

Meeting of:	CABINET
Date of Meeting:	18 JULY 2023
Report Title:	PROCEDURE FOR THE APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY GOVERNORS
Report Owner / Corporate Director:	CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT
Responsible Officer:	DAWN DAVIES PRINCIPAL OFFICER – BUSINESS STRATEGY AND PERFORMANCE
Policy Framework and Procedure Rules:	There is no effect upon the policy framework or procedure rules.
Executive Summary:	All school governing bodies have four compulsory groups of governors. One of these groups is local authority governors. Local authority governors are appointed by the local authority. The current procedure for the appointment and removal of local authority governors was approved by Cabinet in 2008. It is no longer fit for purpose and a new procedure is proposed.

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval from Cabinet for the procedure for the appointment and removal of local authority governors at Appendix A.

2. Background

- 2.1 All governing bodies of maintained schools, including maintained nursery schools, in Wales must be constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005.
- 2.2 All school governing bodies have four compulsory categories of governors. One of these categories is local authority governors.
- 2.3 A person cannot be appointed as a school governor if they do not meet the qualification criteria, or if they meet any of the disqualification criteria, set out in The Government of Maintained Schools (Wales) Regulations 2005.
- 2.4 Local authority governors are appointed by the local authority. The local authority can appoint any eligible person as a local authority governor who is interested in supporting schools and whose appointment has the support of the local authority. Candidates for local authority governor positions do not have to be councillors. A

person cannot be appointed a local authority governor for a school if they are eligible to be a staff or teacher governor of the school.

- 2.5 The term of office of most governors is four years from the date of appointment. Any governor may choose to resign from their term of office at any time. Any governor may apply to be re-elected/appointed for a further term, as long as they meet the qualification requirements. Any local authority governor may be removed from office by the local authority.

3. Current situation / proposal

- 3.1 The current procedure for the appointment and removal of local authority governors was approved by Cabinet in 2008.
- 3.2 While the current procedure requires Cabinet to approve the appointment of local authority governors (based on the recommendation of officers), the proposed replacement procedure no longer requires such approval by Cabinet. This is because such appointments are operational and, therefore, the new procedure will allow for appointments to be made on the basis of evidenced levels of relevant knowledge, skills and experience.
- 3.3 The current procedure prioritises elected councillors where there is competition for a vacant local authority governor position, or where there is no competition for such a vacancy, applicants are generally appointed without any scrutiny of competence, skills or knowledge. The proposed replacement procedure changes this approach, to ensure that local authority governors are able to evidence the relevant knowledge, skills and experience required of the position, to the benefit of the school. The proposed role description and person specification is appended to the procedure.
- 3.4 As identified above, the proposed procedure makes the appointment of local authority governors a decision for an officer panel, constituted of officers nominated by the Corporate Director – Education and Family Support. The terms of reference of the panel are also appended to the procedure.
- 3.5 The proposed procedure makes it clear that the power to remove a local authority governor will be used reasonably and lawfully. While the officer panel may recommend the removal of a local authority governor, the final decisions will be made by the Corporate Director - Education and Family Support, in consultation with the Cabinet Member for Education.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impacts on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.
- 4.2 A Welsh Language Impact Assessment has identified that there would be no negative impacts in terms of opportunities for people who choose to live their lives and access services through the medium of Welsh.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 A Well-being of Future Generations (Wales) Act 2015 assessment has been completed. A summary of the implications from the assessment relating to the five ways of working is as follows:

Long-term

In the short-term, the local authority may support any person for appointment who is able to demonstrate the essential attributes at a basic level, as a minimum, and is not disqualified from being a school governor. The local authority, in conjunction with the Central South Consortium, supports new governor appointments with a comprehensive programme of both mandatory and voluntary training and access to resources, to enable them to further develop their knowledge and skills and be successful in fulfilling the role.

Prevention

The local authority assesses the suitability of applicants for the local authority governor vacancy/vacancies applied for against a set of essential and desirable criteria. The local authority, in conjunction with the Central South Consortium, supports governors with a comprehensive programme of both mandatory and voluntary training and access to resources, to enable them to further develop and maintain their knowledge and skills, and be successful in fulfilling the role. The local authority has the power to remove any local authority governor if this is justified by a local authority governor's conduct, or inability to appropriately or effectively discharge their responsibilities as a local authority governor.

