7. WHAT CAN BE DELEGATED

The governing body may if it so wishes delegate some of its functions to a committee, any governor or the headteacher: The following **cannot** be delegated to anyone:

- Decisions about the governing body’s constitution, membership and instrument of government;
- Election or removal of the chair or vice-chair;
- Removal of governors;
- Appointment and removal of the clerk;
- Suspension of governors;
- Setting up of committees;
- Delegation of functions.

Some matters cannot be delegated to an individual, but can be delegated to a committee:

- Changing of category of school;
- Altering or discontinuing a maintained school;
- Approving the annual budget plan;
- Approving the school discipline policies;
- Admission arrangements;
- Attendance targets;
- Headteacher and deputy headteacher appointment panels.

The following must be delegated to a committee:

- Staff disciplinary/dismissal issues;
- Pupil discipline;
- Admissions (where the governing body is the admissions authority);

Any other matters may be delegated to a committee or an individual. Where matters have been delegated they must be reported back to the governing body which is collectively responsible for all delegated matters.

**Terms of reference**

To ensure that the committees are “fit for purpose”, efficient and contribute effectively to the work of the governing body, each should have agreed terms of reference. Terms of reference include two sets of information:

1. Statements giving the rules by which the committee is bound, including details of its composition; about the number of members necessary to constitute a quorum so that decisions may be made and the frequency of meetings;

2. The duties and tasks to be undertaken by the committee, and an indication of the limits of its powers.

A chair should be appointed to each committee either by the governing body or if the governing body agrees, the committee itself can elect one.

**For a model committee structure and model terms of reference refer to the Governor Guide via the following link**