

Ealing Council



Effective Committee Working on On Governing Bodies

Regulations around Committees

- Whole governing body determines membership, constitution, terms of reference of committees and reviews them annually.
- Recommend total 4- 5 members. Majority need to be governors.
- Chair – appointed by the governing body or elected by the committee
- Recommend proper clerk appointed. Can be governor – but not best practice. Cannot be headteacher.
- Who can attend? Is decision of full governing body or committee to allow any other person to attend committee meetings. Headteacher can always attend.
- Associate members – any committee may include associate members but specific guidance and limitations on their voting rights in committees. If under 18 do not have voting rights

Regulations continued

- Quorum – at least three governors .
- Voting –all decisions to be determined by majority of votes of governors and associate members present. Note: a vote can only take place if the majority of committee members present are governors.
- If votes cast for & against are equal then chair of the committee has second or casting vote only if the chair is a governor.
- Minutes from all committee meetings to be signed by committee chair after approval at next meeting of the committee. Papers to be made public unless content is confidential.
- Not all decisions made by committee have to be ratified by full governing body. All need to be reported to the full governing body as governing bodies accountable in law for all major decisions made about the school and its future.
- There are statutory committees for which separate guidance applies.

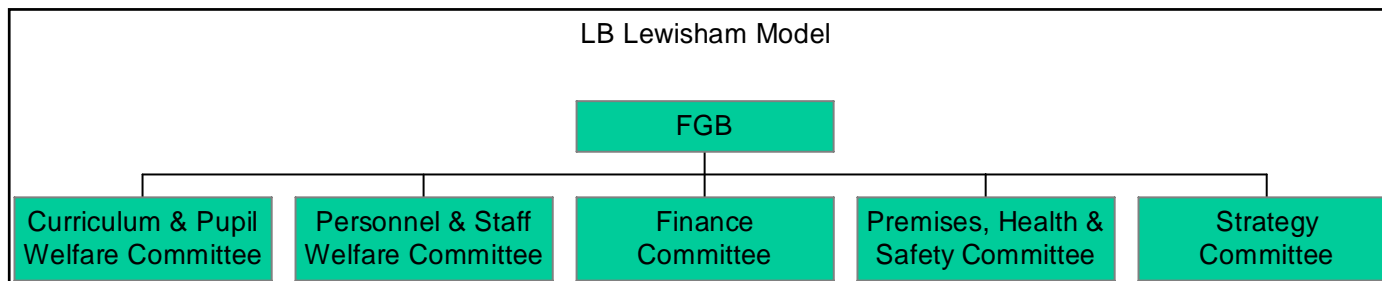
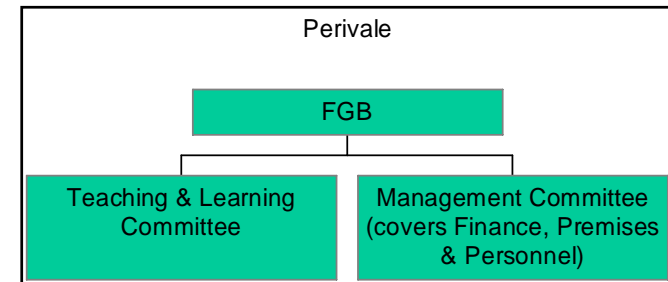
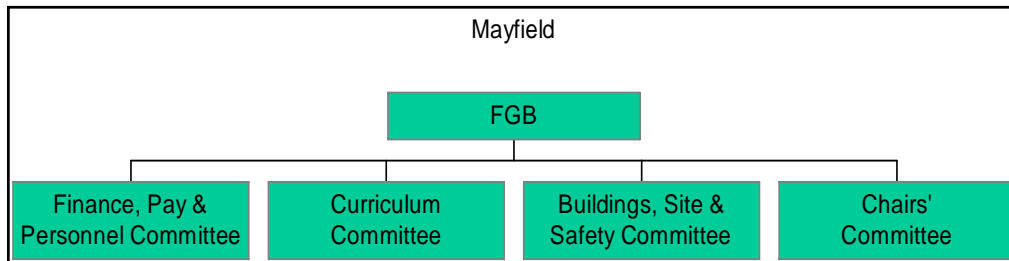
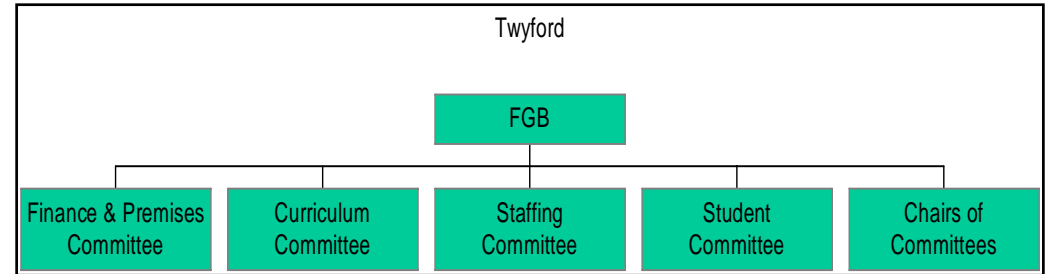
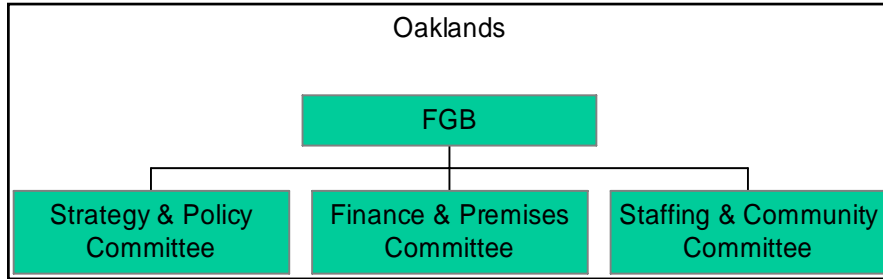
Documents to aid committee working

