



Llantilio Pertholey Primary School

Governing Body Handbook

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**Professional
Learning for
Governors**



**Support for
Governors in
South East Wales**



<https://sites.google.com/hwbcymru.net/school-governors/home>



Being A School Governor at Llantilio Pertholey Primary School

By law, every school in Wales must have a governing body. A governing body has three main roles which are all strategic:

- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the headteacher to account for the educational performance of the school and its pupils.
- Ensuring clarity of vision, ethos and strategic direction.

Composition of the governing body

Every school's governing body is made up of different categories of governor. This is to ensure the interests, perspectives and views of all stakeholders can be represented in the strategic oversight of the school. Once elected, each governor will undertake the same general role, but their views, backgrounds, interests and skills will be equally valuable and helpful to the school. The 'types' of governor in each school are: Parent, Community, Local Authority, Staff (teaching), Staff (non-teaching) and Headteacher. The number of governors in each category does not change though, for example, a parent can be elected as a 'community' governor if the rest of the body agree. Llantilio Pertholey governing body is made up of 14 governors who fit into several categories which ensure representation within and beyond the school. Whichever role governors serve in, they will be part of the governing body for a four-year term. Many people choose to serve multiple terms (parents' governors are always elected by a ballot of parents), however as a volunteer you can resign before your term is finished if your circumstances change.

Leadership

The governing body is an important part of the school's leadership capacity and provision and as such, their work and effectiveness are routinely evaluated as part of the school's periodical inspection by Estyn, Her Majesty's Inspectorate for Education & Training in Wales when judging the quality of the school's overall leadership.

Commitment

The UK average time commitment for a governor is five to eight hours per month, although it will vary depending on the needs of the school and the role you play on the governing body. This includes meetings, background reading and school visits. As well as full governing board meetings, the school has various committees and link governor roles.

Like magistrates or members of a jury, school governors have a right to reasonable time off work for their public duties, although this may be unpaid. Your company's HR department will be able to tell you about its policy.

Governance is a voluntary role and therefore it is not paid. Llantilio Pertholey Primary School does not pay expenses to governors for any aspect of their role.

Expectations

Before prospective governors take on this role, we feel it's right to lay down what will be expected of them as a member of Llantilio Pertholey governing body.

- You are required to complete a business interest declaration, a contact details form and undergo a DBS check.
- You are required to undertake mandatory training, held throughout the school year at a choice of locations.
- You will be provided with an on-line Hwb account and an EAS account to access resources, training schedules and so forth.
- You are expected to attend every full governing body meeting. These take place once per half term and are expected to last a maximum of 2 hours. These usually take place in the evening from 6- 8pm, at the school.

- You are expected to meet with individuals or a group of staff as a link governor to ensure you understand an area or aspect of the school's work and write a meeting record to inform the rest of the governing body. Meetings will last no longer than an hour and will usually take place no more than once per term. These usually take place during or at the end of the school day.
- You are expected to be available to attend any governing body team or committee meetings that you will be made part of, which will usually last no longer than an hour. These will usually be during the school day or immediately before the main governing body meeting.
- You are expected to read all papers relating to forthcoming meetings or visits and to be able to contribute to discussions in meetings.

For further information, including eligibility criteria, please visit <https://gov.wales/school-governance>



Governing Body Structure & Working 2023-24

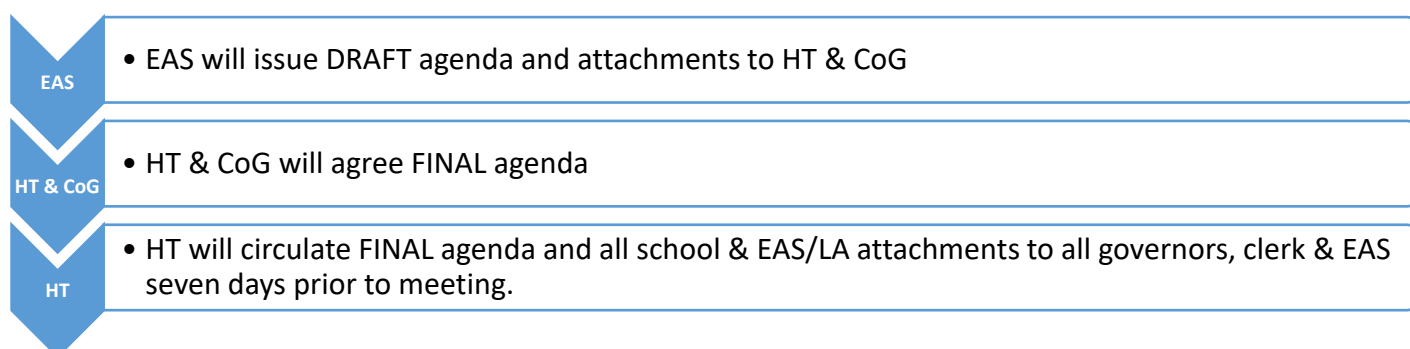
All governors are expected to attend a minimum of 6 meetings per year:

