

4. Governing Body Procedures and Meetings

This chapter provides information relating to the organisation of the governing body, including:

- A. Chairpersons and vice chairpersons;
- B. The clerk to the governing body;
- C. Convening and organising meetings of the governing body;
- D. Minutes and papers;
- E. Delegation of functions;
- F. Committees of the governing body;
- G. Restrictions on person taking part in proceedings of governing body meetings and committees;
- H. Suspension of governors.

Background

1. The Government of Maintained Schools (Wales) Regulations 2005, as amended by The Staffing of Maintained Schools (Wales) Regulations 2006 and The Staffing of Maintained Schools (Miscellaneous Amendments) (Wales) Regulations 2007 are the regulations referred to in this chapter unless it is otherwise specified.

2. Governing bodies must meet at least once per term but may decide to meet more often. It is for each governing body to agree how often to meet, where meetings should take place and at what time. Decisions of this kind are mostly for the people involved, but some rules for meetings are laid down in regulations.

3. Each governing body may regulate its own procedures and those of its committees and the delegation of its functions. When establishing committees or delegating functions to them or individuals, it is important that the governing body sets out the role and responsibilities expected of each one.

4. The governing body will find it useful to draw up 'standing orders' to record such details where they are not set out in legislation. Standing orders cannot however, conflict with anything in the school's instrument of government, The Government of Maintained Schools (Wales) Regulations 2005 or other legislation. Examples of what should be included are:

- the remit and function of any committee or individual;
- any decision making powers delegated to a committee or individual;
- the membership of a committee and the quorum required for the committee to conduct business (if different); and

- whether a committee will include non-governor members and, if so, whether they can vote.

4A. Chairpersons and Vice Chairpersons:

Election of the Chairperson and Vice Chairperson

1. Subject to Part 7 of The Government of Maintained School (Wales) Regulations 2005, the governing body must elect a chairperson and a vice chairperson from amongst their members annually. It is for the governing body to agree the process, but the regulations require that any election which is contested must be held by secret ballot.
2. A governor (in any capacity) who is paid to work at the school or who is a pupil of the school is not eligible to be elected as chairperson or vice chairperson of the governing body.
3. The clerk to the governing body is to act as chairperson during that part of any meeting at which the chairperson is to be elected. Regulation 42 of the 2005 regulations makes it clear that the clerk cannot be a governor; therefore the clerk does not have a vote (or casting vote in the event of a tied vote) in this case.
4. The persons elected as chairperson or vice-chairperson will hold office until their successors are appointed under this regulation, although they may resign at any time by giving notice in writing to the clerk to the governing body or be removed in line with the process described below.
5. The chairperson or vice chairperson will cease to hold office when he or she ceases to be a governor or if they are paid to work at the school.

Removal of the Chairperson or Vice Chairperson from Office

6. The chairperson will be replaced where the Welsh Ministers decide to appoint additional governors and to make one of them the chairperson under Section 18 of the School Standards and Framework Act 1998. This may occur where a school has been found to require special measures or significant improvement (see also Chapter 24). If a replacement chairperson is appointed in this way they cannot be removed in the manner outlined in paragraphs 7 and 8 below.
7. The governing body can by formal resolution remove the chairperson or vice-chairperson from office (see Regulation 41 of the 2005 regulations). A resolution to remove the chairperson or vice-chairperson must be an agenda item for a governing body meeting and the agenda must be circulated to governing body members at least seven days in advance of the meeting.
8. The governor(s) proposing the removal must state their reasons for doing so at the meeting and the chairperson or vice chairperson, as the case may be, must be given the opportunity to make a statement in response

before withdrawing from the meeting. The remaining governors will then take a vote on the proposal.

Delegation of Functions to the Chairperson and Vice Chairperson in Cases of Urgency

9. Under normal circumstances, decisions should only be taken at a meeting of the governing body or by a committee delegated to do so. In rare circumstances, however, the chairperson or vice chairperson has the power to carry out certain functions of the governing body if a delay in exercising that function is likely to be seriously detrimental to the interest(s) of the school, a pupil at the school or their parents, or a person who works at the school. Any action taken under this power must be reported, as soon as is reasonably practicable, to the governing body.

10. In this context, a delay means a delay for a period of time beyond which it would be possible to convene an emergency meeting of the governing body or a committee delegated with the power to consider the matter.

