

**Federation of
Denton C E Primary School and
Harlaxton C E Primary School**

**Committee Structure,
Terms of Reference
and
Scheme of Delegation**

2023-2024

Denton & Harlaxton C E Primary School

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Lincolnshire County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities, and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities, and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To ensure a report of committee meetings is forwarded to the full governing body.

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters.
- To convene meetings of the Committee.
- To attend meetings of the Committee and ensure minutes are taken.
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification – the Headteacher

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor, and review policies, targets and priorities

Terms of reference:

- recruit new members as vacancies arise and to appoint new governors* where appropriate.
- To hold at least three Governing Body meetings a year. *
- To appoint or remove the Chair and Vice Chair*.
- To appoint or remove a Clerk to the Governing Body*.
- To establish the committees of the Governing Body and their terms of reference*.
- To appoint or remove a Clerk to each committee*.
- To suspend a governor*.
- To decide which functions of the Governing Body will be delegated to committees and individuals in accordance with the scheme of delegation.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- To approve the first formal budget plan of the financial year.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To ensure that decisions are taken in accordance with the Scheme of Delegation
- To review the Terms of Reference and Scheme of Delegation annually*.
- Review the curriculum offer, ensuring that [statutory requirements](#) are met
- Ensure that the curriculum offer reflects the school's values
- Ensure that the curriculum meets the needs of **all** pupils regardless of ability, age, sex or ethnicity.
- Ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice.
- Ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
- Ensure that [required information](#) relating to the school's curriculum is published on the school's website
- Monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments.
- Evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment.
- Monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND.
- Monitor and evaluate the impact of continuing professional development on the quality of teaching.
- Advise the [*finance committee*] on the funding priorities necessary to deliver the curriculum.
- Consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations.
- To agree constitutional matters*, including procedures where the Governing Body has discretion.

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body

| Name of Governor | End of term of Office |
|--|-----------------------|
| Mrs Sheriden Edwards - Headteacher | NA |
| Rev Peter Hopkins - Ex Officio | 01.02.2025 |
| Dr Janet Hannah – Foundation Governor | 13.12.2024 |
| Dr Louise Roscoe – Foundation Governor | 31.10.2025 |
| Mr Graham Harper – Parent Governor | 23.03.2025 |
| Mr Mathew Game – Parent Governor | 23.03.2025 |

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| Mrs Anita Coupland – Staff Elected | 16.06.2024 |
| Mrs Cherry Edwards – Co-Opted | 16.08.2025 |
| Mrs Kathy Forster _ Co-Opted | 11.10.2026 |
| Vacant – Co-Opted | |
| Vacant – LA Governor | |

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| Chair of the Governing Body | Dr Janet Hannah |
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| Vice-Chair of the Governing Body | Mrs Cherry Edwards |
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| Clerk (s) to the Governing Body | Mrs Amanda Smith |
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| Quorum: | 5 (One half of the number of Governors in post) |
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Finance / Personnel Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor action plan and spending in light of significant overspend from previous year.
- To ensure that decisions are take in accordance with the Scheme of Delegation.

Disqualification –Any relevant person employed to work at the school other than as the headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.

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| These terms of reference agreed by the Governing Body | 05.07.2023 |
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| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| 1 Mrs Sheriden Edwards | G | 05.07.2023 |
| 2 Mrs Linda Orme | G | 05.07.2023 |
| 3 Mrs Kathy Forster | G | 05.07.2023 |
| 4 Dr Louise Roscoe | G | 05.07.2023 |
| 5 Dr Janet Hannah | G | 05.07.2023 |
| 6 Mr Graham Harper | G | 05.07.2023 |
| 7 Rev Peter Hopkins | G | 05.07.2023 |
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| Mrs Rebecca Hilton | AM | 05.07.2023 |

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| Chair of the Committee | Joint Chairs Mr Gaham Harper / Dr Janet Hannah |
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| Clerk to the Committee | Mrs Amanda Smith |
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| Quorum (minimum of 3, committee can determine higher number) | 4 |
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| Date Committee established | 05.07.2023 |
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| Date of review: | 05.07.2024 |
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Discipline / Exclusions / Complaints

Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the headteacher).
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*.
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
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*cannot be delegated to an individual

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher
(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | 05.07.2023 |
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Disqualification: Any person employed to work at the school (other than the headteacher unless his/her own salary or performance is being discussed) when the subject for consideration is the pay or performance review of any person employed to work at the school

| Name of Governor | G/AM | Date Appointed to the Committee |
|-------------------------|------|---------------------------------|
| 1 Appointed as required | | |
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| Chair of the Committee | |
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| Clerk to the Committee | |
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| Quorum (minimum of 3, committee can determine higher number) | 3 |
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| Date Committee established | 05.07.2023 |
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| Date of review: | 05.07.2024 |
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Appeals Committee

Purpose of committee Appeals

- To consider any appeal against a decision to dismiss a member of staff made by the Appeals Committee*.
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*.
- To consider any appeal against selection for redundancy*.

*cannot be delegated to an individual

Membership – no fewer members than the Appeals Committee

Disqualification – The Headteacher and the Chairman
Any members of the Appeals Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | 05.07.2023 |
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| Name of Governor | Date Appointed to the Committee |
|-------------------------|---------------------------------|
| 1 Appointed as required | |
| 2 | |
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| Chair of the Committee | |
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| Clerk to the Committee | |
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| Quorum (minimum of 3, committee can determine higher number) | 3 |
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| Date Committee established | 05.07.2023 |
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| Date of review: | 05.07.2024 |
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Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Finance & Premises Committee in respect of awards for the successful meeting of targets set.

Membership – 2 or 3,

Disqualification – The Headteacher, Chair of Governors and Staff Governors

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| These terms of reference agreed by the Governing Body | 05.07.2023 |
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| Name of Governor | Date Appointed to the Group |
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| 1 Mrs Kathy Forster (Co-Opted Governor) | 05.07.2023 |
| 2 Mrs Cherry Edwards (Co-Opted Governor) | 05.07.2023 |
| 3 Rev Peter Hopkins (Foundation Governor) | 05.07.2023 |
| 4 June Richardson (Independent Advisor) | 05.07.2023 |

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| Chair of the Group | Mrs Cherry Edwards |
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| Review Officer | Dr Janet Hannah |
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| Quorum (minimum of 2 suggested) | 2 |
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| Date Group established | 05.07.2023 |
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| Date of review: | 05.07.2024 |
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- To attend training as appropriate.

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

| Area Of Responsibility | Name of Governor | Liaising with | Reporting to |
|-----------------------------|-------------------------------------|---------------------|--------------|
| Health & Safety | Rev Peter Hopkins | Headteacher | FGB |
| SEN, LAC, PP | Mr Mathew Game Mrs Kathy Forster | SENCO/Headteacher | FGB |
| Training | Mrs Cherry Edwards | LA Governor Support | FGB |
| Safeguarding | Dr Louise Roscoe | Headteacher | FGB |
| Sports Premium | Mr Graham Harper | Headteacher | FGB |
| GDPR (Information Governor) | Dr Janet Hannah | Headteacher | FGB |
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These terms of reference agreed by the Governing Body | 05.07.2023

Date Delegation Agreed | 05.07.2023

Date of review: | 05.07.2024

SCHEME OF DELEGATION

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Grey box Function **cannot** be carried out at this level.

