

GOVERNING BODY OF FIRS FARM PRIMARY SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-2026

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.

COMMITTEE PROCEDURES

Quorum - for each Committee will be 3 Governors.

Meetings - to meet as often as is necessary to fulfill its responsibilities and at least once a term.

Attendance - any Governor to be able to attend meetings of any Committee (except confidential Panel hearings) subject to non-members having no right to vote.

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	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Agreeing Aims and Vision of School	✓					Governors should review these on a regular basis and consult with other stakeholders
Parental Engagement and Community Leadership		✓				Governing Bodies should ensure that they are regularly communicating with parents and carers and that parental engagement informs strategic decision making.
SEF – To consider & validate the School's judgements	✓					With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors.
Consider, agree and monitor the School Development/Improvement Plan	✓			SIP governor can be appointed		SIP governor can discuss with HT/staff but final agreement with GB

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To agree a single Equalities Policy/Scheme and Action Plan and review regularly Ensure equality objectives are	✓					The Equality Act's general and specific public sector equality duties mean that schools must: have due regard to the need to eliminate
published, including how they will be achieved						discrimination; advance equality of opportunity and foster good relations between people of all characteristics (those who share a protected characteristic ³⁶ , and those who do not); and publish equality objectives and information demonstrating how they are doing this. Governing bodies should make sure that their school complies with all aspects of discrimination law.
Complaints Policy: Consideration of Complaint against the School or Curriculum – establish Policy & implement		Stage 1 only	Complaints Panel			The Law requires that the procedure is published on-line
Agree any organisational changes, including converting to Academy status	✓					
To agree any collaboration arrangements with other Governing Bodies or formal Federation	✓					Two or more governing bodies can arrange for any of their functions to be carried out jointly or to be delegated to a joint committee.
Governor Appointments	✓					▲ Governing Bodies can now determine the length of the term of office for an elected or appointed Governor.
To establish the selection criteria to inform each governor appointment			Governor appointment panel			

Agreed at the Governing Body meeting on Sept 2026

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Ensure Governors apply for DBS checks within 21 days of appointment/election		✓ SBM				Governing Body to agree arrangements – may wish to include in School's Policy
School's Website– ensure required information is available on the Website.		✓				Schools must publish specified information on a website – The School Information (England)(Amendment) Regulations 2012 as amended 2018
“Getting Information about Schools” site Governance Information – to update as required		✓				Site includes a governance section & schools are strongly encouraged to update site through existing access channels within schools.
Appoint a professional Clerk to the Governing Body and Committees	✓					Governors, and Headteachers cannot be appointed as a Clerk to the Governing Body
Agree Virtual Participation Protocol	✓					To be used in emergency situations when face to face meetings are not possible
Committees • Establish Committees • Agree membership of Committees including Associate Members • Agree Committee terms of reference (if appropriate) • Agree the length of the Associate Members term of office (Between 1 and 4 years)	✓ Cannot be delegated ✓ ✓ ✓					<ul style="list-style-type: none"> • Including: Pupil Discipline, Staff Dismissal, Performance Management Panel • No restrictions on who can be chair • This document could act as terms of reference
Appoint or agree election of Chairs/Vice-Chair to the Committees			✓			

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Appoint Governors with individual responsibilities/Subject Governors & agree programme of visits etc	✓					Visits should review evidence in order to validate Action taken in response to key priority areas and/or Ofsted action points for the school.
Agree programme of meetings for year	✓					
Agree targets for the year and/or an annual work plan	✓					
Establish a Code of Conduct for	✓					DfE recommends that Governing Bodies maintain a
Governors						Code of Conduct which sets out the ethos of professionalism and high expectations of the governor role
Agree a Governors' Visit Policy	✓					
Community Schools – comment on the LA's Admissions Policy	✓					
Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils and the community		✓				PE Co-ordinator and SBM to review and report.
School Session Times	✓					There are no nationally prescribed procedures – but the Government expects schools to have regard to the views of parents, pupils and staff & manage change reasonably.
Establish Induction programme for new Governors					Chair	

