



## BRENTWOOD DIOCESAN EDUCATION SERVICE

*“Supporting Catholic schools to provide excellent education where pupils flourish, and Christ is made known to all.”*

### COLLABORATION WITH OTHER GOVERNING BODIES

Where it is necessary for a governing body to convene a governor panel to hear parental complaints, staff or pupil grievances or review exclusion, it can often prove difficult to find the right number of governors who are available, impartial and completely untainted by the circumstances of the hearing.

Under the Collaboration Arrangements (Maintained Schools and Further Education Bodies) (England) Regulations 2007, committees may be established as a joint committee with another governing body to enable it to include governors from another school. This includes committees for:

- complaints
- exclusions or
- disciplinary matters

Governing bodies in maintained schools may arrange for any of their functions to be discharged jointly and may also delegate any of their functions to a joint committee in the same way that they may delegate them to a committee of a single governing body.

By collaborating under a joint panel, each governing body can utilise the considerable experience of governors at each school to ensure that any hearing is conducted by an experienced and effective panel and without bias. This can be particularly useful for governing bodies with a high number of vacancies or potential conflicts of interest, **but does require a formal agreement between the schools.**

#### **Example resolution of Governing Bodies agreeing to collaborate:**

The Governing Bodies of X and Y schools AGREE to form a joint committee to share good practice and jointly discharge the governing bodies functions for hearing staff grievances, parental complaints and pupil discipline issues. The chair will be elected on an annual basis (which will rotate between representatives of both schools upon each election). The committee will appoint a clerk (this could rotate between the clerk of each GB). The committee will meet as circumstances dictate. The individual and collective development needs of the committee will be audited and appropriate training identified.

Example terms of reference for a joint governor committee can be found overleaf.

## **Example Terms of Reference for a Joint Governor Committee**

The Joint Committee is expected to work within the following terms of reference:

### Draft Terms of Reference for a Joint Governor Committee

#### **Aim**

To share good practice and jointly discharge the governing bodies functions for hearing staff grievance's, parental complaints and pupil discipline issues

#### **Composition & Quorum**

At least three governors from each school (totaling a minimum of six governors) appointed by the governing body of each school. The quorum is three.

Members should be suitably experienced, and/or be willing to attend appropriate training and be available to attend panel hearings within the relevant notice

#### **Purpose of Committee**

- To make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability, where the headteacher is the subject of the action
- To make any decisions under the governing body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the headteacher
- To make any determination or decision under the governing body's complaints procedure
- To consider any appeals against a decision to dismiss a member of staff or a decision short of dismissal e.g. disciplinary, grievance or capability
- To make any determinations on behalf of the governing body in relation to staff redundancy and redundancy appeals
- To consider any representations by parents in the case of an exclusion
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination

*NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel*

#### **Meetings**

Committee meetings will be held on an as required basis.

Agreed by the Governing Body of X school on (date)

Agreed by the Governing Body of Y school on (date)