**Standing Orders for the Governing Body of  
Valley Gardens Middle School – DFE Number: 4026**

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| **Membership** | |
| **Composition** | The composition of the Governing Body is recorded in the Instrument of Government. |
| **Associate Members** | The Governing Body can appoint Associate Members to serve on committees. Associate Members are entitled to attend meetings of the committee to which they have been appointed and meetings of the Governing Body. Associate Members may be given voting rights on committees but **not** at Governing Body meetings.[[1]](#footnote-1) |
| **Staff and Parent Governor Elections** | The Headteacher is responsible for holding staff and parent Governor elections. |
| **DBS** | The school is responsible to carry out a DBS and Section 128 checks for all Governors. |
| **Code of Conduct** | All governors and associate members **must** sign the code of conduct when they join and annually thereafter. |
| **Contact Details** | The Governing Body has agreed to share e-mail addresses to aid communication. |
| **Governor Allowances** | Governor allowances and expenses will be paid in accordance with the approved Governor Allowances Policy. [[2]](#footnote-2) |
| **Collecting and publishing governing Body diversity data** | The DFE recommends that schools collect and publish governors diversity data on their website, making it accessible to the school community and public. The data must be anonymised, particularly for smaller boards. Participation is voluntary, and governors can opt out at any time, even after publication. **If a school chooses not to publish the data, a statement must be included on the website to inform visitors of this decision**. |

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| **Meetings** | |
| **Number of meetings per year** | The Governing Body will meet 3 times per school year. |
| **Convening Meetings** | All meetings will be convened by the clerk. Written notice of the meetings, with an agenda will be sent via e-mail at least 7 days before the meeting.[[3]](#footnote-3) |
| **Agendas** | The draft agenda will be written by the Clerk, Chair and Headteacher. A governor can place an item on the agenda by sending it to the Chair and/or Clerk. |
| **Papers for Meetings** | All papers will be uploaded on to the schools’ google drive |
| **Voting at meetings** | * Governors must be present at a meeting to participate and vote. **Voting by proxy or e-mail is not permitted[[4]](#footnote-4)**. * All votes should be cast by verbal agreement unless governors are voting for the chair or vice-chair or there has been a specific request for a secret ballot. * Votes do not need to be seconded. * If governors wish to revoke a decision at a future meeting this proposal must be specified as an agenda item. |
| **Virtual meetings** | Voting by electronic means is permissible i.e. video conferencing / telephone conferencing however this must be agreed in advance and supported with a Virtual Policy. |
| **Quorum for full Governing Body**  \*delete as applicable | The quorum for a Governing Body meeting and vote is 50% of the total number of Governors minus any vacancies.  **\***If a meeting is inquorate, it will be postponed **OR** **\***If a meeting is inquorate, discussions will continue and minutes taken, but no votes can be held. |
| **Delegation of Functions** | The Governing Body retains responsibility for all decisions made, even those delegated to a committee, an individual or the Headteacher (refer to the Delegation Planner). The Governing Body can also carry out functions it has delegated. Individual governors are not permitted to act unless authorised by the Governing Body. However, the Chair or Vice-Chair may act under their emergency powers if necessary (see Chair’s Emergency Action section below).  The delegation of functions as detailed in the Delegation Planner document must be reviewed annually. |
| **Chair’s Emergency Action** | The Chair (or Vice Chair in the Chair’s absence) may exercise any function of the Governing Body if they are of the opinion that any delay in exercising the function would likely to be seriously detrimental to the interests of the school; any pupil at the school or their parent; or a person who works at the school. Neither the Chair nor Vice-Chair can take decisions on behalf of the Governing Body on matters relating to alteration and closure of schools, change of category, approval of budget, discipline policies and admissions. |
| **Confidentiality** | Minutes are confidential if:   * Names of staff or children are included. * Staff pay or conditions are discussed. * A person could be easily identified from the minutes. * The subject is deemed confidential by the Governing Body due to its nature.   Confidential minutes should include details of attendees and any declarations of interest. They remain confidential indefinitely unless a timescale for disclosure is agreed by the Governing Body. To clearly identify them, use a "confidential" watermark or print them on different-coloured paper (e.g., pink). Signed copies must be stored separately from non-confidential minutes. It is good practice to refer to confidential items in the main minutes i.e. ‘a confidential discussion took place at this point in the meeting, which was recorded separately and marked ‘confidential’. This is to ensure people are aware that there had been further information on this discussion point.  **Ofsted and other government agencies may review confidential minutes but cannot copy or remove them from school premises.** |
| **Quorum of Committees** | The quorum for a committee should be recorded in the individual Committee’s Terms of Reference but must not be less than 3 Governors who are members of the Committee. |