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Freedom of Information (FOI) <ul style="list-style-type: none"> To ensure that the School complies with the Freedom of Information Act To agree the FOI Publication Scheme & access policy 		GB should delegate day to day responsibility for FOI to HT				
Ensure School is compliant with new General Data Protection Regulations				GDPR Governor		Including <ul style="list-style-type: none"> produce Data Protection Policy and Privacy Notice (if required) appoint a Data Protection Officer ensure staff are trained
Audit of Governance		✓		Chair		It is recommended that each Governing Body should carry out a regular audit
Annual governance statement	✓			Individual to be delegated for the draft.		It is good practice for a Governing Body to publish an annual governance statement to explain how it has fulfilled its responsibilities, particularly in relation to its core functions
Register of Business Interests	✓					The Governing Body should publish on the School's Website its register of Business Interests including governorship in other educational establishments and set out any relationships between Governors and any members of Staff (see also Governance Handbook) & attendance at meetings

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STANDARDS, TARGETS & CURRICULUM						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
<p>Ensure relevant assessment arrangements are implemented underpinned by the Education Inspection Framework</p> <p>Monitor and evaluate</p> <ul style="list-style-type: none"> • the impact of quality of teaching on rates of 		✓	Governing Bodies may decide to establish a committee to look in detail at performance data, but all Governors		Note that there is a new statutory EYFS framework	

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<p>pupil progress and standards of achievement;</p> <ul style="list-style-type: none"> • the rates of progress and standards of achievement by pupils, including any underachieving groups; • the provision for all groups of vulnerable children and to evaluate their progress and achievement; 			<p>should be able to engage fully with discussions about data in relation to the educational and financial performance of their school</p>		
<p>Monitoring implementation of the National Curriculum</p>	✓				<p>Governing Bodies should reassure themselves that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements</p>
<p>Ensure that the curriculum is balanced and broadly based</p>		✓	✓		<p>Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the school</p>
<p>Promote the cultural development of pupils through spiritual, moral, cultural, mental and physical development educational requirements</p>	✓		✓		

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Sex and Relationship Education Primary – To agree a Relationships Education Policy and/or RSE Policy	✓					The sex and relationship education and Health Education curriculum is compulsory.
Agree arrangements for Collective Worship	✓					<ul style="list-style-type: none"> Headteacher & Governing Body have responsibility for ensuring that all pupils take part in a daily act of collective worship
Ensure that Religious Education requirements are met	✓					Maintained schools without a religious character should follow their locally agreed syllabus
Ensure statutory policies are in place and monitor School Policies	✓					May wish to set up a rolling programme to review policies
Pupil Premium – to monitor the effective use and impact of pupil premium funding - ensure Pupil Premium Strategy published on website annually	✓					Governing bodies should ensure Pupil Premium funding is spent on improving attainment of eligible pupils Template Strategy Statements available from DfE
Catch up premium						If your schools gets catch up premium in 2020-21 you should publish details of how it will be spent and the effect of this expenditure on the pupils will be assessed
PE and Sport Premium funding – consider its use and publish information on the website	✓					Publish on websites the amount of PE and sport premium received; how it has been spent (or will be spent); what impact has seen on pupils' PE and sport participation and attainment and how the improvements will be sustainable in the future.

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PUPILS						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
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Pupil Exclusion Hearings – review the HT decision to exclude a pupil, where appropriate			Pupil Discipline Committee			Recommend establishing Pupil Discipline Committee – This must have a minimum of 3 members

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Ensure pupils receive full-time education from the 6 th day of an exclusion		✓	Pupil Discipline Committee			
Monitor Pupil Exclusion data	✓					Headteachers must share with the GB the number of exclusions, the reasons for and the length of each exclusion
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	✓					Should be published on line.