✓ Action could be undertaken by this level

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

Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

| Area | | Function | Level | | | | In our school, this responsibility is delegated to: |
|---------------------|----|--|-------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | |
| Budgets/ Finance | 1 | To approve the initial budget plan each financial year | ✓ | ✓ | | | Finance & Premises Committee |
| | 2 | Ensure adherence to the LA scheme for financing schools in relation to: <ul style="list-style-type: none"> obtaining quotes and inviting tenders inventories and security of assets use of income from the sale of assets | ✓ | ✓ | | ✓ | Headteacher |
| | 3 | To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, and maths catch up premium, service premium and the pupil premium) | ✓ | ✓ | | | Finance & Premises Committee |
| | 4 | To monitor monthly expenditure | ✓ | ✓ | | ✓ | Headteacher |
| | 5 | Review completed mid-year reforecast and note impact of changes to projected carry forward | ✓ | ✓ | | ✓ | Finance & Premises Committee |
| | 6 | Submit surplus balance return to schools finance by 31 May | ✓ | ✓ | | | Governing Body |
| | 7 | Approve the school's SFVS | ✓ | | | | Governing Body |
| | 8 | To review and approve the School's Finance Policy | ✓ | ✓ | | | Finance & Premises Committee |
| | 9 | To determine arrangements for the accounts, and annual auditing of the school funds and to send audited accounts to school's finance internal audit | ✓ | ✓ | | | Finance & Premises Committee |
| | 10 | To monitor actions following a LA internal audit | ✓ | ✓ | | | Finance & Premises Committee |

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| | 11 | To approve write off of irrecoverable debts and the disposal of surplus and damaged equipment | ✓ | | | | Governing Body |
| | 12 | To establish a charging and remissions policy | ✓ | ✓ | | | Finance & Premises Committee |
| | 13 | To establish the financial limits of delegated authority to enter into commitments and to authorise payments | ✓ | | | | Governing Body |
| | 14 | To enter into contracts (above £25,000) | ✓ | | | | Governing Body |
| | 15 | To enter into contracts (below set financial limit as set in finance policy) | ✓ | ✓ | | ✓ | Headteacher |
| | 16 | Setting the Individual School Range (ISR).In accordance with School Pay Policy, set or reset the IPR if circumstances change | ✓ | | | | Governing Body |
| Staffing | 1 | To decide to recruit a new headteacher, determine job description and IPR | ✓ | | | | Governing Body |
| | 2 | Appoint selection panel for headteacher | ✓ | | | | Governing Body |
| | 3 | To decide to recruit a new deputy headteacher, determine job description and IPR | ✓ | | | | Governing Body |
| | 4 | Appoint selection panel for deputy head | ✓ | | | | Governing Body |
| | 5 | To determine the arrangements for the appointment of senior leadership team, including job description and pay range | ✓ | | | | Governing Body |
| | 6 | Ratification of the appointment of a headteacher and deputy headteacher | ✓ | | | | Governing Body |
| | 7 | To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the school pay policy, statutory regulations and, for support staff, the JE scheme adopted by the governing body | ✓ | ✓ | | | Finance & Premises Committee |
| | 8 | Appointment of all other staff | | | | ✓ | Headteacher |
| | 9 | To review annually the pay policy | ✓ | ✓ | | | Finance & Premises Committee |
| | 10 | To monitor the implementation of pay decisions in line with the pay policy and legal requirements | | ✓ | | ✓ | Pay Committee/ or similar |
| | 11 | To consider the recommendations of the appraisal governors in relation to the headteacher's pay | | ✓ | | | Pay Committee/ or similar |
| | 12 | To receive a report from the headteacher on pay progression for all teaching and support staff | | ✓ | | | Pay Committee/ or similar |
| | 13 | To determine and review any temporary pay allowances in line with the schools pay policy | | ✓ | | | Pay Committee/ or similar |
| | 14 | Suspending head | | ✓ | ✓ | | Normally Chair, supported by a senior LA officer |
| | 15 | Suspending staff (except head) | | ✓ | | ✓ | Should be headteacher but can be delegated to a |