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| **Election of Chair / Vice Chair** |

**RULES:**

1. Prior to the election of the Chair and Vice Chair, the Governing Body **must** set a term of office before the election takes place. The term can be between 1 and 4 years.
2. The election for each position **must** be specified as an agenda item.
3. Nominations can be made in advance of the meeting or at the meeting.
4. Governors can self-nominate.
5. If there is more than one candidate, each candidate should be invited to give a summary as to why they should be elected. If a candidate cannot attend the meeting, they can submit a written statement to the clerk.
6. If there is only one candidate standing, a ballot should still be held with governors voting either in favour or against that candidate.
7. If the vote is tied governors will discuss the result and vote again to reach a resolution. They can also ask for another candidate to come forward.
8. If the chair and vice-chair both fail to attend a meeting, the Governing Body will elect a chair for that meeting who is a) a governor, **not an associate member** and b) **not a school employee**.
9. If the Chair or Vice-Chair resigns or has to relinquish their office, the Governing Body **must** elect one of their members to fill that vacancy at its next meeting.
10. The Clerk takes charge during the election of the Chair but does not have a vote.
11. All nominee(s) will be asked to leave the room whilst the election process takes place. If the meeting becomes inquorate, then the election must be abandoned and postponed to a new meeting convened at the earliest opportunity.

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| **Term of office for the Chair is:** | 1 year |
| **Chair’s term of office ends on:** | December 2024 |
| **Term of office for the Vice Chair is:** | 1 year |
| **Vice Chair’s term of office ends on:** | December 2024 |
| **Election Process:**  Please delete if not applicable.\* | * Nominations will be invited at the meeting.\*   **OR**   * Nominations will be sent out in advance of the meeting and names should appear on the agenda. If names do not appear on the agenda, nominations should be invited at the meeting. \* * The Governing Body will use open vote when electing a Chair / Vice Chair.\*   **OR**  The Governing Body will use a secret ballot when electing a Chair / Vice Chair \* |
| **Additional Chair / Vice Chair Elections Information** |  |

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| **Committees** | |
|  | * + Committee arrangements and membership must be reviewed annually by the Governing Body, generally at the first meeting of the Autumn term.   + The Governing Body must determine membership of the committee (including non-governors where permitted and appropriate)   + Each Committee must have a Chair, a Clerk and a minimum quorum of **3** Governors who are members of the Committee.   + **The Governing Body should decide if it is the committee or full Governing Body that elects a Chair, which should be recorded in the committee terms of reference**.   + Each Committee must establish a terms of reference which must be reviewed annually,   + The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.   + Governors and members of staff must declare any conflict of interest at the meeting and leave the room if required. |
| **Additional (ad hoc) meetings** | The Governing Body will establish committees for the following purposes (as and when required):   * Hearings and Appeals * Staff matters (discipline and grievance) * Pupil discipline (exclusions) * Pay matters will be included within the remit of the Pay Review Committee in accordance with the Terms of Reference for that committee.   The minimum number of governors for the above-named committees will be **three**. |
| **Reporting back to full Governing Body** | All committees and individuals with delegated powers must report in writing to the next meeting of the Governing Body about any decisions made or actions taken. Formal minutes of all committee meetings should be ratified by the committee before being shared with the Governing Body as appropriate. A summary of the discussions held could be presented at a GB meeting prior to the minutes being ratified by the committee. |
| **Clerk for Committees** | All meetings of committees will be clerked by a person who is not the headteacher at the school. |
| **Working Groups** | * The Governing Body must determine membership of any working group. * A working group must report in writing to the next meeting of the Governing Body about any decisions made or actions taken. * The headteacher has the right to attend any working group meeting. * Working groups should be established for specific purposes and should be discontinued when their work has been completed. |

