

Committee Structure & Membership Checklist

Statutory Committees that all governing bodies are required to have			
Committee	Membership/Quorum	Restrictions	Policy/Guidance
Staff Disciplinary & Dismissal	At least 3 governors plus reserves Quorum = 3* * when considering cases involving child protection allegations the membership will include an independent governor from another school appointed by the governing body	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Staff Discipline Procedure The Staffing Regulations of Maintained Schools Wales Regulations 2006 and subsequent amendments
Staff Disciplinary & Dismissal (Appeal)	At least 3 governors plus reserves Quorum = 3* * when considering cases involving child protection allegations the membership will include an independent governor from another school appointed by the governing body	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Staff Discipline Procedure The Staffing Regulations of Maintained Schools Wales Regulations 2006 and subsequent amendments
Pupil Discipline & Exclusions	At least 3 governors plus reserves Quorum = 3 or 5	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	Welsh Government Guidance Document 171/2015 – Exclusion from Schools and Pupil Referral Units

Admissions (Faith & Foundation Schools Only)	The Headteacher At least 2 governors plus reserves Quorum = 3	Governors with a conflict of interest/pecuniary interest Governors who have a child applying for admission to the school	School Admissions Policy Welsh Government School Admissions Code – Statutory Code document:005/2013 Welsh Government School Admission Appeals Code- Statutory Code document: 007/2013
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Recommended Non-Statutory Committees - to be determined by the Governing Body			
Committee	Membership/Quorum	Restrictions	Policy/Guidance
Finance	To be determined by the Governing Body Quorum = 50% (rounded up to a whole number)	Governors with a conflict of interest/pecuniary interest Governors who work at the school if/when pay of individual employees is discussed	Local Authority's Financial Procedures Rules for Schools School Financial Regulations
Learning, Teaching & Standards	To be determined by the Governing Body Quorum = 50% (rounded up to a whole number)	Governors with a conflict of interest/pecuniary interest	School Curriculum Policy School Improvement Plan School Self Evaluation Report School Assessment and Marking Policy School ALN Policy National and local guidance on key areas including the curriculum, assessment, target setting and inspection frameworks.
Premises and Health and Safety	To be determined by the Governing Body	Governors with a conflict of interest/pecuniary interest	School Health & Safety Policy Council Health and Safety Policy

	Quorum = 50% (rounded up to a whole number)		School Child Protection and Safeguarding Policy Welsh Government Guidance Document 158/2015 - Keeping Learners Safe School Accessibility Policy
Staffing/Human Resources	To be determined by the Governing Body Quorum = 50% (rounded up to a whole number)	Governors with a conflict of interest/pecuniary interest Governors who work at the school if/when pay or performance of individual employees is discussed	HR Manual of Procedures The Staffing of Maintained Schools (Wales) Regulations 2006 and subsequent amendments
Wellbeing	To be determined by the Governing Body Quorum = 50% (rounded up to a whole number)	Governors with a conflict of interest/pecuniary interest	Pupil Discipline Policy School Bullying Policy Staff Well-being Policy and Charter
Community	To be determined by the Governing Body Quorum = 50% (rounded up to a whole number)	Governors with a conflict of interest/pecuniary interest	School policies and documents relevant to the remit of the committee Welsh Government Guidance on Regulations about reporting school and pupil information – September 2011

Note

Governing Bodies are able to determine which non-statutory committees they wish to create and produce appropriate terms of reference for them. However, it is strongly recommended that committees are formed that have key areas such as Finance, Staffing and Curriculum and Standards in their remit. Many Governing Bodies merge committees and reflect the wider remit in their terms of reference e.g. Finance & Staffing, Finance & Premises/Health & Safety, Resources, and Staffing & Pay. A chair should be appointed to a committee and it is also good practice to appoint a vice chair – committee chairs and vice chairs can be appointed by the full governing body or the committee. Please note that employees of the school are not able to chair committee meetings.