11. This power excludes matters related to the alteration and closure of schools, change of school category, change to the constitution or membership of the governing body, change of school name, approval of the budget, pupil and staff discipline policies, admissions, head and deputy head teacher appointments and certain matters relating to attendance.

4B. The Clerk to the Governing Body

Role of the Clerk

1. The clerk to the governing body needs to work effectively with the chairperson of governors, the other governors and the head teacher to support the governing body. The clerk should have the necessary skills and expertise to be able to give impartial advice and guidance to the governing body on constitutional and procedural matters, duties and powers. The clerk is accountable to the governing body.
2. Some LAs provide a clerking service for governing bodies through a service level agreement or will provide training sessions for persons appointed as clerks by the individual governing bodies.

Appointment and Removal of the Clerk to the Governing Body

3. The governing body must appoint a clerk to the governing body.
4. The clerk to the governing body must not be a governor, a non-governor member of any committee of the governing body or the head teacher.
5. Notwithstanding the above, if the clerk fails to attend a meeting, the governors present at the meeting can appoint a member of the governing body (but not the head teacher) to act as clerk for that meeting.
6. The governing body may remove the clerk from office.
7. If at any time the school does not have a delegated budget, the LA may remove a clerk and appoint a substitute, but the authority must consult the governing body before doing so.

Functions of the Clerk to the Governing Body

9. It is the responsibility of the clerk of the governing body to:
 - convene meetings of the governing body in accordance with regulations;
 - attend meetings of the governing body and ensure minutes are taken;
 - maintain a register of members of the governing body and report vacancies to the governing body and appointing bodies;
 - maintain a register of attendance and report on non-attendance to the governing body;
 - give and receive notices in accordance with relevant regulations;

- report to the governing body as required on the discharge of his or her functions;
- perform such other functions as may be determined by the governing body from time to time; and
- may provide the governing body with advice on its functions and procedures, where they have the necessary skills.

For full details on the functions of the clerk, see Regulation 43 of The Government of Maintained (Schools) Wales Regulations 2005.

4C. Convening and Organising Meetings of the Governing Body

Convening Meetings

1. The governing body is best placed to decide how often and for how long it needs to meet in order to perform its functions effectively, except that each governing body must meet at least once per term ie minimum of three meetings per school year. Many governing bodies meet more often and this is for the governing body to decide.
2. Meetings are convened by the clerk, in line with directions given by the governing body and the chairperson, as long as any direction of the chairperson is not at variance to that of the governing body.
3. Any three members of the governing body can request a governing body meeting by giving written notice to the clerk that includes a summary of the business to be conducted. The clerk must convene a meeting as soon as is reasonably practicable.
4. The clerk must give each governor, the head teacher (whether a governor or not) and the LA written notice of a meeting, a copy of the agenda and any reports or other papers to be considered at the meeting at least five clear working days before the meeting. This includes any governor who may be suspended in line with regulation 49 of The Government of Maintained Schools (Wales) Regulations 2005.
5. If the chairperson (or vice chairperson in his or her absence) considers there are matters that demand urgent consideration, he or she can determine a shorter period of notice as long as the written notice states that fact.
6. The period of notice for the meeting must be at least seven days if the matters to be considered include the removal of the chairperson or vice chairperson from office, the suspension of any governor, the removal of a community or sponsor governor, or a proposal to close the school. The power of the chairperson to direct a shorter period of notice does not apply in these matters.
7. A meeting of the governing body and its proceedings is not invalidated by virtue of the fact that any person has not received written notice of the meeting or a copy of the agenda.

Quorum for Governing Body Meetings

8. The quorum for a meeting of the full governing body and for a vote to be taken, is one half (rounded up to a whole number) of the complete membership of the governing body, excluding associate pupils governors, vacancies and any governor who may be suspended. For example, if the full membership is 15 and there are two vacancies, then the quorum for a

governing body meeting is seven governors (one half of 13 rounded to nearest whole number).

Voting

9. Every question to be decided at a governing body meeting must be determined by a majority of votes of those governors present and eligible to vote.

10. Associate pupil governors are not eligible to vote on any question that comes before a meeting of the governing body.

11. Where there is an equal number of votes, the chairperson (or the person acting as chairperson provided that he or she is a governor, this does not include the clerk during the election of the chairperson) has a second or casting vote.

12. Any decision to close the school will not have effect unless it is confirmed by a governing body meeting held not less than 28 days after the meeting at which the decision was made. The item has to be an agenda item at both meetings and seven days' notice has to be given.