Integration

School governing bodies have a strategic role in running schools and ensuring that all pupils are supported to learn and achieve so that they can access opportunities for further learning and employment, know how to maintain their well-being, can play active roles in their communities and can contribute positively to society as a whole.

Collaboration

School governing bodies have a strategic role in ensuring that schools safeguard the health and well-being of pupils and staff. The local authority, in conjunction with the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in this respect.

Involvement

The local authority treats all applications for local authority governor vacancies fairly, to ensure equality of opportunity. The power to remove a local governor is exercised reasonably and lawfully.

School governing bodies have a strategic role in ensuring that schools safeguard the health and well-being of pupils and staff. The local authority, in conjunction with

the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in this respect.

5.2 A summary of the implications from the assessment relating to the council's new seven well-being objectives, is as follows:

1 A County Borough where we protect our most vulnerable

School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have important responsibilities towards vulnerable children. The local authority, in conjunction with the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in this respect. The local authority has the power to remove any local authority governor if this is justified by a local authority governor's conduct, or inability to appropriately or effectively discharge their responsibilities as a local authority governor.

2 A County Borough with fair work, skilled, high-quality jobs and thriving towns

Access to good education and ensuring children have equal opportunities to realise their potential are critical to helping young people acquire the knowledge and skills they need for work. School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have a strategic role in the running of a school, deciding what the school should achieve, and setting the strategic framework for getting there.

3 A County Borough with thriving valleys communities

Access to good education, raising standards of achievement and ensuring children have equal opportunities to realise their potential, wherever they may reside, are critical to helping young people acquire the knowledge and skills they need for work. School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have a strategic role in the running of a school, deciding what the school should achieve, and setting the strategic framework for getting there.

4 A County Borough where we help people meet their potential

As school governing bodies have a strategic role in the running of a school, this includes ensuring that children and young people have access to good education and equal opportunities to realise their potential, and that our schools are safe, supportive environments providing high quality teaching.

5 A County Borough that is responding to the climate and nature emergency

School governing bodies and, therefore, those appointed to serve as governors, have a shared responsibility for ensuring that teaching and learning encompasses sustainability and global citizenship.

6 A County Borough where people feel valued, heard and part of their community

School governing bodies and, therefore, those appointed to serve as governors, have a role in ensuring that there is engagement with pupils and the community served by the school, listening to views and taking appropriate actions. School governing bodies have a responsibility to support supporting diversity and inclusion, and addressing discrimination.

7 A County Borough where we support people to live healthy and happy lives

School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have a shared responsibility for ensuring that teaching and learning encompasses healthy eating and physical activity, personal and social development, self-worth and well-being.

6. Climate Change Implications

6.1 School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have a shared responsibility for ensuring that teaching and learning encompasses sustainable development and global citizenship. Governing bodies also have a strategic role in considering the impact of net zero carbon and how to deliver this important national initiative.

7. Safeguarding and Corporate Parent Implications

7.1 School governing bodies and, therefore, those appointed to serve as governors on governing bodies, have important responsibilities towards vulnerable children. The local authority, in conjunction with the Central South Consortium, provides training to governors to enable them to develop and maintain their relevant knowledge, skills and effectiveness in safeguarding and promoting the welfare of vulnerable children and young people.

8. Financial Implications

8.1 There are no financial implications regarding this report.

9. Recommendation

9.1 Cabinet is recommended to approve the procedure for the appointment and removal of local authority governors for school governing bodies at Appendix A.

Background documents

None

Appendix A



PROCEDURE FOR THE APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY GOVERNORS FOR SCHOOL GOVERNING BODIES

1. Introduction

All governing bodies of maintained schools, including maintained nursery schools, in Wales must be constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005.

All school governing bodies have four compulsory categories of governors. One of these categories is local authority governors.

Local authority governors are appointed by the local authority. The local authority can appoint any eligible person as a local authority governor who is interested in supporting schools and whose appointment has the support of the local authority. Candidates for local authority governor positions do not have to be councillors. A person cannot be appointed as a local authority governor for a school if they are eligible to be a staff or teacher governor of the school.

