and welfare as far as is practicable.

Through the school's management team, the governing body is responsible for ensuring that the school adheres to Gwynedd Council's arrangements for recording, investigating and reporting any accidents, near-misses, dangerous/violent incidents, notifiable diseases or significant occurrences. The school also has a procedure to follow when planning and leading trips and educational visits, and it is required that the specific arrangements be followed. This sub-committee has a role to monitor health and safety and to conduct a review of the school's health and safety arrangements and policies on an annual basis. The governing body should ensure that health and safety is integrated into the school's management.

The sub-committee's terms of reference involve dealing with matters linked to building work on the site including construction projects, and to monitor any project that Gwynedd Education Department undertakes. There is a particular responsibility to inspect premises annually, indicating any repairs, improvements or safety issues that need to be dealt with. Responsible guardianship of the school's buildings should be ensured as well as an appropriate response in an emergency, and it should be ensured through communication with the Property Department that any building work organised by the school complies with the Council's stringent procedures.

## **ADDITIONAL NOTES**

- **Headteacher**

The Headteacher has the right by regulations to attend **any** meeting of any sub-committee particularly for the purpose of giving advice to the panel. As noted above, the Headteacher does not stand for election to the First Committee (nor indeed to the Appeal Committee) as where an adversarial hearing may be required, the Headteacher may be one of the parties presenting a case upon which the committee will have to decide\*. However, the Headteacher is usually a member of the appointment panel but may on occasions delegate his role to the Deputy Headteacher or members of the senior management team.

The Headteacher in every school may exercise a choice either to be or not to be a member of the Governing Body. This decision does not affect his or her right to attend meetings of the Governing Body and its sub-committees.

- **Management Team**

It is also seen as good practice that in the larger primary and secondary schools other members of the senior management team have a standing invitation to attend meetings of the Governing Body although they naturally may not vote (unless of course they are elected as a teacher/governor).

- **Pupil Governors**

Regulations now require that in secondary schools two pupil Associate Governors attend meetings of the Governing Body. They will be nominated by the School Council. They may be asked to withdraw for certain confidential items, such as staffing matters affecting a named individual. They are not entitled to vote.

- **Ancillary Staff**

It is important that staff have full access to the Governing Body and are aware of its workings and decisions. To this end, ancillary staff and teacher governors are encouraged to report back to colleagues and unconfirmed minutes should be available upon request.

- **Minutes**

Minutes of meetings of the Governing Body and all committees are public documents and may be requested at any time by any person connected with the school. No item will be deemed to be confidential unless a formal decision of the Governors or one of its committees is taken that it shall be treated as such and shall not therefore be included in any record of the minutes made available to the public. Committee reports dealing with named individuals will usually be deemed confidential.

**DETAILED REMITS FOR VARIOUS SUB-COMMITTEES AND PANELS CAN BE SEEN BY FOLLOWING THIS LINK BELOW:**

<http://www.governorswales.org.uk/publications/2013/04/23/model-governing-body-committee-structure/>

## Model Governing Body Committee Structure

