GOVERNING BODY OF CHACE COMMUNITY SCHOOL
ORGANISATIONAL ARRANGEMENTS 2026-27

The Governing Body is responsible for the tasks detailed in this document and has the authority to delegate some of these to a Committee or an individual, including the Headteacher. Once completed this document will negate the need for exhaustive terms of reference for each of your Committees. It should be reviewed and approved by the GB annually.

Meetings - to meet at least three times a year.

Not to be delegated Indicates responsibility

COMMITTEE PROCEDURES

Quorum - for each Committee will be 3 Governors.
Chair - each Committee to elect a Chair or the Governing Body to appoint a Chair for each Committee annually
Voting - where necessary, the Chair shall have a casting vote in reaching decisions.
Urgent Decisions - in the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors in consultation with the Chair of the Committee will take appropriate action on behalf of the Committee. The decision taken and the reasons for urgency will be explained fully at the next meeting of the Governing Body and minuted accordingly.

TASK	GB responsibility	Delegated	Guidance
Agreeing the Aims and Vision of the school			The core functions of the governing body are as set out here and clearly state that GBs need to ensure the vision, ethos and strategic direction are clearly defined
Act with Integrity and Honesty			This is specified in regulation 6(2) The School Governors (Roles and Procedures) 2013 Ensure that all governors sign and abide by the code of conduct. Breaching this could end up in suspension or removal.
The GB must be constituted legally and have an Instrument.			The governance manager can help with the constitution of the GB and with appointment regulations. Elections and appointments to be made democratically. All new governors must undertake a DBS check. The school office can help with this. New governors should undertake induction training and could have a mentor at the school to guide them.
Must elect a Chair or Co Chairs also Vice Chair or Co Vice Chairs			The chair must not act alone except in an emergency that would result in the detriment of the school, a pupil or member of staff. These Chairs Actions must be signed and agreed at the subsequent meeting.
Committees need to be agreed, as necessary. Must appoint link governors for Safeguarding, SEND, GDPR and Careers (Secondary Schools)			At the business meeting the GB can agree committees and appoint members to them. The term of office of associate members (who are not governors) can also be agreed and is typically one year. The Careers guidance must be agreed (Secondary Schools)
Must appoint a Governance Professional			This cannot be a governor or headteacher but in the event of an absence a governor could be delegated to take notes. Governors must listen to the advice of the governance professional

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Should undertake self-evaluation			Complete annual skills audit. Consider a governance review
Responsibility with regards to Safeguarding must be complied			All governors must ensure that they regularly attend safeguarding training and new governors must ensure they attend training asap. A Safeguarding Governor must be appointed. Indicate on Ghub that they have read the KCSIE guidance.
Governance Allowance Policy			Governors to agree.
The GB is accountable for the educational performance of the children. Boards must create an inclusive environment and ensure that special educational needs and disability (SEND) duties are undertaken LAC and PLAC Children with Medical Needs			The national curriculum Special educational needs (SEN) and disabilities: guidance for school governing boards is available. Governing Boards must appoint a delegated teacher appropriately qualified for LAC There must also be member of staff appointed for the educational performance of PLAC (previously looked after children) GB's must ensure that arrangements are in place to support pupils with medical needs and there is a policy which is ratified annually. New Allergy Safety Duties apply From September 2026, schools **must** comply with new allergy safety duties, including: • having an allergy safety policy, reviewed regularly (at least annually), publicised with staff and pupils and published on the website • having regard to statutory guidance on allergy safety
Nutrition as part of Pupil Wellbeing			Governing bodies **must** ensure the School Food Standards are being met and should encourage their schools to have a whole school approach to healthy eating. School food: guidance for governors provides further guidance on the role of the governing body in school food and supporting the school to meet the school food standards.
Related Party Transactions *See page 5*			Must be declared and agreed by the GB prior to the transaction
Must Ratify the SOD; monitor the school budget; ensure the SFVS is submitted annually. *Please see page 5 for further info*			Must ratify the outturn; 3-year budget; SOD; SFVS and receive quarterly returns. Ref here
The GB must review and agree the SEF and SDP			The link governor visits could be linked to school priorities
Must show that they are promoting fundamental British Values			Democracy; the rule of law; individual liberty; mutual respect and tolerance for those with different faiths and beliefs
Equality Diversity and Inclusion			Schools **must** abide by the Equality Act 2010 and the PSED

