

Good Governance for School Pipe Band Committees

Fact Sheet for Schools, Parents, and Community Partners

Purpose of a School Pipe Band Committee

A School Pipe Band Committee exists to support the sustainable running of a school pipe band programme. Its role is to ensure good governance, transparent decision-making, and safe, inclusive opportunities for young people. Committees typically include parents, tutors, school representatives, and community partners.

Core Governance Principles

- **Accountability** Clear roles, responsibilities, and reporting lines. Decisions are recorded, transparent, and aligned with school policies and safeguarding requirements.
- **Inclusivity and Equity** All pupils should have fair access to tuition, instruments, rehearsals, and performance opportunities. Committees must avoid gatekeeping, favouritism, or exclusionary practices.
- **Transparency** Open communication with parents, pupils, tutors, and the school. Minutes, budgets, and decisions should be accessible and clearly explained.
- **Child Safety and Wellbeing** All activities must comply with the school's safeguarding policy, local authority guidance, and national child protection standards. Volunteers must follow school procedures for PVG checks.
- **Financial Stewardship** Responsible management of funds, fundraising, and grants. Budgets should be approved, monitored, and audited in line with school or local authority requirements.

Committee Structure

- **Chair** – Leads meetings, ensures governance standards, and acts as the main liaison with the school.
- **Secretary** – Records minutes, manages communications, and maintains documentation.
- **Treasurer** – Oversees finances, prepares reports, and ensures compliance with school financial procedures.
- **Tutor/Instructor Representative** – Provides professional input on musical standards, progression, and rehearsal needs.
- **School Representative** – Ensures alignment with school policies, safeguarding, and educational priorities.
- **Parent Members** – Support fundraising, logistics, and pupil engagement.

Committees should review membership annually and encourage broad participation.

Key Responsibilities

- **Programme Support** Assist with logistics for rehearsals, performances, competitions, and transport.
- **Instrument Management** Maintain clear records of instrument loans, condition checks, and repairs. Follow SSPDT or school loan agreements.
- **Fundraising and Finance** Plan fundraising activities, manage donations, and apply for grants. Ensure funds are used for agreed educational purposes.
- **Communications** Provide timely updates to parents and pupils. Promote achievements through school channels and local media, ensuring consent and safeguarding compliance.

- **Partnership Working** Collaborate with SSPDT, local authority music services, community pipe bands, and funders to strengthen provision.

Safeguarding and Risk Management

- All activities must be risk-assessed, especially travel, performances, and events.
- Volunteers must follow school safeguarding protocols and be PVG-checked where required.
- Committees should ensure safe ratios of adults to pupils during events.
- Clear procedures should exist for incident reporting, behaviour management, and emergency contacts.

Good Practice Standards

- Hold **regular, minuted meetings** (at least once per term).
- Publish an **annual report** summarising activities, finances, and achievements.
- Maintain a **code of conduct** for adults and pupils.
- Ensure **continuity planning** so the band is not dependent on one or two individuals.
- Review governance practices annually using a simple checklist.

Benefits of Strong Governance

- A stable, well-run programme that supports musical progression.
- Increased confidence among parents, pupils, and school leadership.
- Stronger fundraising outcomes and eligibility for grants.
- Reduced risk and clearer accountability.
- A positive, inclusive culture that encourages young people to thrive.

Good Governance Checklist

Committee Structure & Roles	
Clear roles assigned: Chair, Secretary, Treasurer, Tutor Representative, School Representative, Parent Members.	
Role descriptions understood and reviewed regularly.	
Succession planning in place to avoid reliance on one or two individuals.	
Committee membership reflects diversity and inclusivity.	
Safeguarding & Child Wellbeing	
All activities comply with school safeguarding and local authority policies.	
PVG checks completed for volunteers where required.	
Clear procedures for incident reporting, behaviour management, and emergency contacts.	
Risk assessments completed for rehearsals, travel, performances, and events.	
Policies & Compliance	
Committee operates under a simple constitution or terms of reference.	
Code of conduct in place for adults and pupils.	
Meetings & Decision Making	
Meetings held regularly (minimum once per term).	
Agendas circulated in advance; minutes recorded and shared.	
Decisions made transparently and in line with school policies.	
Conflicts of interest declared and managed appropriately.	
Programme Quality & Support	
Tutors supported with logistics, resources, and rehearsal planning.	
Progression routes for pupils discussed and reviewed (beginner → band → performance).	
Performance opportunities planned safely and inclusively.	
Committee collaborates with SSPDT, local authority music services, and community bands	
Inclusivity & Equity	
Access to tuition, instruments, and events is fair and transparent.	
No gatekeeping or exclusionary practices.	

• Data protection practices follow school and local authority guidance.	
• Annual review of governance practices completed.	
Financial Governance	
• Treasurer maintains accurate, up-to-date financial records.	
• Committee follows school or local authority financial procedures.	
• Annual budget approved and monitored.	
• Fundraising activities are transparent, ethical, and documented.	

• Financial barriers identified and mitigated where possible.	
• Committee actively fosters a positive, welcoming culture.	
Annual Review & Reporting	
• Annual report prepared summarising activities, finances, and achievements.	
• Governance checklist completed and actions identified.	
• Priorities for the next year agreed and documented.	