Holme Community School

<u>Governing Body Terms of Reference 2025 - 2026</u>

Circle Model of Governance

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation. The details of these terms will be reviewed at least annually.

In addition to the requirements set out in legislation, all activities in this document apply to the operational responsibilities and procedures documented of the Governing Body.

Date: 16 September 2025, minute 7/25b

Review Date: September 2026

Signed on behalf of the Governing Body by: *Susan Turner*

                                                                                Rev'd Susan Turner, Chair of Governors

Circle Model – Whole Governing Board Approach

Outline

Governors committed to adopting the Circle model of Governance at the Governing Body meeting on 23 June 2025, minute 54/24a. The Governing Board will work as a 'whole team', with no committee structure to delegate tasks to. The Governing Body will meet four times, once every half term; meetings will be formally convened, constituted, recorded and quorate.

The agenda for each meeting will include statutory responsibilities and tasks on the annual planner for that term, e.g. ongoing business items, monitoring and risk management reports. If a resolution is agreed at the meeting that specific actions are required to research or undertake a piece of work, the Governing Board will 'commission' assignments or activities to a Working Group - the terms of reference for these will be set by the Governing Board when a commission is authorised.

In addition to commissioning Working Groups, the Governing Body will delegate monitoring responsibilities to monitoring pairs and/or individual governors to ensure core functions are fulfilled. These include the statutory required individual roles and those focused on the priorities of the School Improvement Plan (SIP). Delegation areas are listed below – reference NGA Maintained school delegation planner, 21.06.2024.

Where a function has been delegated there is a statutory duty to report any action or recommended decision to the Governing Board at the next meeting.

Quorum: At least 50% of the number of governors in post at the time of the meeting.

Key:

✔ Delegation recommended	– Delegation not recommended	X Cannot delegate to this level

Legal and compliance responsibilities

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
Admissions	1.	NA			
	2.	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✔	–	–
Attendance	3.	Regularly review pupil attendance data and patterns	✔	–	–
Behaviour	4.	Make/review a written statement of behaviour principles (upon which the behaviour policy is based)	✔	X	X
Budget and finance	5.	Scrutinise the draft budget	✔	–	–
	6.	Approve the budget	✔	X	X
	7.	Monitor expenditure against the budget	✔	–	–

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
	8.	Approve the schools financial value standard (SFVS)	✔	**x**	**x**
	9.	Monitor and oversee the impact of pupil premium and other targeted funding streams In primary schools, this includes PE and sport premium	✔	–	–
Complaints	12.	Approve a procedure for dealing with complaints	✔	–	–
	13.	Make clear to parents where the complaints procedure can be found (usually published on school website)	–	–	✔
Curriculum	14.	Ensure that the school has a broad and balanced curriculum that covers the national curriculum and (where applicable) delivers the EYFS statutory framework	✔	PB	–
	15.	Monitor and evaluate pupil progress and attainment and make appropriate recommendations/considerations for pay awards	✔		–
Data protection	16.	Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information belonging to pupils, staff, parents and governors	✔	–	–
Equalities	17.	Ensure that the school and governing body complies with The Equality Act 2010, which includes a distinct public sector equality duty	✔	ST	–
Exclusions	18.	Review the headteacher's decision to exclude pupils in certain cases	✔	**x**	**x**
	19.	Monitor data on pupil suspension and exclusion	✔	–	–
Health and safety	20.	Monitor the effectiveness of the school's health and safety policy and procedures	✔	JF & AW	–
	21.	Undertake health and safety inspections	–	JF & AW	✔
Parents	22.	Have regard to the views of parents (consult and listen to the parent body)	✔	–	–
Pupils with SEND	23.	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness	✔	ST	–
	24.	Have specific oversight of the school's arrangements for SEND	✔	ST	–
Safeguarding and child protection	25.	Promote the welfare of children and comply with the DfE's statutory guidance on Keeping Children Safe in Education and the Prevent duty	✔	ST & CB	–
	26.	Comply with the requirement for the governing body to complete safeguarding training (see KCSiE part 2)	✔	–	–
	27.	Take leadership responsibility for safeguarding arrangements	–	ST & CB	–

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
Staffing	28.	Oversee staff pay, progression and CPD	✔	ST, PB SB & CB	–
	29.	Headteacher recruitment and appointment	✔	x	x
	30.	Headteacher suspension	✔	–	x
	31.	Headteacher reinstatement and dismissal	✔	–	x
	32.	Conduct headteacher performance management (appraisal) and review their pay	–	ST, PB SB & CB	x
	33.	Operational employment decisions including recruiting and managing staff below senior leadership level	–	–	✔

Wider responsibilities

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
Policies	34.	Ensure that the policies required by law are in place, have been formally approved (by the Governing Body and are readily accessible	✔	–	–
	35.	Draft school policies	–	–	✔
Risk management	36.	Understand the main areas of risk associated with the board's strategic priorities and the school's improvement plans, ensuring these are captured within a risk register	✔	–	–
	37.	Maintain a risk register to document risks and control measures	–	–	✔
School self-evaluation	38.	Use evidence gathered from data and surveys to inform a process of self-evaluation that identifies what the school does well, and what areas require improvement	–	–	✔
School website	39.	Ensure that required information is published on the school website and that school leaders have effective systems and routines in place to remain compliant	✔	–	–
Strategic direction	40.	Set the strategy for the school (based on a clear vision for the future, with defined strategic priorities and a plan to monitor progress)	✔	–	–

Governing body business

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
Organisation & constitution	41.	Appoint governance professional (clerk to the board)	✔	—	—
	42.	Review/establish working groups remits and maintain terms of reference	✔	X	X
	43.	Elect a governing body chair and vice chair	✔	X	X
	44.	Maintain and publish a register of pecuniary and business interests	✔	—	—
	45.	Approve a governors' expenses policy	✔	—	—
	46.	Determine governing body constitution and terms of office	✔	X	X
	47.	Draft schedule of governor monitoring visits to school	✔	—	—
	48.	Ensure that the school and governance information is correct on Get Information about Schools	✔	—	—
Development	49.	Adopt/review a code of conduct	✔	—	—
	50.	Complete skills and diversity audits (and create action plans)	✔	—	—
	51.	Conduct governing body self-evaluation	✔	—	—