			GB should agree a single Equalities Policy/Scheme and Action Plan and review regularly. Equality objectives to be agreed every 4 years. ~~Collecting and publishing Diversity Information about your board~~ Governing bodies should take a strategic and evidence-based approach to EDI. The DfE encourages you to collect and review aggregate diversity information about: • the governing body itself • the wider school workforce, where appropriate and lawful • the information should be anonymised and comply with data protection rules
Declaration of Interests			Governors must declare any interests. Ref This is in accordance with regulation 16 of The School Governance (Roles, Procedures and Allowances) regulations 2013. The annual declarations of interest must be published on the school website. If they volunteer or work at the school they must ensure the roles are separate; accountability clear and declarations transparent.
Parental Engagement			Governing bodies have a statutory duty under the Education and Inspections Act 2006 to have regard to any parental views expressed.
The GB must hold the HT to account for the implementation of the strategic direction and performance management of staff			The governors should understand their respective roles to ensure that relationships are positive. They also need to consider and promote the wellbeing of the head and SLT.
Federation			A decision to federate must be made following due process with the LA and needs to be a GB decision
Academisation			A decision to academise must be made following due process together with the LA and needs to be a GB decision
The website must publish governor information. GIAS information should be kept up to date			This can be found here The SBM typically updates GIAS and all governors must provide details to this individual. Some of this is open to the public and some is private. Ref here
Policies are to be ratified by the GB Ensure statutory policies are in place.			Health and Safety; Pay; Safeguarding; Grievance, Capability, Relationship and Health; Pupils with Medical Needs; SEND Others are reviewed at committees and then ratified at GB where applicable.

Admissions arrangements and registers			The LA is responsible for admission arrangements of maintained schools and liase with them. With VA schools there is the need for an admissions committee and policy. **GB's must** ensure that schools are: keeping admission and attendance registers according to Ref ; providing information requested by the Secretary of State for Education in the termly school census and the daily attendance data, ref here.
Schools Session Times			Maintained schools and special schools, **must** open for at least 380 sessions (190 days if the school has a typical 2-session day) in a school year. Ref here In the case of a foundation, foundation special, or voluntary aided school, the governing body is responsible for determining the dates and times when the school terms and holidays begin and end.
Wraparound care is separate to after school activities and is being rolled out extensively.			The DfE are aiming for all primary age children to have access to wraparound care by Sept 2026
Complaints			The policy must be published online and ratified annually. If requested, governing bodies **must** provide relevant information to Ofsted about complaints from parents of pupils at the school. . If Ofsted needs to meet parents as part of the consideration of a qualifying complaint, the body and the local authority **must**: work with Ofsted to arrange the meeting; arrange a meeting date; notify parents. Good practice for GB to agree policy but can be delegated
Freedom of Information		Delegate to Head	There **must** be a Freedom of Information (FOI) publication scheme in place**.**
Ofsted Reports			The GB must ensure that the report is available to all carers/parents within 5 working days. The link or report is available on the website.
Emergency Plan/ Disaster Recovery Plan Business Continuity Plan			
Pupils which is normally reviewed in detail in Curriculum Committees			
Behaviour in Schools			GBs to get an overview of behaviour

			The governing body **must** comply with: section 88 of the Education and Inspection Act 2006;the Education (Educational Provision for Improving Behaviour) Regulations 2010
Pupil Pastoral information	GB to receive an overview of the pastoral information	Curriculum Committee	Committee to review behaviour and safeguarding incidents such as bullying, suspensions and ask relevant questions.
Pupil Permanent Exclusion Exclusion Policy		Exclusion Panel	The panel must comprise of 3 governors who are not tainted with previous knowledge nor should they have any conflict of interest. Exclusion and Suspension Policy to be ratified annually.
Behaviour Principles		Curriculum Committee	Governing Bodies of maintained schools produce a written statement of general principles which the Headteacher must have regard to when setting out the School's behaviour policy. This should be published online
Behaviour Policy		Curriculum Committee	Behaviour Management to include strategies for diversity and inclusion
Attendance issues and policy		Curriculum Committee	Monitor pupil attendance and persistent absence. Ratify the attendance policy annually.
SEND policy			Monitor that the SEND policy is implemented and ratify annually.
Pupil Voice		Curriculum Committee	Curriculum Committee
Child Protection and Safeguarding		Curriculum Committee	The committee could review the Safeguarding policy and recommend to the governing body.
Educational Performance			The committee should review Data; scrutinize progress made by different groups, monitor use of PP funds and strategies and monitor the School Improvement Plan Ensure the curriculum provides spiritual, moral, cultural, mental and physical development of pupils. Provide opportunities for later life
RSHE Policy			To review and ratify the RSHE policy
The GB decides on school uniform Uniform Policy			~~The GB must take regard of the guidance on cost of uniform. Ref here~~ Schools and their governing bodies must make sure their uniform policies comply with the limit on branded items of school uniform and PE kit from 1 September 2026. The limit is set out in the Education Act 1996, as amended by the Children's Wellbeing and Schools Act 2026~~.~~ The policy to be ratified annually.