The term of office of most governors is four years from the date of appointment. Any governor may choose to resign from their term of office at any time. Any governor may apply to be re-elected/appointed for a further term, as long as they meet the qualification requirements. Any local authority governor may be removed from office by the local authority, as such governors are appointed and not elected.

2. Role of local authority governors

A governing body needs to hear views that will help to inform its discussions and decisions.

Local authority governors are representatives of the local authority and not delegates. They must act in the best interests of the school and wider community. They should represent the perspective and views of the local authority but cannot be directed by the local authority to take a particular stance on issues. However, local authority governors should have an awareness and understanding of the local authority's priorities and policies to enable them to inform the debates and priorities at school level.

The local authority recognises that individual governors are bound by the corporate responsibilities of the governing body. The local authority may periodically provide its representative governors with information, but this does not replace the local authority's duty to communicate and consult with governing bodies.

3. Qualifications and disqualifications relevant to local authority governors

Qualification and disqualification of school governors is detailed in Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.

1. A governor must be aged 18 or over at the time of their election or appointment.
2. A person is disqualified from holding or from continuing to hold office as a school governor if they:
 - fail to attend the governing body meetings, without the consent of the governing body, for a continuous period of six months, beginning with the date of the first meeting missed. Where a governor has sent an apology for the meeting, the minutes of that meeting must record the governing body's consent or otherwise to the absence and a copy of the minutes must be sent to the governor;
 - are made bankrupt, have made an arrangement with creditors, or had their estate sequestrated, which has not been discharged, annulled or rescinded;
 - have been disqualified from acting as a company director under the laws of Wales, England, Scotland or Northern Ireland;
 - have been removed from the office of charity trustee under the laws of Wales, England, Scotland or Northern Ireland;
 - are included in any list prohibiting or restricting their employment with children, young persons or adults under the laws of Wales, England, Scotland or Northern Ireland;
 - have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor
 - have received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
 - have, at any time, received a prison sentence of five years or more;
 - have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
 - refuse a request by the governing body to make an application to the Disclosure and Barring Service (DBS) for a DBS certificate.

A local authority governor who meets any disqualification criterion while holding office must inform both the clerk to the governing and the local authority as soon as they are aware or should have been aware of the fact.

3. A person cannot, at any time:

- hold more than one governorship at the same school; nor
- be a member of more than two governing bodies of maintained schools unless they are:
 - a governor appointed to a school causing concern under sections 6, 7, 13 or 14 of the School Standards and Organisation (Wales) Act 2013; or
 - a temporary governor (that is, a person appointed to be a member of a temporary governing body).

4. Standards of conduct

The local authority has produced a Code of Conduct for governors, and governing bodies have been recommended to adopt the document as their own.

The local authority expects all local authority governors to meet the standards set out in the Code of Conduct.

5. Attributes, knowledge, experience and skills

An applicant for a local authority governor vacancy will be expected to demonstrate that they possess a range of essential attributes.

An applicant will also be able to provide information on whether they have any level of knowledge, experience and skills against a range of desirable attributes.

The essential and desirable attributes are detailed in appendix 1, role description and person specification.

6. Advertising of local authority governor vacancies

To support the business of the governing body, the local authority aims to achieve timely appointments to vacancies and minimise any periods when vacancies are unfilled.

If a vacancy will arise because the term of office of an existing local authority governor is coming to an end, that forthcoming vacancy will be advertised by the local authority three months before the incumbent's term of office is due to end.

Pupil Services in the Education and Family Support Directorate will arrange for all vacancies (current and forthcoming) to be advertised on the local authority's website.

7. Applications for local authority governor vacancies

The role description and person specification for local authority governors (appendix 1), and the application form, will be published on the local authority's website. Any interested persons wishing to be considered for a local authority governor vacancy will be able to download these documents from the website. Alternatively, they will be able to contact Pupil Services to request provision of hard copy versions.

Any person wishing to apply for a local authority governor vacancy, or apply for re-appointment, will be required to complete and submit the local authority governor application form.

There is no automatic re-appointment of an existing local authority governor.