- Full Governing Body meetings (1 per half term – total 6)
- Non-Statutory Committee meetings - 1 per term as part of the second full GB meeting each term
- Statutory Committee Meetings (as required but very rarely convened)

Full Governing Body Meetings: Standing Agenda Items

	1 st Half Term	2 nd Half Term
Autumn	Annual Governors' Report to Parents agreed Headteacher Oral Report School Development Plan SDP- End of Year Evaluation Agree New SDP HT Performance Management Curriculum Reform Update Pupil Team Presentation Receive committee meeting minutes Presentation on one of the AOLES Presentation on Standards Local attendance targets presented for approval	5.30-5.45pm Committees 5.45-6.30pm Headteacher's Report Presentation on one of the AOLES Presentation on Standards Termly Behaviour Reporting LA, EAS & WG business
Spring	SDP-Autumn Term Progress Headteacher Oral Report Curriculum Reform Update Pupil Team Presentation Receive committee meeting minutes Presentation on one of the AOLES Presentation on Standards	
Summer	SDP- Spring Term Progress Headteacher Oral Report Grant Plan (EIG & PDG) Curriculum Reform Update Pupil Team Presentation Receive committee meeting minutes Presentation on one of the AOLES Presentation on Standards	

Setting & Distributing the Agenda





Non-Statutory Committees

(Two committees, routinely covering the work of the school)

-
- Chair of each committee in place for one academic year.
- Clerked by chair or delegated using 'Non-Statutory Committee Meeting Record' form (attached).
- Minutes sent to headteacher by end of the week in which meeting takes place.
- The 'scope' is intended to be covered over course of the year.
- Curriculum Committee meets for first 45 minutes of 2nd termly GB meeting. (5.30-6.15)
- Finance Committee meets at 5pm each GB meeting.

Non-Statutory Committee	Scope To review and evaluate:	Governors
<p>Curriculum Committee</p> <p>Standards, Assessment & Progress (Estyn IA1)</p> <p>Wellbeing, Care, Support and Guidance (Estyn IA2 and IA4)</p> <p>Curriculum, Teaching and Learning (Estyn IA3)</p> <p>QUORUM: recommend 5</p>	<p>pupil progress and standards of achievement</p> <p>pupil achievement against set targets</p> <p>the progress and standards of achievement for specific groups of learners</p> <p>the impact of intervention and the rates of progress for specific groups of learners, for example FSM, ALN and MAT</p> <p>the standards and progress in skills (literacy, numeracy and ICT) to celebrate pupil achievements</p> <hr/> <p>Attendance</p> <p>Behaviour (including anti-bullying)</p> <p>Community cohesion</p> <p>Equality</p> <p>Healthy eating</p> <p>Homework</p> <p>Safeguarding</p> <p>Staff discipline and grievance procedure</p> <p>Looked After Children</p> <hr/> <p>the quality and breadth of the curriculum</p> <p>the quality of teaching and;</p> <p>its ability to secure high standards of achievement</p> <p>the extent and impact of continuing professional development on improving staff performance</p>	
<p>Recruitment, Resources, Premises, Health & Safety (Estyn IA 5)</p> <p>QUORUM: recommend 5</p>	<p>the school's compliance with the local authority's financial regulations</p> <p>the draft annual budget and present it to full governing body</p> <p>income and expenditure</p> <p>all aspects of grant funding</p> <p>staffing levels in line with the budget</p> <p>pupil number trends to assess the effect on the budget allocation</p> <p>expenditure with a view of achieving best value</p> <p>the financial delegation by the full governing body to the head.</p> <p>Any information required by the Staff Disciplinary and Dismissal Committee to enable it to carry out its functions.</p> <p>the effectiveness of services provided through Service Level Agreements and contracts</p> <p>the efficient use of utilities such as water, electricity or gas</p> <p>reports on the condition of buildings and school environment</p>	



TERMS OF REFERENCE – Curriculum Committee

Standards, Assessment & Progress

(Estyn IA1)

To assist the headteacher and the governing body in setting realistic and sufficiently-challenging statutory end of key stage targets.

To review and evaluate:

- pupil progress and standards of achievement
- pupil achievement against set targets
- the progress and standards of achievement for specific groups of learners
- the impact of intervention and the rates of progress for specific groups of learners, for example FSM, ALN and MAT
- the standards and progress in skills (literacy, numeracy and ICT)
- to celebrate pupil achievements

To challenge any areas of underperformance identified, and ensure that suitable strategies are in place to address these issues.

To assist in the development of, monitor and review of the school self-evaluation report and to help identify areas for the school development plan and ensure that the governing body receives regular progress reports.

To attend relevant training, as appropriate.

To receive reports from the school LA or other external agency in relation to all schools based standards to efficiently monitor, support and challenge school improvement and progress.