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Ensure that there are policies in place designed to promote good behavior & discipline. Agree and review Discipline/Behaviour Policy, including <ul style="list-style-type: none"> • Anti-Bullying Policy; • Misuse of Drugs Policy; • the school's approach to the use of reasonable force. 	✓				
SEND <ul style="list-style-type: none"> • agree & monitor implementation of SEN Policy; • designate a member of staff as having responsibility for co-ordinating the provision for pupils with SEND • receive termly reports from the Headteacher; • report each year to parents on 	Agree Policy ✓			SEND governor	Inclusion lead and SEND governor to review

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their policy for pupils with SEND and ensure the SEND Information Report is available on the School's Website <ul style="list-style-type: none"> • ensure that special needs defined in a pupil's Statement or Education Health and Care Plan are met 		✓		SEND Governor		

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Monitor racial, bullying and any safeguarding incidents	✓				termly report	Information usually provided via the Headteacher's report
School Uniform – to decide whether there should be a school uniform or other rules relating to appearance and what they should be	✓					Schools should give priority to the cost of a uniform and ensure that it is affordable & does not act as a barrier to parents when choosing a school
Pupil Voice - governing bodies are required to consult with pupils about matters that affect them.						School councils can be attended and learning walks used to listen to pupil voice
Pupil Well Being The Education and Inspections Act 2006 places a duty on Governing Bodies of maintained schools to promote well-being.						The guidance 'Counselling in schools: a blueprint for the future' provides advice for school leaders on setting up or improving counselling services in primary and secondary schools. It also explains how counselling fits into a whole school approach to mental health and wellbeing
Pupil Records • ensure Pupil records are kept		✓				

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according to regulations • ensure that parents & others have required access						

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Nutritional Standards – ensure lunches provided meet national nutritional standards.		✓				
Child Protection - agree Child Protection Policy; - review annually - monitor implementation of policy/procedures, including Single Central Register	✓			CP governor		You may wish to consider appointing a nominated child protection/Safeguarding governor Need to ensure that the policy includes procedures to minimise the risk of peer on peer abuse and how allegations of peer on peer abuse will be recorded, investigated and dealt with
Keeping Children Safe in Education Statutory Guidance (KCSIE) - read and review annually - must regularly monitor the Single Central Record – can be delegated to the Safeguarding Governor						Governing Bodies must read and follow the KCSIE statutory guidance. Duty on Governing Bodies to ensure that all staff in their school or college read at least Part one of the guidance
Agree and review School Charging			Committee can decide review			This sets charges and remissions for School activities – it must meet
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and Remissions Policy regularly			cycle			requirements as detailed under Sections 449-462 Education Act 1996
Ensure pupils receive free school meals where appropriate		✓				All maintained schools and academies that have a legal duty to provide a free school meal for children in reception, year 1 and year 2.
Agree procedures and produce a written policy for dealing with children with medical needs	✓					Model policy available from SEN Services
Looked After Children – appoint a designated person to promote educational achievement of LAC – to ensure the School supports the educational attainment of LAC				Could appoint a LAC governor		The Governing Body must ensure: <ul style="list-style-type: none"> • the designated teacher undertakes appropriate training • it considers an annual report from the designated teacher and acts on any issues raised
Promoting British Values Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”	✓					<ul style="list-style-type: none"> • to have due regard to the prevent duty including assessing risk of children being drawn into terrorism, working in partnership with the local Safeguarding Children’s Board • ensuring that all staff have had access to Prevent training • reviewing IT Policies and providing safe environment online.

PERSONNEL ISSUES

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Agree the composition of the staffing establishment	✓				On-going task, oversight could be delegated to a Committee	
Appointment of Headteacher & Deputy Headteacher	✓ Final Decision Cannot be delegated		Appointment Panel		Governing Body must make final decision at a formal meeting of the Governing Body, but should establish a Panel to undertake the appointment process. LA recommends 3 or 5 members.	
Appointment of Staff		✓			GB need to specify level of Governor involvement & delegation to the Headteacher.	
Authority to establish acting or temporary appointments		✓				
Staff Code of Conduct			✓		To ensure the adoption of the Staff Code of Conduct	
Pay Policy <ul style="list-style-type: none"> • Agree and regularly review the Pay Policy • Agree points/allowances in line with Pay Policy • Consider any appeal submitted by member of staff in relation to a decision regarding his/her salary 		✓	• Pay Committee		LA policy is annually shared for adoption.	
Appraisal <ul style="list-style-type: none"> • agree Appraisal/Performance Management Policy; • review Policy regularly • ensure that the Policy is being implemented effectively and fairly 	✓					

