

**Procedure for the Removal of Authority Governors**

 **All administrative tasks will be undertaken by the Governor Services Team, Education Performance Service**

1. Where concerns have been raised about the suitability of an Authority Governor, the Governor Services Manager will investigate the matter, unless a safeguarding issue requires it to be referred.
2. As part of the investigation process, the Governor Services Manager will write to the governor concerned to advise him/her that his suitability to serve as an Authority Governor has been questioned, providing information on the substance of the objection, who has raised it, confirming that this will be considered by the Director of Education and SEND and inviting him/her to provide a written statement/response.
3. Having investigated the concerns, the Governor Services Manager will prepare a report for the Director of Education and SEND to consider.
4. The Director of Education and SEND may, if deemed appropriate, consult the Chair of Governors and/or Headteacher for their comments, before considering the matter.
5. The Director of Education and SEND, having considered all points put forward, will decide whether or not the Authority Governor in question should continue or be removed.
6. The Governor Services Manager will advise the Governor concerned of the decision, with a copy of the letter being forwarded to the Clerk to Governors, the Chair of Governors and the Headteacher. If the decision is to remove, the letter will contain brief reasons for this and make clear that there is no right of appeal.

**All decisions taken by the Director of Education and SEND will be made following discussion with the Lead Member (Education)**