TERMS OF REFERENCE - Curriculum Committee

Wellbeing, Care, Support and Guidance (Estyn IA2 and IA4)

To monitor and evaluate the wellbeing, care, support and guidance provided within school. The committee will work with the headteacher to provide guidance to the governing body on priorities and issues relating to the pastoral and spiritual wellbeing of the staff and pupils, as well as links with the wider community.

To review and evaluate:

- Attendance
- Behaviour (including anti-bullying)
- Community cohesion
- Equality
- Healthy eating
- Homework
- Safeguarding
- Staff discipline and grievance procedure
- Looked After Children

To agree annual attendance targets and monitor progress towards achieving these.

To monitor and evaluate (for example):

- the impact of the school's punctuality, attendance and behaviour
- the quality of the school's provision for personal development and wellbeing
- the effectiveness of care, guidance and support for pupils
- the extent to which pupils and staff feel safe
- the extent to which pupils adopt healthy lifestyles
- the extent to which pupils contribute to the school and wider community
- the extent to which pupils develop workplace and other skills that will contribute to their future economic wellbeing
- the extent of pupils' spiritual, moral, social and cultural development
- the effectiveness with which the school promotes equal opportunity and tackles discrimination
- the effectiveness with which the school promotes community cohesion
- the effectiveness in which the schools meets the requirements of children who have special needs and disabilities
- the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other safeguarding regulations (including child protection and safe recruitment)
- staff attendance levels
- strategies to support effective use of PPA and impact of the staffing structure
- staff work-life balance, working conditions and overall wellbeing
- continuous professional development of staff

To gather the views of stakeholders (parental and community liaison) and report on these, in order that outcomes are effectively used to inform planning.

To work with the headteacher to produce a Publicity and Marketing Policy.

To seek professional advice from the local authority, diocesan authority or others, as necessary.

To attend relevant training, where appropriate.



TERMS OF REFERENCE – Curriculum Committee

Teaching and Learning (Estyn IA3)

To monitor and evaluation of the Teaching and learning provision within school. The committee will review and monitor the Curriculum Policy and any other relevant policy (e.g. Assessment Policy, policy on sex education, collective worship and religious education) as determined by the governing body and make recommendations to the full governing body for discussion and ratification.

In collaboration with members of staff, to provide information about how the curriculum is taught, evaluated and resourced.

To review and evaluate:

- the quality and breadth of the curriculum
- the quality of teaching and;
- its ability to secure high standards of achievement
- the extent and impact of continuing professional development on improving staff performance

To receive reports from individual governors responsible for specific areas, where appropriate, e.g. numeracy, literacy, SEN etc.

To assist in the development of, monitor and review of the school self-evaluation report and to help identify areas for the school development / improvement plan and ensure that the governing body receives regular progress reports.

To review the policy and provision for sex education and make recommendations were necessary.

To assist the headteacher in deciding which subject options should be taught having regard to resources (secondary schools).



TERMS OF REFERENCE - Recruitment, Resources, Premises, Health & Safety Committee

(Estyn IA 5)

The remit of this committee includes all areas of finance, premises and personnel for which the governing body is responsible. The main responsibilities of the committee are to ensure proper allocation and management of funds delegated to the school under the Scheme for the Financing of Schools, responsibility for health and safety issues in school and the appointment of staff and staffing structure.

Finance

To ensure that the school operates within the financial regulations of the local authority.

To present the draft annual budget to the full governing body for consideration and approval each year.

To provide guidance and assistance to the headteacher and governing body in all matters relating to budgeting and finance.

To ensure that the school development plan is fully costed and that financial provision is available in the budget to meet these costs

To regularly monitor:

- income and expenditure
- all aspects of grant funding
- staffing levels in line with the budget
- pupil number trends to assess the effect on the budget allocation
- expenditure with a view of achieving best value

To determine the financial delegation by the full governing body to the headteacher.

To provide the Staff Disciplinary and Dismissal Committee with any financial information it requires to enable it to carry out its functions.

Delegated powers

To draft the budget in line with priorities set out in the school development/improvement plans.

To agree virements between budget headings as required, to be reported to the next full meeting of the governing body.

To determine Lettings and Charging Policy for other users of the school buildings and grounds.

To manage tendering processes and the awarding of contracts with other relevant committees.

To consider the service level agreement and contracts in consultation with appropriate committees.

To ensure there is an annual audit of the school fund, undertaken by an independent person, and to ensure the results of the audit are reported annually to the full governing body.

To prepare and agree a financial statement for inclusion in the Annual Report to Parents.

Recruitment and staffing matters

To consider and make recommendations to the governing body, on all guidance and legislation relating to personnel issues.

To receive reports from the headteacher on the management of the school's staffing establishment and on general personnel issues – there should be no reference to individual members of staff to avoid tainting or compromising members of the committee.

Delegated powers

To establish and review as required the school staffing structure and make recommendations to the governing body.