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| Staffing | | | | | | committee |
| | 16 | Ending suspension (head) | ✓ | ✓ | ✓ | Governing Body |
| | 17 | Ending suspension (except head) | ✓ | ✓ | ✓ | Headteacher |
| | 18 | To determine the staffing complement of the school in line with the budget and requirements of the school | ✓ | ✓ | | Finance & Premises Committee |
| | 19 | To determine and review staffing structure including any temporary appointments in line with the fixed term agreement policy. To ensure all teaching posts are paid in line with the STPCD. To ensure all support staff posts are evaluated and paid in line with the schools Job Evaluation Scheme | ✓ | ✓ | | Finance & Premises Committee |
| | 20 | In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights | ✓ | | | Governing Body |
| | 21 | To produce and maintain a central record of recruitment and vetting checks | | | | Headteacher |
| | 22 | To ensure an up to date central record of recruitment and vetting checks is kept in line with statutory requirements | ✓ | ✓ | ✓ | Safeguarding Governor |
| | 23 | Establish and review HR policies and procedures for addressing staff matters including discipline, conduct and grievance, capability and absence management | ✓ | ✓ | | Finance & Premises Committee |
| | 24 | To hear appeals made by staff in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened | ✓ | ✓ | | Ad-Hoc Appeals Committee |
| | 25 | To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the LA for community schools) | ✓ | ✓ | | Finance & Premises Committee |
| | 26 | Dismissal of headteacher | | ✓ | | Ad-hoc Appeals Committee |
| | 27 | Dismissal of other staff | | | | Headteacher (plus Appeal panel) |
| | Curriculum | 1 | Ensure National Curriculum (NC) taught to all pupils | ✓ | ✓ | |
| 2 | | To comply with the requirements of the Ofsted Inspection Framework | ✓ | ✓ | | Headteacher |
| 3 | | To consider in detail any inspection report made by Ofsted or the LA | ✓ | ✓ | ✓ | Governing Body |
| 4 | | To ensure that recommendations following an Ofsted inspection are incorporated into the SIP | ✓ | ✓ | | Headteacher |
| 5 | | To approve and monitor the school improvement plan | ✓ | ✓ | | Governing Body |
| 6 | | To be involved in the formulation and review of school self-evaluation | ✓ | ✓ | | Headteacher |
| 7 | | To consider any disapplication for pupil(s) | | | | Headteacher |

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| Curriculum | 8 | To monitor the standards of teaching and attainment | | | | ✓ | Headteacher |
| | 9 | To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day) | ✓ | ✓ | | ✓ | Headteacher |
| | 10 | Establish and review an RSE policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children | | | | ✓ | Headteacher |
| | 11 | Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based | | | | ✓ | Headteacher |
| | 12 | To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues | | | | ✓ | Headteacher |
| | 13 | To ensure the curriculum complies with the Equality Act legislation | | | | ✓ | Headteacher |
| | 14 | Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed | ✓ | ✓ | | ✓ | Headteacher |
| | 15 | To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements | | | | ✓ | Headteacher |
| | 16 | To set and monitor targets for pupil achievement | | | | ✓ | Headteacher |
| | 17 | To receive and monitor pupil achievement against set targets | ✓ | ✓ | | | Governing Body |
| Extra-curricular provision | 1 | To consider activities to be offered and ensure the effective delivery of activities provided | ✓ | | | | Governing Body |
| | 2 | To put into place and monitor the effectiveness and financial sustainability of the additional services provided | | | | ✓ | Headteacher |
| | 3 | To decide whether to stop providing additional activities | ✓ | ✓ | | ✓ | Headteacher |
| Performance management | 1 | To adopt and review teacher appraisal policy | ✓ | ✓ | | | Governing Body |
| | 2 | To appoint the panel to carry out the appraisal of the head teacher | ✓ | | | | Governing Body |
| | 3 | To appoint an external adviser to support the appraisal governors in conducting the headteacher's appraisal process | ✓ | | | | Governing Body |
| | 4 | To appoint a QA governor to carry out the QA of the headteacher appraisal process | ✓ | | | | Governing Body |
| | 5 | To conduct the annual appraisal of the headteacher with the assistance of the external adviser | | ✓ | | | Headteacher's Performance Review Group |
| | 6 | To carry out appraisal of other teachers (or delegate to line managers in the school) | | | | ✓ | Headteacher |