13. Proceedings of a governing body are not invalidated by a vacancy, a defect in appointment or election of a governor or the chairperson or vice chairperson, or the governing body having more members in a category than provided for in the instrument of government.

Right to Attend Governing Body Meetings

14. Governors, the head teacher and the clerk plus associate pupil governors, where applicable, have the right to attend governing body meetings (subject to certain restrictions detailed later in this chapter). In addition, the governing body can allow any other person to attend its meetings. Associate pupil governors and non governor members may be excluded from any part of a meeting which concerns an individual pupil or member of staff, budget, salary or other financial commitments of the governing body, the election and removal of governors, in the case of a voluntary aided school its trust deed and any other matter that the governing body considers should remain confidential.

4D. Minutes and Papers

The Keeping of Minutes

1. The keeping of minutes and papers is prescribed in regulations 47 and 48 of The Government of Maintained Schools (Wales) Regulations 2005. The clerk (or the person acting as clerk in their absence) must ensure that minutes are drawn up, approved by the governing body and signed by the person in the chair at the next meeting. The minutes must record the names of governors and any other person present at the meeting.
2. Minutes must be entered into a book specifically kept for the purpose or on loose leaf pages consecutively numbered. In the latter case, the person signing the minutes must initial each page.
3. A governing body must provide a copy of the draft or signed minutes of a particular meeting to their maintaining LA when requested to do so.

Publication of Minutes

4. The governing body must for any meeting, as soon as is reasonably practicable, make available at the school for inspection by any interested person, a copy of the agenda, signed minutes, reports or papers considered at a meeting and draft minutes, if approved by the chairperson.
5. Information relating to a named person or any other matter that the governing body considers confidential does not have to be made available for inspection.
6. Since January 2005, however, the governing body is obliged to make this information available upon request under the Freedom of Information Act 2000, unless any other of the specific exemptions in that Act apply. Therefore, the governing body will only be able to withhold information that constitutes personal data or confidential information, in each case, within the meaning of the Freedom of Information Act 2000 (information can be obtained from the Office of the Information Commissioner).

4E. Delegation of Functions

Delegation of Functions

1. A governing body may delegate any of its statutory functions to a committee, a governor or the head teacher subject to prescribed restrictions (see below, or for full detail see Part 9 of The Government of Maintained Schools (Wales) Regulations 2005). The governing body must review the delegation of functions annually.
2. Whilst it is for each governing body to decide how it undertakes its functions, certain policy areas **must** be referred to a committee delegated with the power to make a decision on behalf of the governing body.
3. Under paragraphs 55, 56 and 57 of the Regulations, each governing body is required to establish committees, as below:
 - staff disciplinary and dismissal and staff disciplinary and dismissal appeals;
 - pupil disciplinary and exclusion hearings; and
 - admissions hearings (where the governing body is the admissions authority).
4. The School Teacher Appraisal (Wales) Regulations 2002 requires that a governing body must appoint two or three governors to undertake the appraisal of the head teacher (normally known as the performance management (PM) review panel). At a school which has a religious character or a voluntary aided school which does not have a religious character, at least one of those appointed must be a foundation governor. No governor who is a teacher or other member of staff at the school may be appointed.
5. Where there is an appeal against the decision of the panel, the appeal should be heard by the chairperson (where he or she has not been involved in the appraisal) or a panel of one or two other governors.
6. Except for the above, if a governing body has decided to delegate functions, this does not prevent it from exercising those functions if it so decides, subject to certain exceptions. For instance, the governing body can decide to move money from one budget heading to another in light of changing circumstances, even if the function of monitoring the budget has been delegated to a committee.
7. A governing body has responsibility for procedures for Capability, Grievance and Pay Review. The school Regulations do not specify a requirement to establish panels to deal with such matters, as they do for the matters identified in Paragraph 3 above, but, were they to be considered by the full governing body there would be no avenue for an appeal, if required. Thus having a panel to hear the matter, in the first instance, is good practice. Its decision cannot go back to the governing body for approval, as that would

VA
VC

then be a decision of the full governing body, therefore the Panel appointed will need delegated decision making power. Any appeal arising from a decision of the first panel, may then go to a second panel or the remaining members of the governing body.

8. A governing body may also decide to establish committees to undertake other functions, such as finance, personnel/staffing, curriculum, buildings, etc. These committees may or may not have decision making powers delegated to them.