To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following changes to legislation.

To undertake the appointment of permanent staff within the staffing structure which has not been delegated to the headteacher and to inform the governing body of these appointments (e.g. the governing body may have delegated the appointment of all support staff to the headteacher).

Premises, health and safety

To provide guidance and assistance to the headteacher and governing body in all matters relating to the maintenance of the premises and grounds, and health and safety.

To comply with the Health and Safety Policy, including the monitoring and review of the policy and procedures.

To ensure that actions are taken in respect of relevant health and safety legislation.

To advise the governing body on priorities, including health and safety and maintenance and development of premises.

To oversee arrangements for repairs and maintenance of the premises.

To consider tenders for work, as appropriate.

To monitor:

- the effectiveness of services provided through the Service Level Agreement and contracts
- the efficient use of utilities such as water, electricity or gas
- health and safety reports
- reports on the condition of buildings and school environment

To receive termly reports on the fire evacuation procedures.

To ensure regular health and safety tours are conducted.

To establish and keep under review an Accessibility Plan.

To seek professional advice from the local authority, diocesan authority or others, as necessary.

To attend relevant training, where appropriate.



Non-statutory Committee Meeting Record

Committee	
Chair	
Present	
Visitors	
Areas Discussed	
Date	

Summary of discussion (bullet points) – include successes, updates and ‘even better next time if...’



Statutory Committees & Roles

(Need to be named people but very rarely convened)

	Chair	Others	
Staff Disciplinary and Dismissal Committee			
Staff Disciplinary and Dismissal Appeals Committee			
Pupil Discipline and Exclusions Committee			
Grievance			
Grievance Appeals Committee			
Complaints Committee			
Pay Review and non statutory staff request committee			
Pay Review Appeal			
Headteacher & Deputy Head Teacher Selection			
Headteacher Capability Committee			
Headteacher Performance Management*			
Capability Appeals Committee			
Named Governor for Safeguarding			

* = must have undertaken statutory training

Chair to complete minutes and send to Headteacher by end of week the meeting took place.

When do they meet?

As required

What do they do?

See Terms of Reference

Clerking / Recording?

Usually clerked by EAS. HTPM, Pay Review & HT/DHT selection by panel chair

When a reserve is needed for statutory committees

Governors to be called for membership as long as they do not have a vested interest and have not sat on the first committee for which the meeting is an appeal and vice versa.



Statutory Committee Terms of Reference

Staff Disciplinary and Dismissal Committee¹

Purpose of the committee

The committee is established to deal with staff disciplinary and dismissal matters, in accordance with the school's relevant procedures.

Membership

Not less than three members of the governing body.

Non-governors may be appointed but they do not have a vote, except:

Where there are allegations of child protection, the membership of the committee must be as follows:

- two governors and
- one non-governor member with voting rights who is not:
 - a governor at the school or
 - a parent of a current or former pupil at the school or
 - a current or former member of staff at the school or
 - a person currently employed at the local authority that maintains the school

The full governing body will be required to meet to appoint the non-governor member where there are allegations of child protection.

Disqualifications

The headteacher

Associate pupil governors

Restrictions on persons taking part in proceedings

- It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or has a direct interest or involvement in the case in question.
- Teacher and staff governors and any other member of staff who may be a governor.²

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.³

Clerk

This committee is required in law to have a clerk. The person clerking may be the same person who is the clerk to the governing body or it may be a different person. Given the confidential nature of the issues being considered by this committee, it is preferable that a member of the school staff is not the clerk for this committee⁴. The clerk should also record the discussion and decision of the chair of governors and headteacher or chair of governors and another governor when they receive an investigation report.

Quorum

¹ Circular No 002-2013. Guidance for schools and local authorities on implementing effective staff disciplinary and dismissal procedures. Welsh Government

² Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

³ Regulation 54(5) of The Government of Maintained Schools (Wales) Regulations 2005

⁴ Appointment of clerk – Regulation 42 of The Government of Maintained Schools (Wales) Regulations 2005

The quorum for this committee shall be at least three governors or two governors plus an independent non-governor for child protection allegations.⁵

Delegated powers

Full delegated powers for decisions are granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk.

Any records or minutes relating to disciplinary procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information when the appeal process has been carried out (if appropriate).

Terms of reference

- To review the Staff Disciplinary and Dismissal Policy to ensure it is relevant and complies with statutory requirements and guidance from the Welsh Government in Circular 002/2013, and negotiate with local school staff union members on any proposed changes before recommending it to the governing body
- To consider and make decisions about matters relating to the following, in accordance with the school's procedure for redundancy
- To consider and make decisions about matters relating to the following, in accordance with the school's procedure for behaviour that is considered to be gross misconduct that could result in dismissal. This could include a referral at stage 3 of the capability procedure
- To ensure the membership of the committee is properly constituted and impartial and that members have no direct interest in the case being considered
- To consider all the evidence presented including the investigation report and any evidence from witnesses and reach balanced decisions based on evidence
- The chair of the committee is responsible for setting the arrangements and order of business for the day of the hearing
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- The outcome from the committee hearing may be:
 - the allegation is unproven and no action is taken or
 - the misconduct constitutes lesser misconduct and an appropriate sanction is given or
 - the misconduct constitutes gross misconduct and an appropriate sanction is given which may be dismissal
- To attend relevant training as appropriate.