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| Discipline/ Exclusions | 1 | To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency) | | ✓ | | | Ad-hoc Exclusions Committee |
| | 2 | To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher) | ✓ | | | | Governing Body |
| | 3 | Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006 | | | | ✓ | Headteacher |
| | 4 | To implement the behaviour policy, anti-bullying policy and peer on peer abuse policy (inclusive of sexual violence and sexual harm). | | | | ✓ | Headteacher |
| | 5 | To annually review the behaviour policy and receive regular reports on the use of exclusion in school in comparison with local and national data | ✓ | ✓ | | | Curriculum & Standards Committee |
| Admissions | 1 | To annually determine admission arrangements by 28 February every year even if there is no change ensuring all appropriate bodies are notified. Publish a copy of the determined arrangements on the school website and send to the local authority by 15th March (VA and foundation schools) | ✓ | | | | Governing Body |
| | 2 | To consider annually the LA consultation on admission arrangements | ✓ | | | | Governing Body |
| | 3 | To implement the LA's admission arrangements including the coordinated admissions scheme | | | | ✓ | Headteacher |
| Premises & Insurance | 1 | To determine insurance arrangements – GB to seek advice from LA, diocese or trustees where appropriate | ✓ | | | | Governing Body |
| | 2 | Procuring building maintenance works in accordance with the school's delegated and devolved responsibilities (see LA property handbook) and developing a properly funded site maintenance plan | | | | ✓ | Headteacher |
| | 3 | To establish a lettings policy | ✓ | ✓ | | | Finance & Premises Committee |
| Health & Safety | 1 | To ensure a health and safety policy and procedures are in place | ✓ | ✓ | | | Governing Body |
| | 2 | To ensure that health and safety regulations are followed | | | | ✓ | Headteacher |
| | 3 | To monitor the use and suitability of the premises in relation to the above | | | | ✓ | Headteacher |
| | 4 | To monitor the arrangements of school visits/ residentials | ✓ | ✓ | | ✓ | Headteacher |

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| School Organisation | 1 | To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body) | ✓ | ✓ | | ✓ | Governing Body |
| | 2 | To ensure publication of proposals to change category of school | ✓ | ✓ | | | Governing Body |
| | 3 | To decide whether to convert to academy status | ✓ | | | | Governing Body |
| | 4 | Propose to alter voluntary foundation or foundation special school | ✓ | | | | Governing Body |
| | 5 | Propose to discontinue voluntary foundation or foundation special school | ✓ | | | | Governing Body |
| | 6 | To agree school session times (taking into account recommended minimum weekly lesson time) | ✓ | | | | Governing Body |
| | 7 | To ensure that the school meets for 380 sessions in a school year | ✓ | | | | Governing Body |
| | 8 | To ensure that school lunch nutritional standards are met | | | | ✓ | Headteacher |
| | 9 | To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office | | ✓ | | ✓ | Governing Body/ Headteacher |
| | 10 | Maintain a register of pupil attendance | | | | ✓ | Headteacher |
| | 11 | To monitor and review pupil attendance | ✓ | ✓ | | | Governing Body |
| | 12 | To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable) | | | | ✓ | Headteacher |
| Information for Parents | 1 | To determine whether to publish a home-school agreement (no longer a statutory requirement) | ✓ | ✓ | | ✓ | Headteacher |
| | 2 | Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met | ✓ | ✓ | | | Governing Body |
| | 3 | To establish, publish and review a complaints procedure | ✓ | ✓ | | | Governing Body |
| | 4 | To establish and publish a Freedom of Information scheme and ensure the school complies with it | ✓ | ✓ | | ✓ | Governing Body |
| | 1 | Ensure focus on three core strategic functions | ✓ | | | | Governing Body |
| | 2 | To draw up an instrument of government and any amendments thereafter | ✓ | | | | Governing Body |
| | 3 | To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body | ✓ | | | | Governing Body |
| | 4 | To appoint and dismiss the clerk to governors and clerk to each committee | ✓ | | | | Governing Body |