9. It is important that any committees have a clearly defined role and remit, see the next part of this chapter headed 'Committees of the Governing Body'.

10. The governing body remains accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

Restrictions on Delegation and Specified Committees

11. The governing body may not delegate any functions relating to:

- the categories of governors as in Part 2 of the Regulations;
- the constitution of the governing body;
- the removal of governors;
- the instrument of government;
- election and removal of chairperson and vice-chairperson;
- the appointment and removal of the clerk to the governing body;
- the suspension of governors;
- the delegation of functions; and
- the establishment of committees.

Nor may it delegate its functions in respect of head teacher and deputy head teacher appointments, under The Staffing of Maintained Schools (Wales) Regulations 2006.

12. Some functions may be delegated to a committee but may not be delegated to an individual, these relate to:

- the alteration, discontinuance or change of category of maintained schools;
- the approval of the first formal budget plan of the financial year;
- school discipline policies;
- admission arrangements under the Schools Standards and Framework Act 1998;

- school attendance targets and orders; and
- referral to the Welsh Ministers in respect of directions made by the LA to admit a child and appeal against LA decisions to admit children to the school.

Reporting to the Governing Body Following the Exercise of Delegated Functions

13. Any individual or committee to whom a function of the governing body has been delegated must report to the governing body on any action or decision taken in pursuance of that function. This includes a committee, the head teacher and/or the chairperson or vice chairperson.

4F. Committees of the Governing Body

Application of this Part of the Regulations to Staffing Functions

1. This section does not apply to selection panels established by the governing body to deal with head teacher and deputy head teacher appointments or functions that affect individual members of staff, rather than the school staff as a whole. The delegation by a governing body of its functions relating to the appointment and dismissal of staff, staff grievance, capability, conduct, discipline and suspension matters is covered in Chapter 10 entitled Staffing.

Establishment of Committees

2. The governing body must determine the constitution, membership and terms of reference of any committee it decides to establish and review them annually. The governing body retains responsibility for policy making and the actions of all committees, it is therefore important that committees have a clearly defined role and remit.

3. Each committee must have a chairperson, who is either appointed by the governing body or elected by the committee. The governing body may remove the chair of a committee from office at any time.

4. In the absence of a chairperson at a meeting of a committee, the members present must elect a replacement to act as chairperson for that meeting.

5. No person employed to work at the school nor a registered pupil of the school may act as chairperson of a committee.

6. The membership of a committee may include associate pupil governors and persons who are not governors. However, the majority of members of a committee must be governors. The extent to which non-governor members are entitled to vote shall be determined by the governing body.

7. The proceedings of a committee are not invalidated by any vacancy or defect in the appointment of its members.

Clerks to Committees

8. The governing body must appoint a clerk to each committee established for staff discipline and dismissal, grievance and pupil discipline and exclusions. It may also appoint a clerk to any other committee established by it, but this does not include other groups, such as working groups set up for a specific purpose.

9. The head teacher of the school and/or any associate pupil governor cannot be appointed as clerk to a committee.

10. If the clerk does not attend a committee meeting, the governors present at the meeting can appoint a member of the committee (but not the head teacher) to act as clerk for that meeting.
11. The governing body can remove a clerk to a committee from office at any time.
12. It is the responsibility of the clerk to a committee to:
 - convene meetings of the committee;
 - attend meetings of the committee and ensure minutes are taken; and
 - perform such other functions with respect to the committee as may be determined by the governing body from time to time.

Right of Persons to Attend Meetings of Committees

13. Members of committees (providing they are not suspended from the governing body), the head teacher (whether or not they are a member of the committee or the governing body) and the clerk to the committee have the right to attend a meeting of a committee. This right is subject to any conflict of interest that a committee member may hold on a particular issue. In addition, the governing body or the committee may allow any other person to attend their meetings.

14. A committee may exclude a member of the committee who is not a governor, from any part of a meeting when the business under consideration concerns an individual pupil or member of staff.

15. A head teacher may not be a member of a committee established to consider staff discipline and dismissal, pupil discipline and exclusion, or a selection panel convened to consider the appointment of his or her successor.

Meetings of Committees

16. Committee meetings are convened by the clerk to the committee, who takes directions from the governing body and the chair of the committee, as long as the instructions of the chairperson do not conflict with any direction of the governing body.

17. Where a clerk has not been appointed for a committee, meetings should be convened by the chairperson who must also comply with any direction given by the governing body.