⁵ Regulation 55(9) of The Government of Maintained Schools (Wales) Regulations 2005 and Regulation 8(3) of The Staffing of Maintained Schools (Wales) Regulations 2006



Staff Disciplinary and Dismissal Appeals Committee

Purpose

The committee is established to consider any appeals in respect of:

- (i) decisions taken by the Staff Disciplinary and Dismissal Committee, in accordance with the school's procedure
- (ii) appeals against sanctions imposed by the headteacher through lesser misconduct procedures
- (iii) appeals against sanctions imposed at Stages 1 and 2 of the capability procedure
- (iv) appeals against selection for redundancy

Membership

At least the same number of governors as the Staff Disciplinary and Dismissal Committee but may be more. Non-governors may be appointed but they do not have a vote, except:

Where there are allegations of child protection, the membership of the committee must be as follows:

- two governors; and
- one non-governor member with voting rights who is not:
 - a governor at the school or
 - a parent of a current or former pupil at the school or
 - a current or former member of staff at the school or
 - a person currently employed at the local authority that maintains the school.

This non-governor member must be different to the person to one who was the independent member on the first committee

The full governing body will be required to meet to appoint the non-governor member where there are allegations of child protection.

Disqualifications

Headteacher

Associate pupil governors

Governors involved in the first disciplinary and dismissal committee relating to the appeal

Restrictions on persons taking part in proceedings

It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.

Any member of the committee who may be tainted or have a direct interest or involvement in the case in question.

Teacher and staff governors and any other member of staff who may be a governor.⁶

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

⁶ Regulation 63 of The Government of Maintained Schools (Wales) Regulations 2005

This committee is required in law to have a clerk. The person clerking may be the same person who is the clerk to the governing body or it may be a different person. Given the confidential nature of the issues being considered by this committee, it is preferable that a member of the school staff is not the clerk for this committee⁷. The clerk should also record the discussion and decision of the chair of governors and headteacher or chair of governors and another governor when they receive an investigation report.

Quorum

The quorum for this committee shall be at least three governors or two governors plus an independent non-governor for child protection allegations.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

The decisions of the committee will be brought to the full governing body for information.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to disciplinary procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information.

Terms of reference

- To consider any appeals against a decision made by the staff disciplinary and dismissal committee in respect of disciplinary issues
- To consider any appeals against decisions made and sanctions imposed by the headteacher through the lesser misconduct procedure
- To consider any appeals against any sanctions imposed in stages 1 and 2 of the capability procedure
- The Appeal Committee may:
 - accept the appeal and remove the sanction imposed
 - accept the appeal and impose a lesser sanction or
 - reject the appeal and confirm the sanction imposed
- To consider any appeals against selection for redundancy
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To attend relevant training as appropriate
- The decision of the Appeal Committee will be final

Note: this committee may also hear appeals against staff grievance issues, capability matters and appeals against any sanction imposed through the lesser misconduct process.

⁷ Appointment of Clerk – Regulation 42 of The Government of Maintained Schools (Wales) Regulations 2005



Pupil Discipline And Exclusions Committee

Purpose

The committee is established to review the use of exclusion within the school and consider representations in respect of exclusions, in accordance with the school's procedure.

Membership

Three or five members of the governing body.

Disqualifications

The headteacher
Associate pupil governors

Restrictions on persons taking part in proceedings

Any governor where there may be a conflict of interest.⁸

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

This committee is required in law to have a clerk. The person clerking may be the same person who is the clerk to the governing body or it may be a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to pupil discipline procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information when the appeal process has been carried out.

Terms of reference

- To consider the decision of the headteacher to exclude a pupil, in line with the school procedures and Welsh Government guidance
- To consider reports from the headteacher and parents on matters relating to pupils' behaviour and discipline
- To consider representations from parents or pupils, in case of exclusions of five school days or less, and record their considerations on the pupil's record. The committee cannot direct reinstatement

⁸ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

- To consider representations from parents in case of exclusions totalling more than five but not more than 15 school days in one term (meeting to be held between the 6th and 50th school day after receiving the notice of exclusion, if the parents or pupil requests it). The meeting may direct reinstatement
- To consider cases of exclusions totalling more than 15 school days in one term OR a permanent exclusion (meeting to be held between the 6th and 15th school day after receiving the notice of exclusion). The meeting may direct reinstatement
- To consider cases of exclusions where a pupil is to miss a public examination through exclusion. If the committee is unable to meet before the date of the examination, the chair of the committee alone may consider the exclusion and decide whether or not to reinstate the pupil
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To review the Pupil Discipline Policy as appropriate and make recommendations to the governing body for discussion and ratification
- To attend relevant training as appropriate



Grievance Committee

Purpose

This committee is established to consider and make decisions relating to staff grievances received, in accordance with the school's grievance procedures.