An existing local authority governor who wishes to apply for re-appointment will need to complete a fresh application, to ensure that the local authority is considering an application that reflects up-to-date information and details.

Existing local authority governors are expected to know when their current term of office is coming to an end, or may seek this information from the clerk to the governing body, and will not be informed by the local authority that the date is approaching.

All applicants will be requested to complete the equal opportunities and Welsh language abilities section of the application form; however, provision of this information is optional.

Applications must be **received** by the local authority by the published deadline date. Late applications will not be considered in the interests of fairness to those whose applications are received on time. The manner by which an application is submitted to the local authority is a matter of any applicant's personal choice. The local authority cannot be held responsible for non-receipt of any application.

Applications and any associated information relating to local authority governor vacancies and appointments will be administered and held by Pupil Services.

8. Removal of local authority governors

Any local authority governor may be removed from office, at any time, by the local authority, as such governors are appointed and not elected.

The power to remove a local governor will be used reasonably and lawfully.

Final decisions on the removal of any local authority governor will be made by the Corporate Director – Education and Family Support, in consultation with the Cabinet Member for Education.

If a decision is taken to remove a local authority governor, the local authority will notify the governor and the clerk to the governing body, in writing, of that decision.

9. Procedure for the appointment and removal of local authority governors

9.1 Panel for the appointment and removal of local authority governors (the panel)

Appendix 2 provides the full terms of reference for the panel.

The membership of the panel will be determined by the Corporate Director – Education and Family Support.

Only panel officers or nominated substitutes will be permitted to attend meetings of the panel. There will be no entitlement for any other person to attend meetings of the panel.

In summary, the panel will:

- consider applications for local authority governor vacancies and will make the decisions on all appointments;
- determine if any successful applicant has specific training or support needs and how those will be met; and
- consider any instances where there is cause for concern in terms of a local authority governor's conduct, or ability to appropriately or effectively discharge their responsibilities as a local authority governor, and may recommend the removal of a local authority governor.

9.2 Assessing applications and making appointment decisions

The panel will assess the information provided on the application form.

The panel will seek any additional information that it considered to be necessary to make a full assessment on the application. As examples, the panel may access information available to the local authority that confirms the level of attendance at past governing body meetings or confirms participation in training events.

The fact that an applicant may be an existing local authority governor and/or an existing local authority governor at the relevant school, will not, in itself, attract any priority. Any person who is an existing local authority governor will be in a position to record information relating to their performance while in the role in the relevant sections of the application form.

The panel will take the following steps:

1. Check the information provided by an applicant in relation to the qualification/disqualification criteria (see section 3).

If the panel is not satisfied by the information provided, the application will not progress beyond this stage.

2. Check the information provided by an applicant in relation to whether they have an unresolved complaint with the school/governing body.

If there is an unresolved complaint with the school/governing body, the application will not progress beyond this stage.

In such circumstances, the applicant will be informed that an application can be submitted for consideration once the complaint is resolved, subject to a vacancy existing at that time.

3. Assess the information provided by an applicant, together with any additional information obtained, in relation to the essential attributes, knowledge and skills as detailed in the person specification (see appendix 1).

If the panel is not satisfied that the information evidences that an applicant possesses all the essential attributes, knowledge and skills to at least a basic degree, the application will not progress beyond this stage.

The panel will assign a score to each criterion on a scale of 0 to 5.

The panel will combine the scores for the essential attributes, knowledge and skills. The highest scoring applicant will be appointed to the vacancy.

The panel may decide not to make an appointment to a vacancy if no applicant meets a desired minimum score against the essential criteria

4. In the event that that two or more applicants achieve the same highest score, the panel will assess the information provided by an applicant in relation to the desirable attributes, knowledge and skills as detailed in the person specification (see appendix 1).

The panel will assign a score to each criterion on a scale of 0 to 5.

The panel will combine the scores for the essential and desirable attributes, knowledge and skills. The highest scoring applicant will be appointed to the vacancy.

5. Following the appointment decision, the panel will assess whether the successful applicant would benefit from training and/or support to extend their awareness and understanding of the local authority's priorities and policies. If so, the panel will determine the nature and manner of the training and/or support that will be offered.

