

**GSS Publication**

# **Governing Board Committees and Working Groups**



Coventry City Council

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## **1. Introduction: Why have Committees?**

- 1.1 The range of responsibilities and duties of Governing Boards is wide and most Governing Boards do not feel that there is enough time in a single termly meeting of the Governing Board to give everything proper consideration. There are several possible ways of working that may be used to ensure that the Governing Board carries out its duties effectively and efficiently. One recommended way is to divide up the work of the Governing Board between the various Governors and a useful way of doing this is through Committees or Working Groups.

## **2. What are Committees and Working Groups?**

- 2.1 The regulations which control the working of Governing Boards are mainly the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, as amended. These regulations are statutory instruments which have the same effect as an act of parliament. They give Governing Boards the power to delegate their responsibilities. **Delegation** means handing over to a Committee of Governors the power to act on behalf of the Governing Board in whatever matters are delegated. This means that these particular matters are decided by the Committee and do not have to go back to the whole Governing Board for a decision.
- 2.2 In these guidance notes, whenever the regulations require a Governing Board to do something it is recorded as “**must**” or “**requirement**” and is followed by the reference to the particular section of the procedures regulations which applies.
- 2.3 In some cases the Governing Board may decide to ask some of the Governors to consider particular issues and report back to the whole Governing Board if a decision needs to be made. This may be for a one-off topic or a permanent arrangement. In either case the group of governors is usually known as a **Working Party**. A Working Party does not have powers to act on behalf of the Governing Board but can make recommendations for the Governing Board to consider. They may, for example, carry out detailed investigative and preparatory work and report back with recommendations to the full Governing Board.

## **3. Must the Governing Board have Committees?**

- 3.1 There is no requirement on the Governing Board to delegate any powers to Committees. However, it is strongly recommended that at least two Committees are established for each Governing Board. This allows the work of the Governing Board to be divided up between the Governors in a reasonable way. For some decisions of the Governing Board there is a statutory right of appeal. For these decisions, particularly those personnel decisions affecting individual members of staff, it is very important for the

original decision to be made by a Committee so that some Governors who are unaware of the issues may be used for hearing any appeal.

- 3.2 It is for each Governing Board to decide which Committees and Working Party's to establish (if any), which Governors are on them, which functions they have and how they operate. Any arrangements the Governing Board makes must not breach the terms of the regulations mentioned above.

#### **4. How should the Governing Board establish Committees?**

- 4.1 In considering how to organise their work Governing Boards might like to bear in mind the following principles:

- The Governing Board itself should retain an overview of all activities and plan structures and strategies which will allow this to happen
- The day to day management of the school is the responsibility of the Headteacher working within the general policy framework agreed by the Governing Board.
- The Governing Board should be clear what they have delegated and to whom
- The Governing Board remain responsible for decisions made by Committees under delegated powers and should continue to exercise a monitoring role. To achieve this the Governing Board should receive regular reports from those to whom it has delegated responsibilities. The minutes from each Committee meeting should be circulated with the agenda and paperwork for the next ordinary meeting of the full Governing Board and should be presented by the Chair of the Committee.
- All Governors should be encouraged to participate in the Governing Boards Committees or Working Groups.

- 4.2 Decisions on the setting up and membership of Committees **must** (*Regulation 22(1)*) be taken at a meeting of the Governing Board and should appear as an agenda item. It is recommended that the Governing Board should also make decisions on the setting up and membership of Working Groups. The minutes record for each Committee or Working Party:

- The **name** of the Committee or Working Party
- The names of the Governors, associate members and observers (if any) who are **members of the Committee or Working Party**
- The **responsibilities** which the Governing Board is delegating to the Committee
- The **responsibilities** which the Governing Board is allocating to the Committee or Working Party without powers to act on behalf of the Governing Board
- The date and time of the **first meeting** of the Committee or Working Party (if decided)
- The arrangements for **chairing** and **clerking**.

#### **5. Who chairs Committees or Working Groups?**

- 5.1 The Governing Board can either determine itself who will be the Chair or Vice Chair of the Committee or Working Party or delegate power to the Committee or Working Party to decide for themselves. Whichever body elects the Chair, the election **must** (*Regulation 22(3)*) take place annually. If the Chair or Vice Chair (if any) of the Committee is not

present at a meeting, voting members of the Committee should elect a Chair for the meeting.

