

GOVERNING BOARD AND COMMITTEE TERMS OF REFERENCE FOR MAINTAINED SCHOOLS 2024 - 2025

This document lists all statutory duties (listed in **bold**) and other items which are good practice. Some duties can be delegated to committees and a suggested structure is included. It is good practice to make this document available on the governing board page of the school website.

What you need to do:

1. Review the suggested committee structure and duties of each.
2. If your governing board will operate differently, amend the document to reflect this.
3. Ensure the board's approval of the terms of reference is recorded in the minutes annually.

The suggested committee structure is:

- **Resources committee** - responsible for staffing (including the SENCO being suitably qualified) from a resource management and cost perspective, reviewing recommendations from the Personnel Committee. Responsible for finance, property management, health and safety and risk management, including GDPR.
- **Personnel committee** - responsible for staffing (including the SENCO being suitably qualified) from a HR perspective inc attendance, absence management, performance management and capability. Responsible for personnel benchmarking and governance of all other HR related issues and complaints.
- **Curriculum, Standards and Effectiveness committee** - responsible for the quality of education including ensuring a broad and balanced curriculum is being taught, target setting, assessment and outcomes, behaviour and attendance, safeguarding and the quality of teaching and ensuring that the governing board is represented at school improvement discussions.
- **Other Responsibilities –**
 - Pay review - consisting of a minimum of three governors.
 - Pay appeal committee – three different, impartial governors.
 - Complaints – three impartial governors plus an investigating officer for the governing board.
 - Admissions committee – for VA, and trust/foundation schools.

It is a legal requirement that any decision made by a committee is reported at the next governing board meeting.

FULL GOVERNING BOARD DUTIES **Statutory duties (bold) cannot be delegated**

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| 1.01 | Agree and monitor a strategic framework, including a vision and strategic priorities. (It is good practice for governors to agree a code of conduct). Guidance: Maintained schools governance guide (section 2.2, 2.11) |
| 1.02 | Hold leaders to account for both educational performance and for financial performance, ensuring all statutory duties are considered annually. Guidance: Maintained schools governance guide (section 3.3, 3.4) |
| 1.03 | Agree to delegate staff appointments to the Headteacher, appoint a new headteacher or deputy headteacher and appoint an external advisor and performance management governors to conduct the headteacher’s appraisal Guidance: Maintained schools governance guide (section 4.6, 7.19) |
| 1.04 | Agree financial limits and delegation <ul style="list-style-type: none"> • The level of delegation to the Headteacher for financial management. • The limit of virement or contracts that may be authorised by the Headteacher. • The authorisation of staff responsibilities for orders and invoices. Guidance: The Leeds Scheme for Financing Schools (Section 1 and 2) |
| 1.05 | Approve policies <ul style="list-style-type: none"> • Safeguarding and Child Protection policy and adopt the statutory guidance Keeping Children Safe in Education Guidance: Maintained schools governance guide (section 7.8) • Special Education Needs & Disabilities (SEND) information report (also known as the school offer) and SEND policy Legislation: The Education (Special Education Needs) (Information) Regulations 1999: SI 1999/2506 and SEND Code of Practice Guidance: Maintained schools governance guide (section 7.2.2) • Teacher’s Pay policy Legislation: The Education Act 2002 section 122 Guidance: Maintained schools governance guide (section 7.19.1) • Complaints Legislation: The Education Act 2002: Section 29 Complaints procedure toolkit – DfE Guidance: Maintained schools governance guide (section 7.13) • Staff discipline policy, staff grievance policy and staff code of conduct Legislation: The School Staffing (England) Regulations 2009 and The School Staffing (England) (Amendment) Regulations 2013. Guidance: Maintained schools governance guide (section 7.19.2) • To produce and approve a behaviour principles written statement Statutory guidance: Behaviour and discipline in schools Guidance: Maintained schools governance guide (section 7.9) |
| 1.06 | Ensure all statutory information is published on the school website including governance information Legislation: The School Information (England) (Amendment) Regulations 2012: SI 2012/2124 * The constitution of governing bodies of maintained schools Statutory guidance 2015 Guidance: Maintained schools governance guide (section 5.72) |
| 1.07 | Ensure that a member of the board oversees the SATS process to ensure there are no actions which could compromise the integrity of results |