- **To allocate the work of the governing body, delegate appropriately and ensure legal requirements are being met**
 - Governing Body Decision Planner
 - Governing Body Required Policies and Documents Planner - recently updated
- **To determine current priorities to ensure governing body is acting strategically**
 - School Development / Improvement Plan (SDP)
 - Most recent Ofsted Report / Post Ofsted Action Plan
 - Ofsted Self Evaluation Form (SEF)
 - School Improvement Partner (SIP) Reports

Structure of Committees

- Governing body to decide on committee structure that suits their needs
- No “one size fits all” approach
- Reasons for existing structure
- Recommend less rather than more committees : some issues need to linked up.
- Frequency of meeting; sequence ; duration
- Planning meeting times – link committee meeting times with other governing body meetings . Take account of clerking arrangements

Example Structures

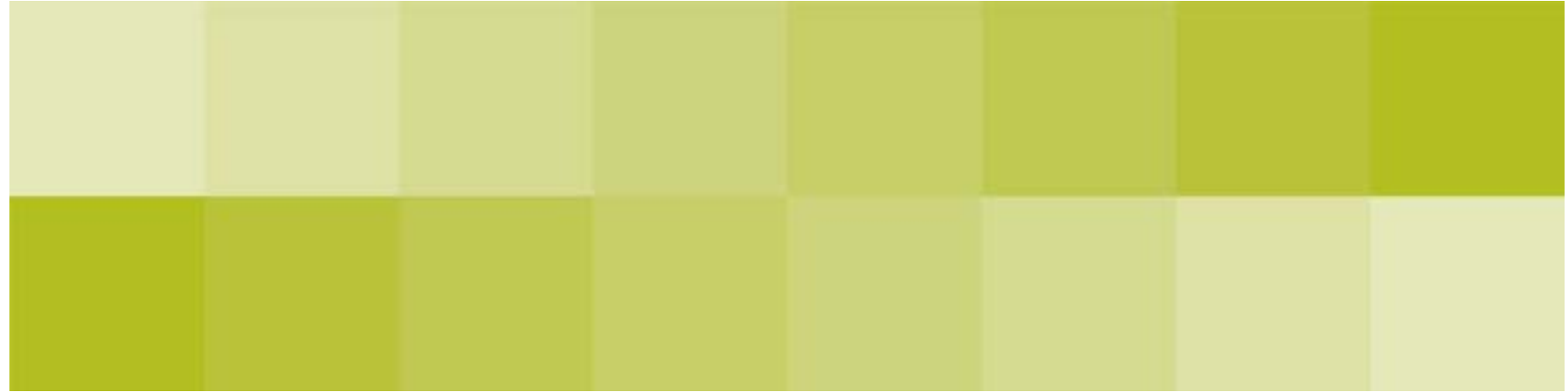


Terms of Reference / Standing items

- Governing body should review existing Terms of Reference (ToR) of each committee make them 'fit for purpose'
- ToR should include no.s on the committee, process for appointment of chair, membership, quorum, overall responsibilities of the committee (examples available in pack)
- A 'Chairs Committee' can avoid a duplication of work of committees, ensure strategic consistency and important links between the issues considered by the separate committees are not overlooked.
- Draw up an Annual Plan / Programme of Work - covers what the committees are actually going to do over the year and how it is to be logically divided across the terms.
- Embed in governing body processes an annual planning cycle

Frequently Asked Questions

- Can a staff governor be a chair of a committee? Pecuniary interest / conflict of interest?
- Can an associate member be a chair of a committee?
- If staff governor has withdrawn from a personnel / staffing committee for discussion on a confidential item can they still receive the minutes of that item.?
- How to set up the other panels / committees?
Eg. Disciplinary, Complaints, Exclusions, Appeals,
Headteachers performance review panel, Pay appeal panel
In VA and Foundation schools a pupil admission committee



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