- 5.2 The Governing Board can remove the Chair of any Committee if they so determine (*Regulation 22(4)*).

## **6. Which responsibilities should be delegated to Committees?**

- 6.1 The Governing Board may delegate decision-making responsibilities to Committees, individuals or the Headteacher (even if he or she is not a member of the Governing Board) (*Regulation 18(1)*). In deciding which responsibilities to delegate the Governing Board **must** (*Regulation 6*) bear in mind that their main function is strategic and that the Headteacher is responsible for the internal organisation, management and control of the school. With this in mind, the Governing Board may delegate any of its powers to a Committee **except**:

- The constitution of the Governing Board (*Regulation 19(3)*)
- The appointment and removal of the Chair or Vice Chair (*Regulations 7 and 9*)
- The appointment of the Clerk (*Regulation 10*)
- The suspension of a Governor (*Regulation 17*)
- The delegation of powers of the Governing Board (*Regulation 18*)
- Closure (ie discontinuance) or change of category of the school (*Regulation 19(1a)*)
- The first formal budget plan of the financial year (*Regulation 19(1b)*)

Governing Boards may not delegate decisions on pupil exclusions or admissions to an individual Governor (*Regulations 19(2) and 19(3)*) (but are strongly recommended to delegate consideration of the Headteacher's decision to a Committee except in the case of fixed term exclusions of less than 5 days when these can be considered by an individual governor).

- 6.2 In cases where a Governing Board cannot delegate powers to a Committee, it is always possible to invite a Committee or Working Party or an individual to consider the matter. They can then report back to the full Governing Board with recommendations for the Governing Board's consideration and approval.

## **7. Who should be on Committees or Working Groups?**

- 7.1 It is recommended that all members of the Governing Board are members of at least one Committee or Working Party. However, it is for the Governing Board itself to decide who should be a member of which Committee or Working Party (*Regulation 22(1)*), bearing in mind the Governors' skills, experience, interests and capacity. Committees cannot consist of fewer than three Governors (*Regulation 22(2)*) but there is no maximum size for a Committee.
- 7.2 It is possible for the Governing Board to appoint to Committees and Working Groups associate members who are not members of the Governing Board (*Regulation 24*). The Governing Board or a Committee may also agree to other people attending meetings of the Committee as observers without voting rights (*Regulation 25(1)(d)*) and members of

the school staff are often included in this way. It may be that the Governing Board in determining Committee and Working Party membership will wish to use the expertise of members of the school staff or people from the local community or businesses. However the regulations require the following to apply in these cases:

- Associate Members may be excluded from any part of the meeting when the business under consideration concerns an individual member of staff or pupil (*Regulation 25(2)*) Associate members under 18 (e.g. pupils) do not have a vote in Committees
- A vote at a Committee is not valid unless a majority of those present are members of the Governing Board (*Regulation 26(4)*).

7.3 The Governing Board may vote at any time to remove an associate member of a Committee (*Regulation 24(4)*).

7.4 It is best practice for new Governors to attend a meeting of each Committee so that they can get a good overall picture of the work of the Governing Board and where their skills and expertise may sit with respect to Committee membership. Membership of Committees **must** be agreed at a Governing Board meeting (*Regulation 22(1)*)

## **8. How should Committees and Working Groups conduct their business?**

8.1 Each Committee and Working Party should conduct their business in the same way as a Governing Board. The following arrangements are **requirements** for Committees but are also good practice for Working Groups:

- Written agendas **must** (*Regulation 26(2)*) be sent out by the Clerk to all Committee members and the Headteacher at least seven clear days before the meeting (unless the Chair considers an urgent meeting necessary, when shorter notice can be given)
- The same regulations about declaring interests and withdrawal from meetings as apply to Governing Board meetings also apply to Committee meetings (*Regulation 16*)
- Decisions of the Committee **must** (*Regulation 26(5)*) be by a majority of those present and entitled to vote (with a casting vote for the chair when appropriate (*Regulation 26(6)*) and the majority of those present for the vote must be Governors (*Regulation 26(4)*)
- Minutes (including a list of those present) **must** (*Regulation 26(7)*) be written by the Clerk to the Committee and they **must** be agreed by the Committee and signed by the chair at the next meeting of the Committee
- Agendas, minutes and documentation **must** (*Regulation 26(8)*) be available to the public on the same conditions as Governing Board meeting papers
- The Committee **must** (*Regulation 20(2)*) report to the full Governing Board any decision made under their delegated powers (usually through a copy of the minutes of the meeting).