Panels to carry out statutory and other processes			
Committee	Membership/Quorum	Restrictions	Policy/Guidance
Complaints	At least 3 governors plus reserves Quorum = 3	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	Welsh Government Circular No: 011/2012 Complaints Procedures for School Governing Bodies in Wales
Resolution (formerly Grievance)	At least 3 governors plus reserves Quorum = 3	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Resolution Policy
Resolution (Appeals)	At least 3 governors plus reserves Quorum = 3	Headteacher Chair of Governors Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Resolution Policy
Headteacher Performance Management	At least 2 governors (preferably 3) plus reserves - One or two LA representatives (e.g. challenge adviser) - The Diocesan Authority may also appoint an appraiser (Faith Schools only) Quorum = 3	Headteacher Governors employed by the school Governors with a conflict of interest/pecuniary interest	The School Teacher Appraisal (Wales) Regulations 2011 School Performance Management Policy for Teachers and Headteachers in Schools

Headteacher Performance Management Appeals	Chair of Governors or another governor (if Chair is involved in the appraisal) • One other governor plus reserve • Two representatives appointed by the LA Quorum = 4	Headteacher Governors employed by the school Governors with a conflict of interest/pecuniary interest	The School Teacher Appraisal (Wales) Regulations 2011 School Performance Management Policy for Teachers and Headteachers in Schools
Pay Review	At least 3 governors plus reserves Quorum = 3	Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Pay Policy
Pay Review (Appeals)	At least 3 governors plus reserves Quorum = 3	Governors employed by the school Governors with a conflict of interest/pecuniary interest	School Pay Policy
Capability NB The Headteacher conducts the Capability process for Teachers and Non-Teaching Staff.	Capability - Headteachers • Chair of Governors • One other governor plus reserves • Consultant Governor appointed by CSC Quorum = 3	Governors employed by the school Governors with a conflict of interest/pecuniary interest	CSC Capability Procedure for Teachers and Headteachers NB The Headteacher conducts the Capability process for Teachers and Non-Teaching Staff.
Capability (Appeals) NB The Chair of Governors is the Appeal Officer for appeals submitted by Teachers and Staff	Stage 1 Appeal - Headteachers • Vice Chair of Governors (Appeal Officer) Stage 2 or Stage 3 Appeals – Headteachers	Governors employed by the school Governors with a conflict of interest/pecuniary interest	CSC Capability Procedure for Teachers and Headteachers

	Three consultant governors appointed by the consortium		
Selection Panel for Headteacher and Deputy Headteacher Appointments	Between 3 and 7 governors with reserves - LA Representatives (e.g. Director of Education, Challenge Adviser, HR Adviser) - Diocesan Authority Representative Quorum = at least 3 governors (as determined by the governing body)	Governors with a conflict of interest/pecuniary interest	The Staffing of Maintained Schools (Wales) Regulations 2006 and subsequent amendments CSC/Cardiff Council Headteacher and Deputy Headteacher Recruitment Guidance, Toolkit and Application Pack

Chair of Governors' role on committees

It is not recommended that the Chair of Governors serve on any statutory committees or on a number of the panels that carry out functions of the governing body. This is because the chair has a unique role and is likely to have had prior involvement in processes and procedures as detailed in the relevant policy.

Committee Membership

The appointment of governors to committees has to take place at a quorate meeting of the full governing body and the decision recorded in the minutes. It is recommended that reserves are appointed to all statutory committees and panels that have delegated powers to ensure that they are able to meet without the delay of having to call a meeting to ratify new members.

Governor Training

All governors have to attend induction training and training on data within 12 months of appointment. Governors should check that their mandatory training is up to date otherwise their membership of the governing body is at risk. Governors who are not compliant with the regulations are not eligible to participate in decision making processes, including those made by statutory committees and other panels.

Governors sitting on any committee should also complete appropriate training so that they have knowledge and understanding of the area they are taking decisions on, along with any statutory processes and procedures. Professional advice is available to support governors in their role on statutory committees and other panels.