| RESOURCES COMMITTEE | |
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| 2.00 | Finance |
| 2.01 | <p>Approve annually and monitor the budget, financial limits and delegations, considering pupil numbers and the funding of school priorities. Approve amounts over the limit delegated to the Headteacher.</p> <p>Guidance: The Leeds Scheme for Financing Schools (Section 1.5, 2.3 ,2.5 ,2.10) Guidance: Maintained schools governance guide (section 3.4)</p> |
| 2.02 | <p>Complete a self-assessment against the Schools Financial Value Standard (SFVS)</p> <p>Gov.uk guidance Schools Financial Value Standard and Checklist Statutory guidance - The Leeds Scheme for Financing Schools (2.10, 2.14, 2.16, 2.17, 8.3) Guidance: Maintained schools governance guide (section 3.4)</p> |
| 2.03 | <p>Ensure unofficial school funds are audited and planned expenditure is agreed to the best advantage of the school</p> <p>Statutory guidance - The Leeds Scheme for Financing Schools (section 2.8)</p> |
| 2.04 | <p>Approve policies</p> <ul style="list-style-type: none"> • Charging and Remission (ensuring safeguarding procedures are followed relating to the use of premises for extended activities and community use) Legislation: The School Information (England) (Amendment) Regulations 2012 Guidance: Maintained schools governance guide (section 7.3.2) • Governor Expenses Legislation: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Guidance: Maintained schools governance guide (section 4.11.1) • Whistleblowing policy (this is not a statutory requirement) Guidance: Maintained schools governance guide (section 7.20) • Accessibility Plan Legislation: Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations 2005 |
| 2.05 | <p>Ensure government grant funding is allocated effectively to overcome barriers to learning and complies with funding conditions</p> <p>Guidance: Maintained schools governance guide (section 7.3.1)</p> |
| 2.06 | <p>Risk Management</p> <p>Seek assurance that risks, including the threat of cyber security, are being identified, assessed and sensibly managed, including those that are linked to strategic priorities.</p> <p>Guidance: Maintained schools governance guide (Section 2.5, 7.7.3)</p> |
| 3.00 | Premises and Health and Safety |
| 3.01 | <p>Approve a Health and Safety policy and ensure that the school meets all relevant health and safety legislation including first aid and asbestos management and that fire safety precautions are suitable and risk assessed annually and there is an effective system of consulting with and informing staff (including in induction) of health and safety issues.</p> <p>Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4 Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242 Statutory guidance - The Leeds Scheme for Financing Schools (section 11.5) and Maintained schools governance guide (section 7.4)</p> |

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| 3.02 | <p>Ensure there is an annual inspection of the premises, grounds and safety management systems, and priorities for maintenance and development are identified and followed up.</p> <p>Legislation: Compliance Monitoring for Council Buildings report Guidance: Maintained schools governance guide (section 7.16.1.) Statutory guidance - The Leeds Scheme for Financing Schools (section 12)</p> |
| 3.03 | <p>Ensure the school complies with any direction from the LA concerning the health and safety of pupils involved in school activities off-site, including signing off relevant visits on the Evolve system.</p> <p>Departmental Advice : Health and safety: advice for schools</p> |

| PERSONNEL COMMITTEE | |
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| 3.01 | <p>Monitor staffing considerations including staff wellbeing and induction arrangements for early career teachers where appropriate. Approve the staff structure and review staffing levels whenever a vacancy occurs, or at least annually.</p> <p>Guidance: Maintained schools governance guide (section 3.1, 4.7)</p> |
| 3.02 | <p>Conduct the performance management of the Headteacher and request evidence to ensure Teacher’s Pay and Appraisal policies are being effectively implemented, pay awards are linked to performance and development opportunities are identified.</p> <p>Legislation: The Education (School Teachers’ Appraisal) (England) Regulations 2012 and as subsequently amended: The Education (School Teachers) (Qualifications and Appraisal) (Miscellaneous Amendments) (England) Regulations 2012 and the Education (School Teachers’ Appraisal) (England) (Amendment) Regulations 2012.</p> <p>Guidance: Maintained schools governance guide (section 3.1.1, 7.19)</p> |
| 3.03 | <p>Approve policies</p> <ul style="list-style-type: none"> • Teacher Appraisal Guidance: Maintained schools governance guide (section 7.19) • Capability of Staff Legislation: School Staffing (England)(Amendment) Regulations 2013 Guidance: Maintained schools governance guide (section 7.19.2) • Data Protection Legislation: The Data Protection Act 2018 Further information is on the Information Commissioner’s Office website Guidance: Maintained schools governance guide (section 7.7.1) • Freedom of Information Policy Legislation: The Freedom of Information Act 2000:Section 19 Further information is on the Information Commissioner’s Office website. Guidance: Maintained schools governance guide (section 7.7.2) |
| 3.04 | <p>Ensure the school meets its statutory obligations in respect of equality</p> <p>Guidance: Maintained schools governance guide (section 2.1.2)</p> |

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| | <u>PAY REVIEW COMMITTEE</u> |
| 4.00 | <u>Pay Review Committee</u> (if there is no separate Pay Review Committee the responsibilities remain with the Resources committee as per 3.02) |
| 4.01 | Conduct the performance management of the Headteacher and request evidence to ensure Teacher’s Pay and Appraisal policies are being effectively implemented, pay awards are linked to performance and development opportunities are identified. Legislation: The Education (School Teachers’ Appraisal) (England) Regulations 2012 and as subsequently amended: The Education (School Teachers) (Qualifications and Appraisal) (Miscellaneous Amendments) (England) Regulations 2012 and the Education (School Teachers’ Appraisal) (England) (Amendment) Regulations 2012 . Guidance: Maintained schools governance guide (section 3.11, 7.19) |