The decision of the panel is final and there will be no right of appeal for any applicant whose application is unsuccessful.

9.3 Considering whether there is a case for a local authority governor to be removed

The panel will:

1. Consider any instances where a concern is raised in terms of a local authority governor's conduct, or ability to appropriately or effectively discharge their responsibilities as a local authority governor.
2. Request all information that it considers necessary relating to a concern or concerns. The panel may commission an investigation when it considers this to be necessary and appropriate.
3. Following assessment of all the facts, the panel may recommend the removal of a local authority governor.

9.4 Actions following panel decisions

With regard to decisions on appointments, Pupil Services will:

1. Notify successful applicants appointed to local authority governor vacancies in writing, confirming the effective start date of the appointment and the end date of the term of office.
2. Provide an information pack.
3. Liaise with the appointed applicant regarding any training and/or support that the panel has determined would be beneficial.
4. Notify any unsuccessful applicants of the outcome of their applications.

On a quarterly basis, the Corporate Director – Education and Family Support will present a report for information to Cabinet, detailing the names of those appointed to local authority governor vacancies and the relevant schools.

With regard to any recommendation that a local authority governor be removed, the chair of the panel will present the recommendation, and the panel's reasons for the recommendation, to the Corporate Director – Education and Family Support.

10. Appointment of additional local authority governors for schools causing concern

The School Standards and Framework Act 1998 gives local authorities powers of intervention in schools causing concern. One of those powers is for the appointment of additional local authority governors to strengthen the school's capacity to deal with the areas of concern. In all cases, such additional governors need to bring particular skills or experience to the governing body, and these will vary depending on the challenges apparent in the particular school in question. There is also likely to be some urgency about the appointments.

In consequence of these factors, the usual appointment procedure for a local authority governor is not a suitable mechanism for appointing additional local authority governors to support schools causing concern.

To enable the local authority to respond rapidly and appropriately in cases where there are significant concerns about a school, the power to appoint additional local authority governors to the governing body is delegated to the Cabinet Member for Education, in consultation with the Corporate Director – Education and Family Support. In the absence of the Cabinet Member for Education, the power to appoint additional local authority governors to the governing bodies of schools causing concern is delegated to the Corporate Director – Education and Family Support.

11. Data protection and information sharing

The local authority complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full [Data Protection guidance and principles](#) of the local authority may be viewed on the website.

Any information recorded in or provided in support of a local authority governor application will be held electronically and used by the local authority for the purpose of processing the application. The information will be retained for a period that accords with the local authority's corporate retention schedule.

Any local authority governor may be removed from office by the local authority, as such governors are appointed and not elected.

LOCAL AUTHORITY SCHOOL GOVERNOR

Role description

BACKGROUND

The need for school governing bodies is set out in law and their roles and responsibilities are also defined in legislation.

A school governing body should carry out its functions with the aim of taking a broadly strategic role in the running of the school.

A strategic role means the governing body decides what it wants the school to achieve and sets the strategic framework for getting there. It should establish the strategic framework by:

- setting aims and objectives for the school;
- adopting policies for achieving those aims and objectives;
- setting targets for achieving those aims and objectives; and
- reviewing progress towards achieving the aims and objective.

All school governing bodies must be a specific combination of appointed and elected governors of various categories. One of these categories is local authority governors.

Local authority governors are appointed by the local authority.

ROLE

A governing body needs to hear a range of views that will help to inform its discussions and decisions.

Local authority governors are representatives of the local authority and not delegates. They must act in the best interests of the school and wider community. They should represent the perspective and views of the local authority but cannot be directed by the local authority to take a particular stance on issues. However, local authority governors are expected to have an awareness and understanding of the local authority's priorities and policies to enable them to inform the debates and priorities at school level.

The local authority recognises that individual governors are bound by the corporate responsibilities of the governing body. The local authority may periodically provide its representative governors with information, but this does not replace the local authority's duty to communicate and consult with governing bodies.

Person Specification

An applicant will be asked to complete an application form and record information against each criterion, which demonstrates how they meet the criterion.

For some criteria, an applicant will be asked to record their own assessment of their level of knowledge/skill/ experience, and to provide supporting comments/information.