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body, as it helps with voting. Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees. The majority of members must be governors.

Disqualifications

None

Restrictions on persons taking part in proceedings

The headteacher (however, there may be occasions where the headteacher is called to give evidence or is the subject of a grievance, which means they could take part in proceedings)

Any governor where there may be a conflict of interest⁹

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the grievance hearing should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information, once any appeal process has been carried out.

Terms of reference

- To agree and review the Grievance Policy
- To consider any issues of grievance in line with the school's procedure
- To consider and determine any staff grievance issues
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To attend relevant training as appropriate

⁹ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005



Grievance Appeals Committee

Purpose

This committee is established to consider any appeals in respect of staff grievances in accordance with the school's grievance procedures.

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting. Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees. The majority of members must be governors.

Disqualifications

Governors involved in the first grievance committee relating to the appeal.

Restrictions on persons taking part in proceedings

The headteacher (however, there may be occasions where the headteacher is called to give evidence or is the subject of a grievance which means they could take part in proceedings)

Any governor where there may be a conflict of interest¹⁰

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the grievance appeal should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information.

Terms of reference

- To consider any appeals against decisions made by the grievance committee in line with the school's procedure
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To attend relevant training as appropriate

¹⁰ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005



Complaints Committee

Purpose

This committee is established to consider and make decisions relating to complaints received, in accordance with the school's complaints procedures.

Membership

Three members of the governing body.¹¹ Associate pupil governors may be members of this committee provided the issue being considered is not related to a member of staff or individual pupils. Associate pupil governors are classed as non-governors for the purpose of this committee and the governing body must determine whether they are given a vote.

Disqualifications

None

Restrictions on persons taking part in proceedings

The headteacher

Any governor where there may be a pecuniary interest or a conflict of interest¹²

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to complaints procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information.

Terms of reference

- To review the Complaints Policy as appropriate and make recommendations to the governing body for discussion and ratification
- To hear representations relating to complaints made
- To make decisions relating to the complaint and inform the complainant of the outcome
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To attend relevant training as appropriate.

¹¹ Welsh Government Circular 011/2012 'Complaints procedures for governing bodies'

¹² Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005



Pay Review Committee

Purpose

This committee is established to review the pay of each member of staff, award increments as appropriate and advise them of the outcome accordingly, in accordance with the school's procedure

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting

The headteacher in an advisory capacity (except when discussing the headteacher's pay)

Disqualification

Members of staff at the school

Associate pupil governors

Restrictions on persons taking part in proceedings

Any governor where there may be a pecuniary interest or conflict of interest¹³

Election of chair

Appointed by the governing body or elected by the committee - to be determined by the governing body.

Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It may be the same person who clerks the governing body or a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the Pay Review Committee should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information, once any appeal process has been carried out.

Terms of reference

- To review the whole-school Pay Policy as appropriate and make recommendations to the governing body for discussion and ratification
- To keep up to date with relevant developments and any legal changes and to advise the governing body when the school's Pay Policy needs to be revised

¹³ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

- To review, on an annual basis, the pay of each member of staff, award increments¹⁴ as appropriate and advise them of the outcome accordingly (ensuring the individual is given the relevant right of appeal)
- To minute clearly, giving the reasons for all decisions, and report these decisions to the next full governing body meeting as a confidential item to be received
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To attend relevant training as appropriate

¹⁴ Pay awards made in September 2013 will be based on the School Teachers Pay and Conditions document 2012 pay system for incremental pay. After 1 September 2013, all pay progression is linked to performance for future pay awards.



Pay Review Appeals Committee

Purpose

The committee is established to consider any appeals in respect of staff pay in accordance with the school's procedure

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

The headteacher in an advisory capacity (except when discussing the headteacher's pay).

Disqualification

Members of staff at the school

Associate pupil governors

Restrictions on persons taking part in proceedings

Any governor where there may be a pecuniary interest or a conflict of interest.¹⁵

Election of chair

Appointed by the governing body or elected by the committee - to be determined by the governing body.

Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It may be the same person who clerks the governing body or a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this committee by the governing body on XXXX date.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the Pay Review Committee should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information.

Terms of reference

- To carry out any appeal review in accordance with the school's pay policy
- To attend relevant training as appropriate

¹⁵ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005



Selection Panel for Headteachers and Deputy Headteachers

Purpose

This panel is established to select and interview candidates for position of headteacher and/or deputy headteacher.

Membership

Between three and seven members of the governing body (the headteacher can be a member for deputy headteacher posts). Non-governors may be members of the selection panel and the governing body must decide whether those persons have a vote. The majority of panel members must be governors.