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| **Collaboration with other Schools** | |
| **Reciprocal Agreement** | Where there are not enough uncontaminated Governors to form a Hearing or Appeals Committee, the Clerk can seek Governors from a neighbouring schools Governing Body. |

These Standing Orders were agreed on: 10 September 2024

**Governing Body Delegation Arrangements - Maintained Schools**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allows a Governing Body, should it so wish, to delegate some of its functions to committees or individuals. However it chooses to exercise its functions, the Governing Body always acts as a ‘body corporate’ and remains accountable in law and to Ofsted for the performance of all its duties and functions. Which is why committees and individuals must report back to the full Governing Body on any activities they have carried out on its behalf.

Where the Governing Body delegates any of its functions, it should ensure that the committee comprises, or the individual has, the necessary skills to carry out those functions, particularly where financial information or performance data are being considered.

The Governing Body must review the exercise of functions they have delegated, annually.

The Governing Body is responsible for the strategic direction of the school, and the Headteacher is responsible for internal organisation, management and control of the school.

Although decisions may be delegated, **the Governing Body as a whole, remains responsible** for any decision made under delegation.

**Restrictions on delegation**

* Discontinuance of a maintained school
* Pass a resolution to convert to an academy
* Draw up the Instrument of Government and any amendments thereafter.
* Determine the constitution, membership and terms of reference for any committee.
* Appoint and remove the Chair and Vice Chair of the Governing Body
* Appoint and remove the Clerk to the Governing Body
* Approval of a governors’ allowances and expenses policy
* Delegate functions to committees and individuals (this must be the full Governing Body)
* School admissions – This restriction remains under the School Admissions Code which the Governing Body must comply.
* Exclusion of a pupil
* Suspension or removal of a Governor

The table below sets out the major areas of responsibility for the Governing Body, and who they can delegate each task to, as well as the roles and procedures for Governing Bodies to follow.

Please note that the decision planner **does not apply** to academy boards or local governance or academy committees.

**Key**

Level 1: Full Governing Body

Level 2: One or more governors acting together with the Headteacher

Level 3: One or more governors without the Headteacher

Level 4: Headteacher.

**🗶** Function **cannot** be legally carried out at this level.

**✓** Action could be undertaken by this level.

**-** Although legally possible to delegate to this level, it is not recommended.

| **Function** | **Level** | | | | | | **Notes / Level of Delegation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Full Governing Body | | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Academy Conversion** | | | | | | | |
| Liaise with Department for Education (DfE) project lead | **-** | | | **-** | **✓** | **✓** |  |
| Set up a consultation and consider responses | **✓** | | | **✓** | **✓** | **✓** |  |
| Manage the application process | **-** | | | **✓** | **✓** | **✓** |  |
| Pass a resolution to convert | **✓** | | | **🗶** | **🗶** | **🗶** | *Must be approved by the full GB* |
| **Admissions (NTLT Schools only)** | | | | | | | |
| Determine the school’s admission arrangements annually, in line with the School Admissions Code, including the published admission number (PAN) and the oversubscription criteria. | | | **✓** | **✓** | **🗶** | **🗶** | *Governing bodies of Trust schools must establish a dedicated Admissions Committee.* |
| Consult on admissions arrangements at least once every 7 years, or when changes are proposed. | | | **✓** | **✓** | **🗶** | **🗶** | *Admissions Committee.* |
| Consider application decisions and any appeals against LA directions to admit pupil(s) | | | **🗶** | **✓** | **🗶** | **🗶** | *Admissions Committee.* |
| Publish an admissions appeal timetable. | | | **🗶** | **✓** | **🗶** | **🗶** | *Admissions Committee.* |
| **Behaviour / Discipline and Exclusions** | | | | | | | |
| Provide a written statement of behaviour principles which the behaviour policy should be based on. | | **✓** | | **-** | **🗶** | **🗶** |  |
| Establish a school behaviour policy and ensure it is publicised to all members of staff, students and pupils. | | **✓** | | **🗶** | **🗶** | **🗶** | *The Headteacher should draft the policy, which* ***must*** *be approved by the full GB.* |
| Review all permanent exclusions and suspensions where the pupil is either suspended for more than 15 days in total in a term or would lose the opportunity to sit a public examination | | **🗶** | | **✓** | **✓** | **🗶** | *Delegated to a Pupil Discipline Committee. Could be delegated to chair/vice-chair in cases of urgency.* |

| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Budget and Finance** | | | | | | |
| Approve the first **formal budget** plan each financial year and submit to the local authority. | | **✓** | **✓** | **🗶** | **🗶** | *Must be approved by the GB or a committee of the GB.[[5]](#footnote-5)*  *Delegated toResources Committee* |
| Decide how to spend the delegated school budget as authorised by your LA | | **✓** | **🗶** | **🗶** | **🗶** |  |
| **Monitor** monthly budget expenditure | | **✓** | **✓** | **✓** | **🗶** |  |
| Monitor the impact of Pupil Premium funding, Service Premium funding and PE Sports Premium funding | | **✓** | **✓** | **✓** | **🗶** | *A pupil premium link governor or committee should report back to the full GB who has overall responsibility* |
| Establish a Charging and Remissions policy. | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can review and make a recommendation, but the policy must be approved by the full GB.* |
| Decide how far to delegate spending power to the headteacher and set financial limits | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can make a recommendation, but it should be approved by the full GB.*  *HT can spend up to £10,000* |
| Who can enter into contracts and make payments (depending on financial limits set by the Governing Body) | | **✓** | **✓** | **-** | **✓** |  |
| Approve the Schools Financial Value Standard (SFVS) | | **✓** | **✓** | **🗶** | **🗶** | *The GB is responsible for financial oversight and completing the SFVS, with the chair signing it to confirm the board's approval. It is recommended that detailed oversight of SFVS should be delegated to a committee or small working group.* |

| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Curriculum** | | | | | | |
| Ensure the school has a broad and balanced curriculum that covers the national curriculum and where applicable, delivers the EYFS statutory framework. | | **✓** | **✓** | **🗶** | **🗶** |  |
| Consider any disapplication for pupil(s) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| **Establish** and keep under review a Relationship and Sex Education policy and ensure that parents are informed of their right to withdraw their children | | **🗶** | **🗶** | **🗶** | **✓** |  |
| **Approval** and implementation of the Relationship and Sex Education Policy (including in primary schools where the GB must decide whether to teach sex education) | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Ensure the provision of religious education (RE) meets statutory requirements. | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Responsibility to ensure collective worship is happening in school. | | **✓** | **🗶** | **🗶** | **🗶** | Worship should be broadly Christian. |
| Responsibility to arrange daily act of collective worship for pupils in school. | | **🗶** | **🗶** | **🗶** | **✓** | The HT can apply to the local SACRE to change the worship to another faith after consulting with the GB. |
| Review and monitor the strategy for delivering statutory careers education and guidance to pupils in year 7 to 13. | | **✓** | **✓** | **-** | **✓** | GB’s must have regard to the DFE’s Careers Statutory Guidance to ensure high-quality careers advice and guidance is provided to pupils. |
| Ensure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 to 13, as part of the school’s career guidance offer. | | **✓** | **✓** | **-** | **✓** |  |
| **Extra-Curricular Provision** | | | | | | |
| Decide whether to offer additional activities and what form these should take. | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Provide and oversee a wide range of extra-curricular activities. | | **🗶** | **🗶** | **🗶** | **✓** |  |
| Monitor the activities on offer and ensure they are accessible to all students | | **-** | **-** | **-** | **✓** |  |
| Decide whether to stop providing additional activities | | **✓** | **🗶** | **🗶** | **🗶** |  |