8.2 Different regulations apply to the proceedings of meetings of Committees dealing with personnel matters concerning individual members of the school staff (*Regulation 21*). These are covered by the School Staffing Regulations 2009, as amended and Governing Boards facing the prospect of such Committee meetings should seek advice from their human resources provider.

- 8.3 Committees themselves determine their own quorum for their meetings, but the minimum quorum for a Committee meeting is three Governors who are members of the Committee (*Regulation 22(2)*).
- 8.4 A Chair for the Committee or Working Party should be elected at the first meeting (unless the Governing Board itself has decided who will be chair). It is also possible to elect a Vice-chair if considered necessary.

## **9. What should the Governing Board do to monitor the work of Committees?**

- 9.1 Governing Boards themselves remain responsible for decisions made by their Committees and Working Groups. Committees **must** (*Regulation 20(2)*) report on the decisions they make to the Governing Board and minutes or a report of the proceedings of the Committee or Working Party should be presented to the next meeting of the Governing Board by the Chair of the Committee or another member of the Committee in his or her absence.
- 9.2 Membership and remits of Committees of the Governing Board **must** (*Regulation 18(3)*) be reviewed every year and it is recommended that membership and remits of Working Groups are considered at the same time. Governor Support Service Clerks will automatically add this review to Governing Board agendas in the Autumn Term annually unless agreed otherwise. Governing Boards should use the opportunity of the review to consider whether they are happy with the arrangements for their Committees and Working Groups, particularly whether the powers they have delegated to Committees are being exercised in an appropriate and satisfactory manner.
- 9.3 Whichever powers have been delegated to a Committee of the Governing Board, it is always possible for the Governing Board to make a decision on an issue itself if the Governing Board so decide (*Regulation 18(2)*).

## **10. What part does the Headteacher play in Committees and Working Groups?**

- 10.1 The Headteacher can be a member of any Committee or Working Party (except the statutory Committees), but they do not have to be a member of all of these groups. Indeed, in practical terms it may not be possible for the Headteacher to attend all of the meetings of all Committees and Working Groups of the Governing Board and it is usual for Governing Boards to consider carefully which groups the Headteacher will join. However, under the regulations the Headteacher does have the right to attend any meeting of any Committee or Working Party of the Governing Board whether they are a member or not (*Regulation 25(1b)*).
- 10.2 If the Headteacher attends Committee meetings they are entitled to vote only if they are a member of the Committee (*Regulation 26(5)*).

## **11. Who clerks Committees or Working Groups?**

- 11.1 Governing Boards **must** (*Regulation 23(2)*) appoint a clerk to each Committee of the Governing Board. The Headteacher cannot be the clerk (even in an emergency). Governing Boards also have the power to remove the Clerk of a Committee. The Governing Board can appoint a governor as clerk to a Committee but the Department for

Education recommends that Governing Boards appoint and pay a Clerk who can provide a professional service to the Committee.

- 11.2 The Governor Support Service may be able to Clerk Committee meetings and individual arrangements may be made through your Clerk to the Governors or the Governor Services Manager Angela Carr (tel 024 7683 1323) [angela.carr@coventry.gov.uk](mailto:angela.carr@coventry.gov.uk) or Senior Team Leader Kelly Goddard (tel 024 76831107) [kelly.goddard@coventry.gov.uk](mailto:kelly.goddard@coventry.gov.uk)
- 11.3 If the Governor Support Service is not involved in a Committee's meetings, the Governing Board (or the Committee or Working Party themselves) must make their own arrangements for clerking.

AC and KG  
August 17



## Appendix 1

### Establishing Committees: Decisions to be made

For each Committee of the Governing Board it is necessary for the Governing Board to decide on the following:

- Membership:** Which Governors are members of the Committee  
Who will be Associate Members of the Committee (if any)  
Who will attend Committee meetings as Observers (if any)
- Quorum:** Minimum: Three Governors  
*NB a majority of those present for a vote must be Governors*
- Chair:** **Either:** To be elected by voting members of the Committee at the first meeting of each school year  
**Or:** The Governing Board themselves to determine who is chair of the Committee
- Clerk** Governing Board to determine who will be Clerk (a professional Clerk is recommended)  
*NB Clerk cannot be the Headteacher*
- Meetings:** Recommendation is at least termly.  
Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
- Remit:**
1. On which matters are the Committee to make recommendations to the Governing Board
  2. Other matters for consideration by the Committee.