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| 5.00 | <u>Pay Appeals Committee</u> |
| 5.01 | Hear appeals from staff about pay awards and make a decision. |

CURRICULUM, STANDARDS AND EFFECTIVENESS COMMITTEE

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| 7.01 | <p>Ensure that school is teaching the national curriculum, teaching time allocated for this is appropriate and information is provided on the school website. (This includes cultural education, relationships and sex education, physical education, a music development plan, religious education and a daily act of collective worship). Teaching should be politically impartial.</p> <p>Legislation: Education Act 2002 Statutory guidance: The national curriculum None Statutory guidance: Political impartiality in schools Regulations for RE: Section 70 School Standards and Framework Act 1998 Guidance: Maintained schools governance guide (section 7.2.1, 7.6)</p> |
| 7.02 | <p>High Schools only – Ensure the school complies with its duties under Section 29 of the Education Act 2011 in respect of careers advice and careers guidance provision for young people in schools and a policy statement and procedures are in place to make sure students are aware of the full range of academic and technical routes available to them at each transition point.</p> <p>Legislation: http://www.legislation.gov.uk/ukpga/2011/21/contents Statutory Guidance: Careers guidance and inspiration in schools Guidance: Maintained schools governance guide (section 7.2.1)</p> |
| 7.03 | <p>Ensure assessment arrangements are in place and monitor the quality of education through the analysis of test results, data and reports from a number of sources to ensure that all groups of children, including the most vulnerable and high achievers make good progress</p> <p>Guidance: Maintained schools governance guide (section 3.3)</p> |
| 7.04 | <p>Consider the impact of government grant funding on outcomes for pupils.</p> <p>Guidance: Maintained schools governance guide (section 7.2.1)</p> |
| 7.05 | <p>Ensure school reports at least annually to parents on their child’s achievement and general progress</p> <p>Statutory Guidance: Reporting to Parents 2015</p> |
| 7.06 | <p>Ensure effective safeguarding and child protection procedures are in place, including safer recruitment and staff training, and understand how arrangements are monitored</p> <p>Statutory guidance: Keeping Children Safe in Education Prevent Duty Guidance: for England and Wales Guidance: Maintained schools governance guide (section 7.8)</p> |
| 7.07 | <p>Monitor the effectiveness of provision for children with special educational needs and disabilities (SEND) ensuring there is a qualified teacher designated as special educational needs co-ordinator (SENCO)</p> <p>Statutory Guidance: SEND code of practice Legislation: The Education (Special Educational Needs) (Information) Regulations 1999: SUI 1999/2506 Guidance: Maintained schools governance guide (section 7.2.2, 7.2.3)</p> |
| 7.08 | <p>Monitor the effectiveness of provision for children looked after (CLA), previously looked after and those with a social worker</p> <p>Statutory guidance: The role and responsibilities of the designated teacher for looked after children Guidance: Maintained schools governance guide (section 7.2.4)</p> |
| 7.09 | <p>Ensure the school promotes the general wellbeing and mental health of pupils</p> |

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| | <p>Good practice guidance: Promoting children and young people's health and wellbeing Guidance: Maintained schools governance guide (section 7.8.2)</p> |
| 7.10 | <p>Monitor pupil attendance and behaviour, ensure registers of pupils' admission and attendance are in place and termly absence data is provided in line with Education Act 1996, monitor the use of suspensions and exclusions and pupils who are electively home educated</p> <p>Legislation: The Education (Pupil Registration) (England) (Amendment) Regulations 2010 (amended 2013) Education and Inspections Act 2006: Section 88 Statutory Guidance: Exclusion from maintained schools, Academies and pupil referral units Guidance: Maintained schools governance guide (section 7.9, 7.11)</p> |
| 7.11 | <p>Ensure the provision of school lunches and/or other school food and milk meets DfE standards</p> <p>Guidance: School food: guidance for governors</p> |
| 7.12 | <p>Ensure feedback is gathered from pupils, parents and staff and consider the results</p> <p>Statutory Guidance: Listening to-and involving children and young people Guidance: Maintained schools governance guide (section 2.1.7)</p> |
| 7.13 | <p>Approve policies</p> <ul style="list-style-type: none"> • Supporting Pupils at School with Medical Conditions Statutory guidance: Supporting pupils at school with medical conditions Guidance: Maintained schools governance guide (section 7.8.3) • Relationships and Sex (and Health for secondary schools) Education policy Statutory Guidance: https://www.gov.uk/government/publications/sex-and-relationship-education Legislation: The Education Act 1996: Section 404 • School Uniform Policy Guidance: Developing school uniform policy |

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| | ADMISSIONS COMMITTEE <i>VA and trust/foundation schools only</i> |
| 8.01 | <p>Determine within statutory provisions the school's Admission policy and propose this to the full governing board for approval</p> <p>Guidance and Legislation: Section 88C of the School Standards and Framework Act 1998 and the Schools Admissions Code</p> <p>Guidance: Maintained schools governance guide (section 7.10)</p> |
| 8.02 | Determine whether a child should be admitted to the school |