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| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Formal Collaboration** | | | | | | |
| Consider forming or joining a group of schools | | **✓** | **🗶** | **🗶** | **🗶** |  |
| **Federation** | | | | | | |
| Consider forming a federation or joining an existing federation | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Review structure of school, including any subsequent conversion to MAT status | | **✓** | **🗶** | **🗶** | **🗶** |  |
| **Governing Body roles, procedures and development** | | | | | | |
| To appoint (and remove) the chair and vice-chair of a permanent or a temporary Governing Body | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To appoint and dismiss the clerk to governors | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To appoint and remove co-opted governors | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To appoint local authority governors (LA responsible to remove where required) | | **✓** | **🗶** | **🗶** | **🗶** | *LA to make recommendations* |
| To set up and publish a register of governors’ business and pecuniary interests | | **✓** | **✓** | **🗶** | **🗶** |  |
| To **set** and publish the structure and remit of the Governing Body and any committees including governor appointment details, term of office and attendance record | | **✓** | **✓** | **🗶** | **🗶** |  |
| Responsibility for parent and staff governor elections is delegated to the headteacher. | | **🗶** | **🗶** | **🗶** | **🗸** |  |
| To submit governor information to the DfE database of governors via GIS (Get Information about Schools) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| To set up and approve a governors expenses policy | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can review and make recommendations, but the policy must be approved by the full GB.* |
| To consider whether to exercise delegation of functions to individuals or committees | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To regulate the GB procedures (where not set out in law) | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To agree governor induction and training programme | | **✓** | **🗶** | **🗶** | **🗶** |  |
| To review progress against strategic plan and evaluate Governing Body performance | | **✓** | **🗶** | **🗶** | **🗶** |  |