ESSENTIAL CRITERIA

- Eligibility – all of the eligibility criteria (known as qualification criteria) and none of the ineligibility criteria (known as disqualification criteria), as set out in the Government of Maintained Schools (Wales) Regulations 2005, have been met.
- Commitment to raising the aspirations and achievement of children and young people.
- Commitment to regular attendance at meetings of the governing body and full participation in discharging the governing body's responsibilities.
- Commitment to undertaking training that is mandatory under the Education (Wales) Measure 2011.
- Knowledge of the education system, and current education matters and developments.
- Knowledge of the local authority's role and functions in relation to education, including the promotion of the Welsh language and the Welsh Language in Education Strategic Plan.
- Knowledge and experience of the role of a local authority governor.
- Knowledge of the area and community that the relevant school serves.
- Knowledge of and commitment to equal opportunities.
- Knowledge/awareness of the local authority's priorities and policies.
- Excellent communication and interpersonal skills.
- The ability and commitment to work objectively, constructively and effectively with the headteacher.
- The ability and commitment to work objectively, constructively and effectively as part of a team, which will include with all the other members of the governing body.
- The ability to operate with tact and diplomacy.
- The ability to be objective and retain an open mind.
- The ability to absorb and assess information.
- Willingness to undertake any other training that may be non-mandatory but which the local authority recommends.

DESIRABLE CRITERIA

Knowledge/experience/skills relating to:

- Safeguarding.
- Teaching; the curriculum.
- The phases of education, particularly the relevant phase for the school being applied for.
- The school being applied for.
- The school's local community.
- The local /regional economy and commerce.
- Additional learning needs.
- Equality and diversity.
- Welsh language matters.
- Leadership.
- General school governance.
- Strategic planning.
- Self-evaluation or impact assessment.
- Performance management.
- Data analysis.
- Staff recruitment.
- Community relations.
- Coaching/mentoring.
- Negotiation.
- Mediation.
- Handling complaints and grievances.
- Health and safety.
- Risk management.
- Financial management.
- Procurement.
- Project management.
- Buildings and premises management.
- Human resources.
- Legislation and legal processes.
- Information communication technology
- Public relations, engagement, marketing.

PANEL FOR THE APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY GOVERNORS

Terms of Reference

Role and purpose

The Panel for the Appointment and Removal of Local Authority Governors (the panel) will consider applications for local authority governor vacancies and will make the decisions on all appointments.

In assessing applications and making decision on appointments, the panel will ensure equality of opportunity between people with and without protected characteristics (the protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).

Following an appointment decision, the panel will assess whether a successful applicant would benefit from training and/or support to extend their awareness and understanding of the local authority's priorities and policies. If so, the panel will determine the nature and manner of the training and/or support that will be offered.

The panel will consider any instances where there is considered to be cause for concern in terms of a local authority governor's conduct, or ability to appropriately or effectively discharge their responsibilities as a local authority governor. Request all information that it considers necessary relating to a concern or concerns. The panel may commission an investigation when it considers this to be necessary and appropriate. The panel may recommend the removal of a local authority governor to the to the Corporate Director – Education and Family Support, and will provide the reasons for the recommendation.

Membership

The membership of the panel will be determined by the Corporate Director - Education and Family Support Directorate.

Attendance by agreed substitutes will be permitted.

Only panel members or agreed substitutes may attend meetings of the panel. There is no entitlement for any other person to attend meetings of the panel.

Quoracy

Every panel officer or the agreed substitute must be present for the panel meeting to be quorate.

However, panel members or agreed substitutes will not participate in the assessment of applications and decisions on appointments to schools, or the consideration of any concerns regarding an existing local authority governor, if they are also members of the relevant governing body. Any panel member or agreed substitute must withdraw from the meeting for the duration of the time that such matters are considered, and decisions made. The assessment of the applications and the decision on the appointment, or the consideration of concerns regarding an existing local authority governor, will be undertaken by the remaining panel officers and agreed substitutes.

Frequency of meeting

Panel meetings will be monthly.

Records

Notes of the panel's meetings will be prepared, which will cover principal discussion points and decisions.

The applications for vacancies and any associated documents considered by the panel will be administered and held by Pupil Services.