## **A Possible Committee Structure**

A Committee structure of this kind is suggested for a small Governing Board who wish to restrict their Committee arrangements to two Committees. A Governing Board could adapt such a model to suit their own circumstances. Other Governing Boards may wish to establish more Committees and/or delegate a wider range of powers to Committees to act on behalf of the Governing Board.

## **1. Resource Management Committee – Terms of Reference**

- Membership:** Appointed by the Governing Board  
The membership of a Committee may include Associate Members, provided that a majority of members of the Committee are Governors.
- Quorum:** Not be less than three Governors who are members of the Committee.  
The Committee can however, specify a higher limit.
- No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).
- The Governing Board will decide whether to appoint the Chair or whether the Committee should do this.  
In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school). Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
    - Finance
    - Human Resources
    - Premises
    - Health and Safety issues
    - To liaise and consult with other Committees where necessary.
    - To contribute to the School/Academy Improvement Plan.
    - To consider safeguarding and equality implications when undertaking all Committee functions.

### **The remit of the Resource Management Committee in detail:**

#### **FINANCE**

##### ***Delegated Powers:***

To act on behalf of the Governing Board on:

- Actions following financial advice provided by the City Council and central government.
- Requirements set down in the City Council Fair Funding Scheme of Delegation (Academy Financial Handbook for Academies) for spending and budgetary adjustments.
- Levels of financial delegation and monitoring such delegated powers:
- Reviewing, adopting and monitoring a Finance Policy and associated statements.
- Establish and maintain a long term plan (3 year) and resourcing, taking into account the priorities of the School/Academy Improvement Plan

- Drafting and approval of the annual budget taking into account priorities of the School /Academy Improvement Plan. (It is recommended that this is further ratified by the Governing Board)
- Ensuring that Value for Money principles are taken into account when determining expenditure
- Ensuring sufficient funds are set aside for pay increments as recommended by the Headteacher
- The awarding of contracts and approving service level agreements and insurance arrangements.
- Virement of funds as delegated within the delegated limit as stipulated in the Fair Funding Scheme of Delegation (and to recommend to the Governing Board any virement above that figure)
- To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- Ensuring that the Pupil Premium, Sport Premium Funding (primary only), Year 7 Literacy and Numeracy Catch Up Premium (secondary only) is used effectively and can be accounted for.
- Budget monitoring (with the Headteacher) at least termly
- To review, submit and ensure compliance with Schools Financial Value Standard (SFVS) including undertaking any actions identified (*maintained schools*)
- Monitoring of expenditure patterns including the Benchmarking Report Card and use of the Financial Efficiency Metric Tool to evaluate spending decisions and budgetary performance ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making.
- The auditing arrangements for the School Fund and other voluntary funds to ensure funds are properly audited
- Preparing the Trustees Report to form part of the Statutory Accounts of the Governing Board and for filing with Companies Act requirements for Academies.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- A **budget** for the year based on development priorities (egg School /Academy Improvement Plan) (*recommended*)
- To review adopt and monitor all additional financial policies including policies on **Charging and Remissions and Governor Allowances**.
- Any potential problems or significant anomalies at the earliest possible point.
- The appointment or re-appointment of the **auditors**, receive their report and recommend action as appropriate to audit findings (*Academies*)

## **Human Resources**

### ***Delegated Powers***

To act on behalf of the Governing Board on:

- The staffing establishment and structure, based on the Headteacher's recommendations, the school development plan, resources available and effective operation of the school.
- Ensuring any recruitment practices comply with safer recruitment requirements
- Ensure that a single central record is maintained for all employees and volunteers and complies with Safeguarding requirements

- Actions following personnel advice provided by the City Council and set down in the Personnel Handbook and ensuring all appropriate HR policies are regularly reviewed and in place including the Teacher Appraisal Policy, Capability Policy etc.
- Implementing the procedures for the management of change and staff issues as above.
- The school's compliance with statutory obligations regarding employees
- Consideration of work life balance for Headteacher and teachers and the arrangements for CPD.
- Consultation procedures with recognised trade unions
- Ensuring that salary decisions for all teaching staff are undertaken annually (including the Headteacher) and are consistent with appraisal outcomes (this should be through an appointed Pay Committee, which may be a sub group of the Resource Management Committee)
- To receive an annual report on the performance management/ appraisal processes within the school.