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| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Health and Safety** | | | | | | |
| To ensure a health and safety policy and procedures are in place | | **✓** | **✓** | **🗶** | **🗶** |  |
| To ensure that health and safety regulations are followed. | | **🗶** | **🗶** | **✓** | **✓** |  |
| Organise H&S checks in school | | **🗶** | **🗶** | **✓** | **✓** |  |
| Ensure there is a competent person appointed to meet the school’s H&S duties | | **✓** | **✓** |  | **✓** |  |
| **Policies** | | | | | | |
| Ensure the following policies required by law are in place, have been formally approved (by the governing body/committee) and are readily accessible. | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Admissions arrangements (*where school is the admission authority*) | | **-** | **✓** | **🗶** | **🗶** | Admission Committee |
| * Attendance Policy | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Behaviour and written statement of principles | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Charging and Remissions | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can review and make a recommendation, but the policy must be approved by the full GB.* |
| * Data Protection Policy / Privacy Notice * *Establish a data protection policy and review it at least every two years* * *Register with the Information Commissioner’s Office* | | **✓** | **✓** | **🗶** | **✓** | *The school's leadership team must ensure data protection activities meet requirements, establish clear policies and procedures, and promote a culture of data privacy.* |
| * School Complaints | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * HR Policies * Capability * Staff behaviour (inc Grievance) * Teachers’ Pay * Staff Appraisal Policies | | **✓** | **✓** | **🗶** | **✓** | *The HR Policies listed require full GB approval. Others can be delegated to a committee or Head.* |
| * Safeguarding and Child Protection Policy and procedures | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Special Educational Needs and Disability Policy and information reports | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Supporting pupils with medical conditions | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Relationship and Sex Education | | **✓** | **🗶** | **🗶** | **🗶** | *Headteacher can review and make recommendations, but the policy must be approved by the full GB.* |
| * Exclusions | | **✓** | **✓** | **🗶** | **✓** | *Refer to DFE guidance on suspensions and permanent exclusions.* |
| * Health and Safety | | **✓** | **🗶** | **🗶** | **🗶** | *The LA is responsible for updating this policy.* |
| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| * Premises Management documents (inc. asbestos, fire safety, statutory testing) | | **✓** | **✓** | **✓** | **✓** |  |
| * Uniform Policy | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can review and make recommendations, but the policy must be approved by the full GB.* |
| * Equality information and objectives statements | | **✓** | **✓** | **🗶** | **✓** | *Equality information should be updated and published annually and equality objectives at least every 4 years* |
| * Governors’ allowances | | **✓** | **🗶** | **🗶** | **🗶** | *Maintained schools require a policy to reimburse governors and associate members.* |
| * Careers Guidance | | **✓** | **✓** | **🗶** | **🗶** | Maintained schools **must** publish details of their careers programme on their website. |
| * Accessibility Plan | | **✓** | **✓** | **✓** | **✓** | *Under the*[*Equality Act 2010*](http://www.legislation.gov.uk/ukpga/2010/15/schedule/10)*,****all****schools are required to have an accessibility plan.* |
| * EYFS Policies | | **✓** | **✓** | **✓** | **✓** | *Schools are not required to have a separate policy for EYFS requirements provided they meet the requirements of the EYFS Framework through existing policies.* |
| * Examination and contingency Plan (*only if school acts as an exam centre*) | | **✓** | **✓** | **✓** | **✓** | *All exam centres must have a policy in place. This is an Ofqual requirement from all awarding bodies.* |
| * Non-Exam assessment (*only if school acts as an exam centre)* | | **✓** | **✓** | **✓** | **✓** | *Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.* |
| * Freedom of Information Publication Scheme | | **✓** | **🗶** | **🗶** | **🗶** | *Schools* ***must*** *adopt the publication scheme that the ICO has approved, which must be publicly available. Schools must also publish a guide to information.* |
| * Instrument of Government | | **✓** | **🗶** | **🗶** | **🗶** |  |
| * Minutes and papers of GB Meetings | | **✓** | **🗶** | **🗶** | **🗶** | *Must be made available as public records once approved by the GB* |
| * Register of Business Interests | | **✓** | **✓** | **✓** | **✓** | *Must be published* |
| * Ensure the school’s website contains all mandatory policies and information. | | **✓** | **✓** | **✓** | **✓** |  |
| **Special Educational Needs / Inclusion / Equality** | | | | | | |
| To establish and approve a special educational needs (SEN) policy | | **✓** | **🗶** | **🗶** | **🗶** | *A committee can review and make recommendations, but the policy must be approved by the full GB.* |
| To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) | | **✓** | **✓** | **🗶** | **✓** |  |
| To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| To appoint a designated teacher for children in care | | **🗶** | **🗶** | **🗶** | **✓** |  |
| To establish an accessibility plan and review it every three years | | **✓** | **✓** | **🗶** | **✓** |  |

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| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **School Organisation** | | | | | | |
| To determine whether to publish a home-school agreement (no longer a statutory requirement) | | **✓** | **✓** | **🗶** | **✓** |  |
| Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met | | **✓** | **✓** | **🗶** | **🗶** |  |
| Discuss and publish proposals to change category of school | | **✓** | **✓** | **🗶** | **🗶** |  |
| Agree the times of school sessions | | **✓** | **🗶** | **🗶** | **🗶** | *HT to review and make recommendations but must be approved by the full GB.* |
| **School Meals** | | | | | | |
| To ensure that school lunches and other food and drink provided meets the school food standards. School Food in England Regulations 2016 | | **✓** | **✓** | **✓** | **✓** |  |
| To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| **Safeguarding** | | | | | | |
| Check that the school complies with statutory guidance on safeguarding including the requirement for Governors to complete safeguarding training. | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Ensure the school has effective safeguarding policies and procedures in place | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Appoint a governor or sub-committee to take leadership responsibility for safeguarding arrangements. | | **✓** | **🗶** | **🗶** | **🗶** | *An individual governor (or a sub-committee) must be appointed to support monitoring of this area.* |
| Annual review and adoption of the child protection policy and relevant procedures | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Ensure appropriate filtering and monitoring systems are in place to protect pupil when they access the internet at school | | **✓** | **-** | **🗶** | **-** |  |
| Appoint Designated Safeguarding Lead and Deputy Designated Safeguarding Lead (DSL and Deputy DSL) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent Duty into the child protection policy | | **✓** | **🗶** | **🗶** | **🗶** |  |