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| GB roles, procedures and development | 5 | To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members | ✓ | | | | Governing Body | |
| | 6 | To appoint local authority governors | ✓ | | | | Governing Body | |
| | 7 | To suspend any governor | ✓ | | | | Governing Body | |
| | 8 | To establish, publish and oversee the maintenance of a register of governors' business and pecuniary interests | ✓ | ✓ | | | Governing Body | |
| | 9 | To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record | ✓ | | | | Governing Body | |
| | 10 | To decide on additional attendance at full governing body meetings | ✓ | | | | Governing Body | |
| | 11 | To appoint link or designated governors e.g. appraisal, safeguarding, complaints | ✓ | | | | Governing Body | |
| | 12 | To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record | | | | ✓ | Headteacher | |
| | 13 | To submit governor information to the DfE database of governors via GIAS | | | | ✓ | Headteacher | |
| | 14 | To determine whether or not to pay governor allowances for out of pocket expenses | ✓ | | | | Governing Body | |
| | 15 | To establish and monitor a governors' expenses scheme | ✓ | ✓ | | | Finance & Premises Committee | |
| | 16 | To consider whether or not to exercise delegation of functions to individuals or committees | ✓ | | | | Governing Body | |
| | 17 | To determine voting rights for associate members on committees | ✓ | | | | Governing Body | |
| | 18 | To decide the arrangements for full governing body meetings (legal minimum three per year) | ✓ | | | | Governing Body | |
| | 19 | To regulate the GB procedures (where not set out in law) | ✓ | | | | Governing Body | |
| | 20 | To agree governor induction and training programme | ✓ | ✓ | ✓ | | Chair of Governors | |
| | 21 | To annually review progress against strategic plan and evaluate governing body performance | ✓ | | | | Governing Body | |
| | 22 | To approve new policies or amendments to policies | ✓ | ✓ | | | Governing Body / Committees | |
| | Formal collaboration | 1 | To consider forming/joining/leaving a group of schools | ✓ | | | | Governing Body |
| | | 2 | To consider requests from other schools to join | ✓ | | | | Governing Body |
| | Academies | 1 | To consider approach and time scale to academy conversion | ✓ | ✓ | | | Governing Body |
| | | 2 | To consider forming or joining an existing Multi-academy-trust (MAT) | ✓ | ✓ | | | Governing Body |
| Federations | 1 | To consider forming a federation or joining/leaving an existing federation | ✓ | | | | Governing Body | |

| | | | | | | | |
|------------------------|---|--|---|---|---|---|--|
| | 2 | To consider requests from other schools to join the federation | ✓ | | | | Governing Body |
| | 3 | Review of structure including any subsequent conversion to MAT status | ✓ | | | | Governing Body |
| Inclusion and equality | 1 | To establish and approve a special educational needs (SEN) policy | ✓ | | | | Governing Body |
| | 2 | To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) | ✓ | ✓ | | ✓ | Headteacher |
| | 3 | To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO) | | | | ✓ | Headteacher |
| | 4 | To appoint a designated teacher for looked-after children | | | | ✓ | Headteacher |
| | 5 | To establish an accessibility plan and review it every three years | ✓ | ✓ | | ✓ | Headteacher |
| Safeguarding | 1 | To 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 | ✓ | | | | Governing Body |
| | 2 | To adopt and review annually a child protection policy and relevant procedures and report to the LA | ✓ | ✓ | | | Governing Body |
| | 3 | To appoint a Snr Designated Safeguarding Lead (who is a member of the school's senior leadership team) and ensure the role and responsibilities of DSL are written into the persons job description. To consider the need to appoint Deputy DSL's and ensure the role and responsibilities are defined within their job description. | ✓ | | | ✓ | Headteacher/ Governing body |
| | 4 | To appoint a Designated Teacher to promote the educational achievement of registered pupils who are looked after. Ensure the role and responsibilities are written into their job description. | ✓ | | | ✓ | Headteacher/ Governing body |
| | 5 | To adopt the Lincolnshire Safeguarding Children's Partnership (LSCP) Safeguarding checklist and the LCC Safeguarding in Schools Self-Assessment Audit. To be completed during the autumn term. To be reviewed at the full Governing body meeting Spring Term and the completed Review form upload to Section 7.6 of the audit. (linked to Headteacher appraisal) | ✓ | | ✓ | ✓ | Governing Body/ Headteacher/ Snr DSL/ Safeguarding Governor |
| | 6 | To carry out the annual spring term child protection and confidential file audit and report to Governing body. | ✓ | | ✓ | ✓ | Governing Body/ Headteacher/ Snr DSL/ Safeguarding Governor |