*The Governing Board may also delegate the following to the Committee, although these responsibilities would normally be delegated to the Headteacher:*

- The dismissal of a member of staff. (The Committee will consist of three Governors for this purpose)
- Any other decision concerning an individual member of staff, which is the responsibility of the Governing Board and against which the member of staff has a right of appeal. (The Committee will consist of three Governors for this purpose)

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- Procedures for dealing with the management of change, including redundancy and redeployment
- Procedures for dealing with staff issues, including discipline, conduct, grievance, dismissal and redundancy
- A whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service

## **PREMISES**

### ***Delegated powers***

To act on behalf of the Governing Board on:

- Advice provided by the City Council and set down in the Premises Management Documents
- A statement of priorities for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan
- To keep under review the school Accessibility Plan.
- The cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- Arrangement of professional surveys and emergency work as necessary
- The preparation and implementation of contracts
- The quality of cleaning and grounds maintenance
- To make arrangements for the Committee to inspect the premises on a regular basis

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- A Lettings Policy and charges

## **HEALTH AND SAFETY**

### ***Delegated powers***

To act on behalf of the Governing Board on:

- Advice received from the City Council or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- The school's compliance with health and safety regulations
- Reports and action following the termly site safety inspection.
- Respond to any health and safety audit report recommendations and ensure all risks are minimised.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- A school health and safety policy, including risk assessment.

## **2. Performance and Standards Committee – Terms of Reference**

- Membership:** Appointed by the Governing Board  
The membership of a Committee may include Associate Members, provided that a majority of members of the Committee are Governors.
- Quorum:** Not be less than three Governors who are members of the Committee.  
(The Committee can however, specify a higher limit).  
  
No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).  
  
(The Governing Board will decide whether to appoint the Chair or whether the Committee should do this)  
In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school.) Meetings to be called by the Clerk to the Committee after consultation with the [ Chair of the Committee and the Headteacher
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
    - School Improvement /Development Plan
    - curriculum, teaching and learning
    - special educational needs
    - school matters
    - admissions

### **The remit of the Performance and Standards Committee in detail:**

#### **SCHOOL IMPROVEMENT/ DEVELOPMENT PLAN**

To consider and make recommendations to the Governing Board on:

- The School/ Academy Improvement Plan, ensuring that:
  - the staff are consulted
  - targets, priorities, implementation, monitoring and evaluation are included
  - the Plan relates to educational outcomes and raising standards
- Review any actions following an Ofsted inspection
- To use the school's own self review and analysis and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement
- Reviewing the leadership and management of the school at all levels in order that it drives school improvement and challenges underachievement
- Ensure compliance with the Equality Duty

## **CURRICULUM, TEACHING AND LEARNING**

### ***Delegated powers***

To act on behalf of the Governing Board in:

- Carrying out the Governors' responsibilities in relation to assessment, recording and reporting
- Standards and school effectiveness through analysis of data and results, looking at pupils' work and visiting the school
- Reviewing the schools performance through an understanding of school assessment, Analyse School Performance (ASP) which replaced RAISEOnline and the Data Dashboard.
- Monitoring and evaluating the impact of teaching on rates of pupil progress and standards of achievement
- Understanding the intervention strategies used and impact to support pupils particularly those resourced by pupil premium funding, other underachieving groups and vulnerable children.
- Understanding the intervention strategies used and impact of Sports Premium Funding
- Monitoring attendance including persistent absence
- Reviewing, monitoring and evaluating curriculum implementation through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents/carers and teachers
- The school's compliance with the National Curriculum and legal requirements
- Children's welfare and social, cultural and spiritual development in the light of school curriculum policies.
- Promotion of well-being, community cohesion, British Values and the Prevent agenda.
- Working with school leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
- Approving and implementing the Sex Education Policy and Equality Information and Objectives

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- School policies on religious education and collective worship, moral social and cultural awareness and behaviour principles.

## **SPECIAL EDUCATIONAL NEEDS**

### ***Delegated powers***

To act on behalf of the Governing Board on:

- Ensuring the needs of SEND pupils are met in accordance with any prescribed Education, Health and Care Plan.
- Compliance with the SEND Code of Practice and publication of the school's offer on the school website.