Notice of Committee Meetings

18. The clerk must give each member of the committee (whether or not a governor) and the head teacher (whether or not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least five clear working days before the meeting.

19. If the chairperson of the committee considers that there are matters that demand urgent consideration, he or she can determine a shorter period of notice. The written notice of the meeting must state that fact and the agenda, reports and any other papers to be considered at the meeting may be given with shorter notice.

Quorum and Voting

20. The quorum for a meeting of a committee and for a vote on any matter is one half (rounded up to a whole number) of the membership, excluding vacancies. (This does not include the staff disciplinary and dismissal and staff disciplinary and dismissal appeal committees, pupil discipline and exclusion committee, admissions committee and the head teacher performance appraisal and head teacher performance appraisal appeal panels. For regulations relating to these see Chapter 10 entitled Staffing).

21. Every question to be decided at a committee meeting must be determined by a majority of votes of those members of the committee present and voting.

22. No vote may be taken at a meeting unless the majority of members of the committee present are governors.

23. If there is an equal number of votes, the chair (or the person acting as chair), has a second (or casting) vote, provided that he or she is a governor.

Non Governor Members

24. The governing body can give voting rights to non governor members on committees. They cannot be given voting rights if they have not reached the age of 18 at the time of their appointment, except in the case of associate pupil governors, who may be under the age of 18 (paragraph 60(9) of the 2005 regulations – as inserted by [The School Councils \(Wales\) Regulations 2005](#)) gives the governing body the discretion to include associate pupil governors as governors for the purposes of quorum and voting).

25. Committees may have non governor members appointed to them and it is for the governing body to agree whether or not they have a vote, except that non governor members cannot vote in the following circumstances:

- issues that must be considered by the full governing body, ie issues that cannot be delegated;

- meetings of the staff disciplinary and dismissal and staff disciplinary and dismissal appeals panels – except for the non governor member appointed to such panels convened to hear matters involving child protection allegations (see Chapter 10);
- meetings of the pupil discipline and exclusion panel;
- meetings of the admission panels (where the governing body is the admissions authority); and
- head teacher and deputy head teacher selection panels (although a non governor may take part in the proceedings they cannot vote on the decision unless the governing body determine whether those persons may vote). The majority of members must be governors.

Minutes of Committee Meetings

26. Minutes of committee meetings must be drawn up by the clerk or the person acting as clerk, and signed by the chair after approval at the next meeting of the committee. Minutes of the draft or signed minutes must be provided to the LA upon request.

Publication of Minutes

27. A committee must make available for inspection at the school, a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practicable.

28. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

29. Since January 2005, however, the governing body is obliged to make this information available upon request under the Freedom of Information Act 2000, unless any other of the specific exemptions in that Act apply. Therefore, the governing body will only be able to withhold information that constitutes personal data or confidential information, in each case, within the meaning of the Freedom of Information Act 2000 (guidance can be obtained from the Office of the Information Commissioner).

4G. Restrictions on Persons taking part in Proceedings of Governing Body Meetings and Committees

1. The general principles relating to restrictions on persons taking part in proceedings of the governing body are intended to protect the integrity of the governing body and its members, and to ensure that its procedures or decisions are not open to challenge on the grounds of impartiality.
2. The general principles are:
 - where there is a conflict between the interests of any person and the interests of the governing body that person should disclose their interest, withdraw from the meeting and should not vote;
 - in a situation where the principles of natural justice require a fair hearing, and there is any reasonable doubt as to a person's ability to act impartially, he or she should also disclose their interest, withdraw from the meeting and not vote;
 - where a governor or non governor member has a pecuniary interest in any matter he or she should also disclose their interest, withdraw from the meeting and not vote; and
 - examples of cases where a fair hearing must be given include decisions relating to staff or pupil discipline or admission of pupils. The restrictions on persons taking part in proceedings do not stop a governing body or committee from allowing someone who can offer relevant evidence to a case from giving that evidence.
3. More specific provisions relating to restrictions on taking part in proceedings are set out in the Part 10 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005.
4. The clerk to the governing body does not have to withdraw under these regulations unless the item of business is his or her appointment, remuneration or disciplinary action against them. Where, however, a governor is acting as clerk for a meeting and these regulations apply to them, he or she cannot participate in any capacity other than as clerk.
5. If there is any dispute as to whether or not a person must withdraw from a meeting the other governors present at the meeting must decide on this.
6. A pecuniary interest in a contract, proposed contract or other matter includes cases where:
 - a person was appointed to office by the person with whom the contract was or is proposed to be made;
 - the governor, or committee member is a spouse or partner of a person with whom the contract was or is proposed to be made; or

- a relative or person who a governor or committee member lives with has an interest in a contract or proposed contract with the governing body.