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Undertake			• Performance		• A statutory Panel of 2 or 3 governors. An
<ul style="list-style-type: none"> Headteacher's Performance Review; review & determine Head's salary backdated to September 			Management Panel • Pay/Resources Committee		<ul style="list-style-type: none"> external Adviser must be appointed to help with the review. Schools with religious character: <i>If the Panel has two members, a minimum of one must be a Foundation Governor, if the Panel has three members, a minimum of two must be Foundation Governors)</i> Consider recommendation of PM Panel
Monitor Headteacher and Staff Well being				May appoint a Well being champion/ Governor	Governing Bodies should have regard to the principles and recommendations in the Making Data Work report and Workload reduction toolkit, which provides support for schools and boards to review and streamline policies and processes to cut unnecessary workload To consider the adoption of a well-being Policy
Threshold Applications		✓			GB is required to delegate the receipt and assessment of applications to the Headteacher
Agree, review & implement Grievance Procedures					Need an initial and appeal panels
Agree, review & implement Disciplinary/Capability Procedures					Staffing Regulations recommend that the Governing Body delegate to the Headteacher decisions on all initial staff Disciplinary/capability decisions, up to and including dismissal. The Governing Body would only become involved at the appeal stage There is no delegated authority for a committee or panel where an associate member who is a staff or pupil , is in attendance

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Agree and review as necessary a staff Whistle-Blowing Policy					The Governing Body should agree one or more members of the school's staff and of the governing body to whom staff can report concerns.
Allegations against staff & volunteers – to ensure that effective support is provided for anyone facing an allegation					GB should make sure that a senior member of leadership team is designated to take lead responsibility for dealing with safeguarding issues.
Safer Recruitment – to ensure that Safer Recruitment Procedures are applied	✓				

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FINANCIAL & RESOURCE ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
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Governors' Allowance Scheme – establish and implement						The Governing Body should decide whether they will pay expenses and if so develop a policy
Agree School Budget, ensuring that it is in line with School Plan	✓ 3-year expenditure plan to be approved					This cannot be delegated to an individual. The LA Scheme for Financing Schools states that the school's formal three-year expenditure plan must be approved by the Governing Body.
Undertake regular & required monitoring of the Budget			Finance and Premises/Resou rces			To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan To receive at least termly budget monitoring reports from the headteacher. Governor with finance expertise should build a relationship and act as a link between the Governing Body and SBM/Office Manager/Finance Officer
Schools Financial Value Standard – to consider and complete online an annual basis (by end of year)	✓					Audit Services recommend that the SFVS is completed by a working group/Committee and referred to the Governing Body for ratification. Governors should attend training sessions.

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Waivers of Contract Procedure Rules	✓		✓		Ensure the GB ratifies any waivers approved by the Finance Committee.
			See note		- this can be agreed by a Committee but is not on dependent the spending limits that are set out in the School's Scheme of Delegation.
Best Value - ensure expenditure reflects principles of best practice					
Consider renewal of Service Level Agreements					Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council's Contract Procedure Rules
Monitor value and quality of contracts					Taking into consideration principles of Best Value
Consider renewal of contracts					Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council's Contract Procedure Rules
Agree School's Scheme of Financial Delegation – on an annual basis	✓				Including confirmation that the School adheres to the LA's Finance Manual and procedures
Lettings – review and agree the Letting Policy and income scales on an annual basis					
Debt Policy - review regularly					
Approval of expenditure over the Headteacher's delegated limit					This should be detailed in the School's Scheme of Financial Delegation as agreed by the Governing Body

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SITE ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
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Health and Safety Policy Foundation and Voluntary Aided Schools – agree a Policy Community Schools – adhere to the LA's Policy	✓					Policy to be reviewed annually
Health and Safety Inspections - undertake regularly & ensure necessary remedial action carried out - ensure annual risk assessments carried out to ensure fire precautions are in place		✓				This could be delegated to an individual or a Committee
Health and Safety annual Audit		✓				Advice available from Education Health and Safety Service
Produce & monitor Premises Development Plan			Resources/Pre mises			
Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met	✓					May wish to set up rolling programme of works in discussion with the Finance Committee
To ensure school is secure	✓					LA has this responsibility and delegates associated tasks to GBs
Agree contracts for premises work	✓					Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • LA procurement Regulations

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Ensure that the School environment is conducive to learning		✓				
Manage Lettings & review Lettings charges & Policy annually			Resources/Pre mises			

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