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- The school's policy and practice for Special Educational Needs and Disability



## **SCHOOL MATTERS**

### ***Delegated powers***

To act on behalf of the Governing Board in:

- Ensuring compliance with Child Protection and safeguarding policies and procedures.
- Receiving regular reports on safeguarding arrangements in the school
- Ensuring that looked after children are not disadvantaged by school policies and procedures and receive an annual report on their progress
- Receiving an annual report on racist incidents in school
- Monitoring and evaluating the impact of continual professional development on staff performance
- Approving and reviewing the Complaints Policy
- Overseeing arrangements for educational visits

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- The Child Protection Policy and practice
- The school prospectus, where this still exists
- Ensure the school website complies with statutory requirements
- Developments around Healthy Schools especially nutritional standards
- Policies for improving relationships between school and the local wider community
- Issues relating to admissions, the school day, etc
- Appropriate consultation documents
- Any other responsibilities as appropriate and outlined in *Governance Handbook*

## **ADMISSIONS – WHERE THE SCHOOL IS THE ADMISSIONS AUTHORITY**

### ***Delegated powers***

To act on behalf of the Governing Board in:

- Presenting the case for the Governing Board to an Independent Admission Appeal Panel. The party will consist of one governor.
- Ranking of Admissions Requests at Year R
  - To support the LA coordinated admissions scheme to centralise the allocation of school places in the City, by ranking applications against the Admission Criteria determined by the Governing Board.
- Considering, with the support of the LA, in year applications for admission

### ***Other responsibilities***

To consider and make recommendations to the Governing Board on:

- The Admission Policy for the school and recommend changes to comply with the School Admissions Code, DES, DBE or LA guidance.
- To ensure that consultation is undertaken, as appropriate, and within timescales as dictated.

### **3. Panel Meetings**

For circumstances where the Governing Board is required to establish a panel for a particular purpose i.e. Pupil Discipline, Admissions, Grievance, Complaint, Staff Discipline and Pay, three impartial Governors are chosen from a pool of the whole Governing Board. In cases where an appeal procedure applies, three different Governors to those involved in the original panel are chosen from the remainder of the Governing Board. It is not recommended that staff Governors are involved in such panels.

Different procedures apply to the proceedings of meetings of panels and in these instances Governors should consult the relevant Policy with regards to the appropriate procedure and guidance.

### **4. Pay Committee**

**Membership:** The Pay Committee will consist of at least three Governors, elected by the Governing Board/Academy Trust Board. The Pay Committee will not include any member of staff employed by the Governing Board/Academy Trust Board at the school.

**Quorum:** Not be less than three Governors who are members of the Committee.

**Chair:** Appointed at the meeting

**Meetings:** Annually. Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher

**Remit:** To act on behalf of the Governing Board in matters relating to:

- Pay and related performance of staff (including the Headteacher)
- To monitor and review the pay policy as necessary and recommend adoption to the Governing Board.

#### **The remit of the Pay Committee in detail:**

The Pay Committee will have full delegated powers from the Governing Board/Academy Trust Board to take all decisions relating to pay in accordance with the approved school pay policy.

#### **Specifically this will include:**

- Ensuring that the whole school pay policy observes all statutorily and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).
- Reviewing the whole school Pay Policy and making recommendations to the full Governing Board/Academy Trust Board for amendment where necessary.
- Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Board/Academy Trust Board as appropriate.

- Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.
- Ensuring that pay decisions are fair and equitable, in accordance with the school Appraisal Policy and take account of the recommendations of the Headteacher.
- In accordance with the Pay Policy, determine appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the Pay Policy.
- Recommend the annual pay budget, including pay progression to the Governing Board. It is advised that the budget setting is based on the premise of all teachers at least being assessed as 'good'.
- Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
- Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- To clearly minute the reasons for all pay decisions and report the fact of these decisions to the next meeting of the Governing Board/Academy Trust Board.
- Provide an annual report to the Governing Board/Academy Trust Board summarising pay decisions and issues arising.

### **GSS Publications**

*The Governor Support Service has issued guidance on many topics of interest to Governors. They are free of charge to Governing Boards **subscribing** to our services and are available from:*

*Governor Support Service, Civic Centre 2, Earl Street, Coventry CV1 5RS*

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*A list of publications are available on request*