7. This does not apply where the pecuniary interest of a relevant person is:

- no greater than the interest of the majority of those working at the school;
- only by virtue of the fact that they were nominated, appointed or affiliated in anyway to a public body; or
- the fact they are a member of a corporation or other body if they have no financial interest in that body.

8. A governor with a pecuniary interest is not precluded from:

- considering and voting upon proposals to take out liability insurance or obtaining and paying for such insurance; and
- considering and voting upon proposals regarding a scheme for governor allowances (in accordance with The Governor Allowances (Wales) Regulations 2005) in general. However, a governor must withdraw and not vote during an item of business concerning a particular allowance or payment to him or her as an individual.

9. A governor or the clerk should withdraw from a meeting where their interests in a matter to be discussed are considered to be in conflict with the governing body's interests. Such cases would include:

- his or her own appointment, re-appointment, suspension or removal from the governing body or a committee;
- his or her own appointment, re-appointment, suspension or removal as clerk, chairperson or vice chairperson of the governing body or as clerk or chairperson of a committee;
- where he or she is a sponsor governor and the provision in the instrument of government relating to the nomination of sponsor governors is discussed;
- where a governor is employed to work at the school and the topic of discussion is the pay or appraisal of any other member of staff;
- where a head teacher is present and the topic of discussion is his or her own pay or performance; and
- where a person is employed to work at the school and the item of consideration is the appointment of his or her successor.

10. The fact that a person is a governor or member of a committee of the governing body at more than one school should not be considered as a conflict of interest.

4H. Suspension of Governors

1. The governing body may under regulation 49 of The Government of Maintained Schools (Wales) Regulations 2005, pass a resolution to suspend a governor for all or any of its meetings or those of its committees, for a fixed period of up to 6 months on one or more of the following grounds:
 - the governor is paid to work at the school and is the subject of disciplinary proceedings in relation to their employment;
 - the governor is the subject of proceedings in a court or tribunal, the outcome of which may be that they would be disqualified from continuing to hold office as a governor;
 - the governor has acted in a way that is inconsistent with the ethos or the religious character of the school and is likely to bring the governing body into disrepute; or
 - the governor is in breach of their duty of confidentiality to the school or to any member of staff or pupil at the school.
2. A motion to suspend a governor must be specified as an item of business at a meeting for which seven days notice must be given. Before a vote is taken, the governor(s) proposing the suspension must outline their reasons for doing so. The governor who is the subject of the resolution must be given the opportunity to make a statement in response before withdrawing from the meeting. Only at this stage, should a vote be taken.
3. The governing body should only use suspension as a last resort after seeking to resolve any difficulties or disputes in a more constructive manner.
4. A governor who has been suspended must be given notice of any meetings and must be sent agendas, reports and papers for any meetings during their suspension, and be allowed to attend a meeting of the governing body convened to consider their removal.
5. A governing body may suspend a governor for a further period or periods of six months, on the same or different grounds as the original suspension, but the prescribed process must be followed.
6. A governor can not be disqualified from their term of office for failure to attend meetings during the period of their suspension.

The Law

[The Education Act 1996](#)

[The School Standards and Framework Act 1998](#)

[Education Act 2002](#), in particular Sections [19](#), [21](#), [23](#), [29](#), [30](#), [32](#), [33](#), [35](#) and [99-101](#) and Schedules [1](#) and [3](#)

[The Education and Inspections Act 2006](#)

[The School Government \(Terms of Reference\) \(Wales\) Regulations 2000](#)

[The School Teacher Appraisal \(Wales\) Regulations 2002](#)

[The Government of Maintained Schools \(Wales\) Regulations 2005](#)

[The Governor Allowances \(Wales\) Regulations 2005](#)

[The School Councils \(Wales\) Regulations 2005](#)

[The Staffing of Maintained Schools \(Wales\) Regulations 2006](#)

[The Staffing of Maintained Schools \(Miscellaneous Amendments\) \(Wales\) Regulations 2007](#)

Guidance

[Guidance on the School Government \(Terms of Reference\) \(Wales\) Regulations 2000 Circular 34/2000](#)