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| **Function** | **Level** | | | | | **Notes / Level of Delegation** |
|  | Full Governing Body | | One or more Govs + HT | One or more Governors | Headteacher |  |
| **Staffing** | | | | | | |
| Appoint a selection panel **to recruit** a Headteacher and Deputy Headteacher **and ratify** or reject its recommendation. | | **✓** | **🗶** | **🗶** | **🗶** | The process should be managed by a recruitment panel with the full GB ratifying their decision. |
| Operational employment decisions including recruiting and managing staff below senior leadership level. | | **🗶** | **-** | **-** | **✓** |  |
| Appoint Performance Management Governors to conduct Headteacher appraisal | | **✓** | **🗶** | **🗶** | **🗶** |  |
| Conduct Headteacher performance management (appraisal) and review of their pay. | | **🗶** | **🗶** | **✓** | **🗶** | Performance Management Governors appointed by GB |
| Carry out appraisal of other teachers (or delegate to line managers in the school) | | **🗶** | **🗶** | **🗶** | **✓** |  |
| Make pay decisions in line with the pay policy and legal requirements | | **🗶** | **✓** | **🗶** | **-** | Generally, the Pay Committee. (In some schools, pay decisions may be delegated to the headteacher, but the governing body should ensure quality by spot-checking a selection of those decisions). |
| Dismissal of headteacher | | **🗶** | **🗶** | **✓** | **🗶** |  |
| Dismissal of other staff | | **🗶** | **✓** | **🗶** | **✓** | *Other governors may be needed for appeals* |
| Suspending head | | **🗶** | **🗶** | **✓** | **🗶** | *Other governors may be needed for appeals* |
| Suspending staff (except head) | | **🗶** | **✓** | **🗶** | **✓** |  |
| Ending suspension (head and staff)  *As per paragraph 19(3) - The School Staffing (England) Regulations 2009.* | | **✓** | **🗶** | **🗶** | **🗶** | *Only the Governing Body can end a suspension* |
| Setting the overall staffing structure *As per paragraph 3(1) - The Education (Review of Staffing Structure) (England) Regulations 2005* | | **✓** | **✓** | **🗶** | **🗶** | *Headteacher to draft and FGB to approve.* |
| **Foundation Trust schools Only**  Agree for the LA to have advisory rights on proceedings relating to the selection or dismissal of any teacher. The board must consider any advice offered by the representative. | | **✓** | **✓** | **🗶** | **🗶** | *Where the board is the employer and where it has been agreed that the LA has advisory rights, the GB must consider any advice offered.* |
| Determining any settlement agreements | | **-** | **✓** | **🗶** | **🗶** | *GB may be needed for any appeals* |
| Responsibility for maintaining a central record of recruitment and vetting checks for staff and Governors | | **🗶** | **🗶** | **🗶** | **✓** |  |
| Establishing procedures for addressing staff discipline, conduct and grievance (HR Policies) | | **✓** | **🗶** | **🗶** | **🗶** |  |

1. [*Part 5 24(2) The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013*](https://www.legislation.gov.uk/uksi/2013/1624/regulation/24) [↑](#footnote-ref-1)
2. [*4.11.1 Maintained School Governance guide*](https://www.gov.uk/guidance/governance-in-maintained-schools/4-people) [↑](#footnote-ref-2)
3. [*Part 4 13(4) The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013*](https://www.legislation.gov.uk/uksi/2013/1624/regulation/13) [↑](#footnote-ref-3)
4. *p28 –* [*The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*](https://assets.publishing.service.gov.uk/media/5a7cb179ed915d63cc65c456/school_governance_regulations_2013_departmental_advice.pdf) [↑](#footnote-ref-4)
5. [DFE - Scheme for financing LA maintained schools 2024-25](https://www.gov.uk/government/publications/schemes-for-financing-schools/schemes-for-financing-local-authority-maintained-schools#:~:text=The%20school's%20formal%20annual%20budget,committee%20of%20the%20governing%20body) . [↑](#footnote-ref-5)