Voluntary aided schools may choose to have the whole governing body involved in the selection process for headteacher and deputy headteachers in accordance with Regulation 34 of the Staffing of Maintained Schools (Wales) 2006.¹⁶

Disqualification

The headteacher in headteacher appointments
Associate pupil governors.

Restrictions on persons taking part in proceedings

Staff and teacher governors where they have a vested interest (for example, when internal candidates are applying)
Any governor where there may be a conflict of interest such as they may be related to a candidate or close friend¹⁷

Election of chair

Appointed by the selection panel. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body should appoint a clerk to the panel. It may be the same person who clerks the governing body or it may a different person.

Quorum

All members of the panel should be available to attend the shortlisting meeting and the interview process.

Delegated powers

All decisions made by this panel should be brought to the full governing body for ratification.

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the appointment process should be carefully safeguarded and kept confidential.

Terms of reference

- To agree a person specification, detailed job description and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created)
- To shortlist suitable candidates in accordance with the person and job specification and essential criteria

¹⁶ <http://www.legislation.gov.uk/wsi/2006/873/regulation/34/made>

¹⁷ Page 9 of Governor Guide on the Appointment of Headteachers and Deputy Headteachers

<http://www.governorswales.org.uk/publications/2008/04/03/governor-guide-appointment-headteachers/>

- To agree the format of the interview, tasks and questions to be used
- To interview selected candidates
- To seek professional advice from the local authority, diocesan authority or others, as necessary
- To recommend to the full governing body the appointment of the preferred candidate, where considered appropriate
- To attend relevant training as appropriate



Headteacher Capability Panel

Purpose

This panel is established to consider any issues of headteacher capability, in accordance with the school's procedure

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

Disqualification

The headteacher
Associate pupil governors

Restrictions on persons taking part in proceedings

- The chair of the governing body should not a member of this panel due to their involvement at an earlier stage in the capability procedure.
- Any member of the panel who may be tainted or has a direct interest or involvement in the case in question.
- Teacher and staff governors and any other member of staff who may be a governor.¹⁸

Election of chair

Appointed by the governing body or elected by the panel – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of this panel.

Quorum

The quorum for this panel shall be three governors.

Delegated powers

Full delegated powers for decisions were granted to this panel by the governing body at the Annual General Meeting of the current school year.

Meetings

The panel shall meet as required.

Minutes of all meetings will be taken and retained. Any records or minutes relating to capability procedures should be carefully safeguarded and kept confidential.

The decisions of the panel will be brought to the full governing body for information, once any appeal process has been carried out (if appropriate).

Terms of reference

- To review the Capability Policy as appropriate and make recommendations to the governing body for discussion and ratification
- To determine whether the formal stages of the capability procedure should be invoked
- To initiate the formal investigation of the issues and take appropriate action at any stage in the management of unsatisfactory performance
- To appoint, where appropriate, designated members of the local authority or consortium staff to investigate the issues and provide appropriate support ensure an appropriate programme of support is put into place for a headteacher whose performance is deemed to be unsatisfactory

¹⁸ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

- To seek the advice and support of the local authority (or the diocesan authority or provider of human resources support) at every stage of the procedure
- To attend relevant training as appropriate



Headteacher's Performance Management

Purpose

The performance management appraisers are appointed to monitor and review the headteachers' performance, in accordance with the school's procedure.

Membership

At least two members of the governing body
Up to two local authority advisers

Disqualification

Members of staff at the school.

Restrictions on persons taking part in proceedings

Any governor where there may be a pecuniary interest or conflict of interest¹⁹

Election of chair

Appointed by the governing body or elected by the committee – to be determined by the governing body.
Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

Quorum

The quorum for this committee is dependent on the membership, but will be at least three.²⁰

Delegated powers

Full delegated powers for decisions were granted by the governing body at the Annual General Meeting of the current school year.

Meetings

The committee shall meet as required to carry out their role in the performance management of the headteacher.

The committee will meet termly, or as appropriate, to review and assess the performance of the headteacher.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to performance management procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be taken to the Pay Review Committee and brought to the full governing body for information.

Terms of reference

- To agree targets with the headteacher

¹⁹ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

²⁰ Regulation 7 of The School Teacher Appraisal (Wales) Regulations 2011

- To meet termly to review and assess the performance of the headteacher against the targets set, with the assistance of the local authority advisers as part of a cycle of performance management
- To make recommendations to the Pay Review Committee in respect of pay awards for the successful meetings of targets
- To attend relevant training as appropriate



Capability Appeals

Purpose

To consider any appeals against decisions made by the headteacher, in accordance with the school's procedure

Membership

Chair of governors (or nominated governor) (where the LA/ EAS Capability Policy has been adopted which is generally the case across the EAS region this will be a Committee of three governors)

Restrictions on persons taking part in proceedings

Any governor who may be tainted or has a direct interest or involvement in the case in question²¹.

