

PERRAN-AR-WORTHAL COMMUNITY PRIMARY SCHOOL

COMMITTEES OF THE FULL GOVERNING BODY

Governing bodies are accountable in law for all major decisions about the School and its future. However, this does not mean that they are required to carry out all the work themselves. Committees and individuals can be given delegated authority to make decisions and monitor, evaluate and review particular plans, policies and targets.

At Perran-ar-worthal CP School, the Full Governing Body (FGB) carries out much of its work through committees (and panels). The FGB decides the constitution, membership and terms of reference of all committees, which are reviewed annually. Functions that cannot be delegated are outlined in the terms of reference for the FGB.

A committee consists of a group of governors who meet at intervals throughout the academic year to discuss matters delegated to as outlined in their terms of reference or otherwise referred to them by the FGB.

All governors will be invited to serve on committees; the allocation to specific committees is linked to individual skills and interests, and the requirements of the FGB. All appointments will be approved by the FGB.

Committees remain accountable to the FGB; they report back regularly to the FGB in respect of any action, recommendation, or decision. All decisions are made on behalf of the whole governing body, which shares collective responsibility.

The FGB is able to make decisions concerning any of the specific areas of responsibility delegated to a committee. Committees will act on and implement any decisions made by the FGB.

A panel comprises a specified number of governors who are convened as necessary by to carry out a specific task. The terms of reference, duties and responsibilities of panels are as given in the policy to which the panel relates. The quorum of panels is the same as the number specified for membership. i.e. all governors on a panel must be present. In the event of a governor becoming unavailable the panel will be re-convened at a different time or with another eligible governor.

At Perran-ar-worthal CP School, the FGB has established the following committees:

Business Planning Committee (BPC)
Curriculum, Standards & Engagement Committee (CSE)
Finance, Personnel & Premises Committee (FPP)
Pay & Performance Committee (P&P)
Headteacher's Performance Management Committee (HPMC)

The following Panels are convened as required:

Staff Pay & Performance Appeals Panels
Staff Disciplinary Panels
Staff Disciplinary Appeals Panels
Pupil Discipline Panels

Working groups may be established from time to time for other purposes.

The following guidance applies to all committees:

General Terms of Reference

- To act on matters delegated by the FGB.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan (SIP), receiving and reviewing reports relevant to those areas outlined in their terms of reference
- To consider safeguarding and equalities implications when undertaking all committee functions.
- Decisions will be made with consideration to the School's ethos, values and vision

Membership

- The committee shall comprise at least 3 governors
- Any specific requirements are outlined in the individual committee terms of reference
- The committee may have in addition such non-voting members as the FGB shall appoint.
- The FGB may remove or replace a member of the committee at any time.
- The membership of a committee may include associate members, provided that a majority of members of the committee are governors.
- Attendees/observers can be invited to attend a committee meeting where appropriate.
- Even if they are not a member, the headteacher is entitled to attend all committee meetings.

Disqualification

- Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.
- The headteacher, if he or she has chosen not to be a governor, cannot be counted for the purpose of the quorum and cannot vote. At Perran-ar-worthal CP School, the Headteacher is a governor.
- Any relevant person employed to work at the school, other than as the headteacher, when the subject is the pay or performance review of any person employed to work at the school.
- The headteacher must withdraw if his or her pay or performance is being discussed.
- In the case of staff and pupil disciplinary matters, the headteacher and any other person employed to work at the school. The chair of governors, due to probable prior knowledge, should not be a member; nor should any other governor with prior knowledge of the matter.

Chair

- Each committee must have a chair. The FGB will decide whether to appoint the chair or whether the committee should do this.
- At Perran-ar-worthal, the FGB shall appoint the committee chairs at its last meeting of the Summer term of each year.
- The FGB may remove the chair of a committee from office at any time.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

Clerk

- Each committee must have a clerk. The headteacher cannot be the clerk to a committee but a governor can.
- At Perran-ar-worthal, the FGB shall appoint the clerk to FGB, FPP and CSE at its last meeting of the Summer term of each year. The clerk to other committees and panels will be appointed by those committees as required.
- The FGB may remove the clerk of a committee from office at any time.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number.

Quorum

- Committees are free to determine their own quorum, but as a minimum this must be not less than 3 governor members of the committee. At Perran-ar-worthal, the quorum shall be 3 governors or 1/3 rounded up, whichever is the greater.
- The FGB can however specify its own higher limit (so long as it does not increase the likelihood of the quorum not being met)

Meetings

- The FGB is free to determine how often the committee meets and may delegate this to the committee.
- At Perran-ar-worthal School, the Finance, Personnel & Premises and Curriculum, Standards & Engagement, and Headteacher's Performance Management committees shall meet at least once per term or otherwise as required. The Pay & Performance Committee shall meet at least twice per year.
- Meetings of a committee are to be convened by the clerk to that committee and must comply with any direction given by the FGB or the chair of the committee.
- Written notice and a copy of the agenda must be sent out at least seven clear days in advance of the meeting. Meetings of matters demanding urgent consideration can be held at shorter notice providing the written notice states that fact.
- The Committee meetings will not be open to the public, but minutes (non-confidential) shall be made available on request as soon as reasonably practicable
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Minutes of the proceedings must be drawn up by the clerk to the committee and must be signed (subject to the approval of the committee) by the chair at the next meeting of the committee.
- The agreed or draft minutes of each committee meeting (with the exception of Pay & Performance and Headteacher's Management Committee) will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the chair (or in his/her absence another member of the committee). Confidential minutes will be made available on request to members of the FGB.

Decisions

- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors
- Votes at committee meetings may only be cast by the members of those committees and not by any other persons allowed to attend.
- Where there is an equal division of votes the chair of the meeting will have a second or casting vote, provided that such person is a governor.

Matters of urgency

- The chair – or vice-chair if the chair is unavailable or the position is vacant – can make decisions on the governing body's behalf using the power of 'chair's action' (Regulation 8 of the Role, Procedures and Allowances Regulations).
- Decisions taken under the power of 'chair's action' must be reported to the governing body at the first available opportunity.
- While there is no specified restriction on which functions the chair may exercise under chair's action, the power should only be used where any delay would be likely to be seriously detrimental to the interests of:
 - the school
 - any pupil at the school or his/her parent
 - or a person who works at the school.

Level of Delegation

There are two levels of delegation:

- Decision (D) = the committee makes the decision and reports it to the FGB in the minutes.
- Recommendation (R) = the committee makes a recommendation to the FGB, who will make the decision