RESOURCES - PERSONNEL			
Appointment of head and deputy	Final decision by the GB	Panel of governors	
Staffing structure			To be agreed annually at GB meeting and must be in line with SOD and SFVS guidance (section 14) here
Staff Code of Conduct		Resources Committee	
Pay Policy	Final ratification	Resources Committee	Committee to review-typically provided by the LA for maintained schools
Head performance management	Final ratification	Panel	Panel of three governors (no staff governors) together with an advisor. GB to ratify.
Staff performance management Performance and Capability Policy		Head	GB to receive template and assurance from head with regards to PM of school staff The capability policy to be annually ratified
Appraisal Policy	Final ratification	Resources Committee	Reviewed by the committee and agreed by GB
Disciplinary Policy	Final ratification	Resources Committee	Reviewed by the committee and agreed by GB Governors only involved at the appeal stage
Grievance and Behaviour		Resources Committee	LA policy to be ratified
Whistleblowing Policy	Final ratification	Resources Committee	Reviewed by the committee and agreed by GB
Allegations against staff and volunteers		Head /DSL	
Resources Finance			
Scheme of Delegation SOD	Ratified by GB	Resources Committee	Reviewed by committee and MUST be ratified by GB
Quarterly Return		Resources Committee	Reviewed by committee and received by GB and compliant with SOD
Budget Plan	Ratified by GB	Resources Committee	Reviewed by committee and agreed by GB. Consider principles of best value
SFVS	Ratified by GB	Resources Committee	Reviewed by committee and ratified by GB
Getting Value for Money			Governing bodies should oversee how their school is using the available initiatives from the maximising value for pupils programme

Must monitor the impact of pupil premium			The pupil premium and sports premium strategy must be published on the website and agreement must be in line with the SOD.
Waivers, Chairs Actions, Expenses above HT delegated limits		Resources Committee	Can be ratified by committee or GB and MUST be compliant with SOD Consider councils' contract procedural rules
Service Level Agreements		Resources Committee	Reviewed by committee
Contracts and Leases			Clear information to be provided and ratification MUST be in line with OA and SOD
Lettings, Debt and Charging Policies	Final ratification	Resources Committee	Reviewed by committee and ratified by committee and in line with SOD
Related Party Transactions			Must be declared and agreed by the GB prior. A spreadsheet of RPT are required to be submitted to the LA.
Private Funds (not all schools have these)			To be approved by the committee and must be in line with the SOD to be agreed by a committee or GB
School must be compliant with GDPR Data Protection and Privacy Notice to be ratified		Digital Link	Governing bodies need to understand the considerable damage cyber security attacks can cause to their schools. Depending on the insurance all governors may need cyber security training.
Digital Infrastructure	GB	Digital Link	Governing bodies play an important role in supporting schools to work towards meeting DfE's digital and technology standards. All schools and colleges should work towards meeting 6 core standards by 2030: filtering and monitoring; cyber security; broadband internet; network switching; wireless network;digital leadership and governance
Audit Report			Must be presented to the GB
PREMISES ISSUES USUALLY REVIEWED AT RESOURCES MEETING			
Health and Safety Policy	Ratified by GB		H&S policy can be reviewed by committee but must be ratified by GB
Premises must be kept to reasonable standards Ref here		Resources Committee H&S governor	Premises plan reviewed by committee. Health and Safety inspections can be carried out regularly by the H&S governor
Climate Action			Governing bodies should make sure schools are taking credible, measurable climate action that: • reduces carbon emissions; improves the resilience of the school estate;embeds sustainability into operational and educational practice Every school should nominate a sustainability lead and have a climate action plan to deliver this.

			Sustainability leadership and climate action plans in education has more detail on this.

POLICIES STATUTORY

- admissions arrangements – school admissions code
- behaviour and written statement of principles – keeping children safe in education and behaviour and discipline in schools: guide for governing bodies
- careers guidance – careers guidance for education providers
- charging and remissions – charging for school activities
- data protection privacy notice – data protection: privacy notice model documents
- equality objectives – Equality Act 2010: advice for schools
- governors' allowances – see part 6 of our guidance on School governance regulations 2013
- health and safety – health and safety advice for schools
- premises management – good estate management for schools
- relationships and sex education and health education – relationships and sex education and health education
- safeguarding and child protection – keeping children safe in education
- school attendance – working together to improve school attendance
- school complaints – school complaints: guidance for maintained schools
- school exclusions – school suspensions and permanent exclusions
- school uniforms – developing and implementing a school uniform policy and cost of school uniforms
- special educational needs and disability – SEND code of practice: 0 to 25 years
- staff behaviour and grievance – staffing and employment: advice for schools and keeping children safe in education
- support for pupils with medical conditions – supporting pupils with medical conditions at school
- teachers' pay – school teachers' pay and conditions
- teachers' performance and capability – model policy for teachers' appraisal and capability

In addition schools should have an allergy safety policy and Mobile Phone Policy.