Delegated powers

Full delegated powers for decisions were granted by the governing body at the Annual General Meeting of the current school year.

Meetings

Shall meet as required.

Minutes of all meetings will be taken and retained. Any records or minutes relating to capability procedures should be carefully safeguarded and kept confidential.

The decision will be brought to the full governing body for information.

Terms of reference

- To consider any appeals against decisions made by the headteacher, prior to a referral to the Staff Disciplinary and Dismissal Committee at stage 3 of the capability procedure
- To attend relevant training as appropriate

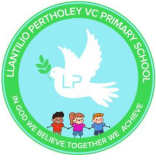
²¹ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005



Named Governor Responsibilities 2023/24

Responsibility	Nominated Governor
Child Protection & Safeguarding	
Looked After Children (LAC)	
Additional Learning Needs (ALN)	
Closing The Gap (PDG/FSM)	
More Able & Talented (MAT)	
Governor Professional Learning	
Self-Evaluation Champion	
Hwb Champion	
Health & Safety	
Association Of School Governors Representative	
Distance & Blended Learning	
Equality & Diversity Champion	

Are these **ALL** necessary? What do they actually do? When?



New Governor Induction

Name					
Governor Type	Parent	Community	LA	Teacher	Staff
Start of Term		End of Term			

Documentation

Action	Completed	Note
Received copy of Code of Conduct		
Receipt of being a Governor at The Dell		
Governor Contact Form completed (& filed)		
Governor Declaration of Interest Form completed (& filed)		
Copy of latest School Development Plan		
Copy of latest Governors' Annual Report to Parents		
Copy of last Headteacher's Report to Governors		

Processes

Action	Completed	Note
Notify EAS Governor Services of new governor's appointment & details		
DBS details – date of check & DBS number (Details entered on School Spreadsheet)		
Details added to Hwb (Non-MIS Users)		
List of governors & clerk's names and contact details (& add details)		
Meet with Headteacher (Expectations, relationships, priorities, walk)		
Allocate mentor governor		
Dates for meetings for remainder of year		

IT

Action	Completed	Note
Hwb login details shared and email allocated		
Email and mobile added to Teachers 2 Parents		
Introduction to website (inc. policies, calendar and staff information)		
Hwb induction (network, calendar, email, features)		
Added to iPad entry management system		

Training

Action	Completed	Note
L1 Safeguarding Training		
PREVENT Training		
GDPR Training		
Book Induction Training		
Introduction to EAS Governor PL Calendar		
Introduction to EAS Governor Website		



Code of Conduct for Governors

Governors of schools in Wales are responsible for the conduct of the school with a view to promoting high standards of educational achievement. Governing bodies also have an explicit legal responsibility to exercise their functions with a view to safeguarding and promoting the welfare of the school's pupils.

In order that governing bodies may discharge their responsibilities and duties effectively and efficiently, governors should:

- ensure that their actions reflect the considered, best interests of the school and its pupils
- attend governing body meetings regularly
- on appointment/election attend induction training, data training and chair training (for chairs only) provided by the local authority, if the criteria set out in The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013 applies
- on appointment/election, familiarise themselves with work of the school and keep this knowledge up to date
- maintain their knowledge of current education policy, regulations and guidance and extend their skills by participating in training programmes including whole governing body training and other events
- demonstrate a commitment to equality of opportunity and reflect this in developing and applying the policies the school is required to have in respect of sex, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, disability or age (as defined in the Equality Act 2010)
- act as a critical friend towards those who have professional responsibilities in the school, bearing in mind the governing body's own responsibility to promote high standards of educational achievement
- be conscious of, and act within, the limits of the responsibilities of the governing body and, when necessary, seek and give due consideration to professional information, advice and guidance
- respect the responsibility of the headteacher for the day-to-day decisions in the management of the school
- observe collective responsibility by supporting, once determined by democratic means, the decisions of the governing body
- respect the governing body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside governing body meetings, solely to governor colleagues and, in appropriate cases, solely to discussion within governing body committees
- develop with colleagues on the governing body a clear vision for the school
- focus their contribution to governing body decisions upon what is in the best interests of pupils, and be conscious that the welfare of pupils should always come first in terms of child protection, health and safety and helping each child to develop their full potential
- encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development
- be aware that all governors are equal, respect others' views and behave accordingly in dealings with governor colleagues
- be aware of their accountability to parents and others in the local community and seek to devise effective dialogue with all those interested in the conduct and standards of the school
- observe all protocols and procedures agreed by the governing body
- be open, honest, objective, fair and impartial, and prepared to confront the personal prejudices that may hinder informed decision-making including conflicts of interest
- with the popularity of social networking sites such as Facebook, Twitter and Snapchat, governors should remember that they are a representative of the governing body and part of a corporate body. It is therefore sensible for governors to maintain a certain level of separation on social networking sites, as this may create a conflict/difficult situation in the future.