

# The Organisation of Governing Body Committees

Committees are set up by the GB to carry out most of the detail work. This means they can

- Enable the main GB meetings to concentrate on strategy
- Help to use scarce governor time effectively
- Encourage diffident governors to take a fuller part in proceedings
- Bring in additional expertise to work on specific issues

## Delegation to committees

The Governing Body can delegate its statutory functions to a committee, a governor or the headteacher, subject to prescribed restrictions, described below.

The GB must determine the membership and proceedings of any committee. Each committee must have a chair, who is either appointed by the GB or elected by the committee. The GB may remove the chair of a committee from office at any time. The GB must appoint a clerk to each committee, who may be a governor but may not be the headteacher.

It is for the governing body at a quorate meeting to establish a committee and determine its powers, membership and how the chair is to be appointed. The GB must review its committee structure annually.

## Functions that may not be delegated and must be decided by the full GB

- The constitution of the GB and the Instrument of Government
- Committee structures and their delegated powers and responsibilities, and to receive reports from the committees
- Election of the chair and vice chair of the GB, and removal of the chair
- The suspension of elected governors
- Appointment of the clerk to the governors
- Appointment of community, partnership and sponsor governors and associate members, and their removal
- Confirmation of the appointment of the headteacher and deputy head

Functions that the GB may delegate to a committee, but not to an individual, include

- Functions relating to approval of the first formal budget plan of the financial year
- Functions relating to the alteration, discontinuance or change of category of maintained schools
- Functions relating to school discipline policies
- Functions relating to the exclusion of pupils (except in an emergency, when the Chair of Governors has the power to exercise these functions)
- Functions relating to admissions
- Functions relating to the school premises, including use of premises and the health and safety policy
- Functions relating to the school's curriculum

Activities that must be dealt with by a committee or panel rather than the full GB

- Staff dismissal - including redundancy - and appeals
- Student exclusion appeals
- Selection of the headteacher and deputy head (the GB must approve the panel's recommendation)
- Headteacher's performance management
- Salaries of the headteacher and deputy head and award of performance points
- Use of incentive and discretionary allowances for staff
- Admissions
- School attendance targets
- Appeals against a direction to admit a child

## **Rules applying to committees**

### The committee members must ensure

- There is a named chair
- There is an agenda for each meeting, circulated not less than seven days in advance except in instances where the chair calls a meeting as a matter of urgency
- The meetings are properly clerked (the clerk may be a governor)
- Minutes are produced and published
- Voting is properly conducted (the chair has a second or casting vote except in two instances: where the chair is an associate member (only full governors may have a casting vote); in the case of a panel selecting a headteacher or deputy head, where no-one has a second vote)
- Confidentiality is maintained

### Other requirements

- There must be at least three governors on each committee
- Associate Members may sit on committees provided that the majority of members are governors: the GB will decide what voting rights the Associates may have and there must be a majority of full governors present when any vote is taken
- The Headteacher may attend all committee meetings, except those dealing with his or her pay and related matters or where a conflict of interest may arise
- The GB retains final responsibility for any decisions taken by its committees
- The quorum for any committee meeting must be a minimum of three governors who are members of that committee