

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

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

**2024-2025**

# 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	NA
Dr Janet Hannah – Co-opted Governor	02.07.2028
Mrs Cherry Edwards – Foundation Governor	21.11.2028

Dr Louise Roscoe – Foundation Governor	31.10.2025
Ms Tarina Chow- LA Governor	12.11.2028
Mr Graham Harper – Parent Governor	23.03.2025
Mr Mathew Game – Parent Governor	23.03.2025
Mrs Anita Coupland – Staff Governor	16.06.2028
Ms Jo Witham – Co-Opted Governor	12.11.2028
Mr Benjamin Selby - Co-Opted Governor	21.11.2028
Mrs Linda Orme – Co-Opted Governor	14.03.2027

<b>Chair of the Governing Body</b>	Dr Janet Hannah
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<b>Vice-Chair of the Governing Body</b>	Mrs Cherry Edwards
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<b>Clerk (s) to the Governing Body</b>	Mrs Amanda Smith
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<b>Quorum:</b>	<b>6 (One half of the number of Governors in post)</b>
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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.

**These terms of reference agreed by the Governing Body**

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
1 Mrs Sheriden Edwards	G	November 2024
2 Mrs Linda Orme	G	November 2024
3 Mrs Cherry Edwards	G	November 2024
4 Dr Louise Roscoe	G	November 2024
5 Dr Janet Hannah	G	November 2024
6 Mr Graham Harper	G	November 2024
7 Rev Peter Hopkins	G	November 2024
8 Mr Mathew Game	G	November 2024
9 Mrs Anita Coupland	G	November 2024
10 Ms Tarina Chow	G	November 2024
11 Mr Benjamin Selby	G	November 2024
12 Ms Jo Witham	G	November 2024
Mr Kevin Carter	AM	November 2024
Mrs Rebecca Hilton	AM	November 2024

**Chair of the Committee** | Mr Graham Harper

**Clerk to the Committee** | Mrs Amanda Smith

**Quorum (minimum of 3, committee can determine higher number)** | 5

**Date Committee established** | November 2024

**Date of review:** | November 2025

# 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)

<b>These terms of reference agreed by the Governing Body</b>	November 2024
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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		
2		
3		

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee</b>	
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	
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<b>Date of review:</b>	November 2025
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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)

<b>These terms of reference agreed by the Governing Body</b>	November 2024
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
1 Appointed as required	
2	
3	
4	

<b>Chair of the Committee</b>	
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<b>Clerk to the Committee</b>	
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	
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<b>Date of review:</b>	November 2025
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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 – 3,

**Disqualification** – The Headteacher, Chair of Governors and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	November 2024
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
1 Mrs Cherry Edwards (Co-Opted Governor)	November 2024
2 Mathew Game (Parent Governor)	November 2024
3 Rev Peter Hopkins (Foundation Governor)	November 2024
4 June Richardson (Independent Advisor)	November 2024

<b>Chair of the Group</b>	Mrs Cherry Edwards
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<b>Review Officer</b>	Dr Janet Hannah
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date Group established</b>	November 2024
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<b>Date of review:</b>	November 2025
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# Pay Committee

The Governing Board will delegate all pay decisions in line with ratified pay policy.

- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner
- To undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the School's performance appraisal process
- To consider fully all recommendations for pay progression and any other relevant information made available
- To ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten working days of the decision being made
- To observe all statutory and contractual obligations
- To recommend to the Governing Board changes to the policy and to consult with staff and recognised unions on those proposed changes
- To seek advice from the Local Authority where appropriate
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Board
- To recommend to the Governing Board the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect.
- To factually report all decisions to the Governing Board at the next available board meeting.

All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the Leadership Group should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

## Membership – 3

**Disqualification** – The Headteacher, Chair of Governors and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	November 2024
<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
1 Mrs Cherry Edwards (Foundation Governor)	November 2024
2 Mathew Game (Parent Governor)	November 2024
3 Rev Peter Hopkins (Foundation ex-officio Governor)	November 2024
<b>Chair of the Group</b>	Mrs Cherry Edwards
<b>Review Officer</b>	Dr Janet Hannah
<b>Quorum (minimum of 3 suggested)</b>	3
<b>Date Group established</b>	November 2024
<b>Date of review:</b>	November 2025

# 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 Cherry Edwards	SENCO/Headteacher	FGB
Link Governor & Training	Mrs Cherry Edwards	LA Governor Support	FGB
Safeguarding	Dr Louise Roscoe	Headteacher	FGB
Finance & Sports Premium	Mr Graham Harper	Headteacher	FGB
GDPR (Information Governor)	Dr Janet Hannah	Headteacher	FGB
Attendance	Dr Janet Hannah	Headteacher	FGB

**These terms of reference agreed by the Governing Body** | November 2024

**Date Delegation Agreed** | November 2024

**Date of review:** | November 2025

# 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"> <li>obtaining quotes and inviting tenders</li> <li>inventories and security of assets</li> <li>use of income from the sale of assets</li> </ul>	✓	✓		✓	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

	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

Staffing						be delegated to a 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

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

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

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

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