Holme Community School

Governing Body Terms of Reference 2026 - 2027

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: 22 September 2026 minute 6/26b

Review Date: September 2027

Signed on behalf of the Governing Body by:



Rev'd Susan Turner, Chair of Governors

Circle Model – Whole Governing Board Approach

Outline

Governors committed to continue the Circle model of Governance during 2026-2027. The Governing Board (GB) will work as a 'whole team', with just one working group – the Pay Committee, delegated to undertake the annual staff and Headteacher performance and pay review. GB meetings will be held six times/year, 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 the GB resolves that specific actions are required to research or undertake a piece of work, relevant activities will be assigned to a Working Group; the terms of reference of which will be set by the GB.

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 statutory required individual roles and those focused on the priorities of the School Improvement Plan (SIP). Delegation areas are listed below – taken from the reference NGA Maintained school delegation planner, updated July 2026.

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 Group/governors	Headteacher
Admissions	1.	*Not applicable*			
	2.	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective and are published on the school website	✔	–	X
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
		Arrange off-site directions			
		Review the headteacher's decision to suspend or exclude pupils in certain cases			
		Monitor data on behaviour including pupil suspension and exclusion		PB	✔

Area of responsibility		Task	Full board	Individual Group/governors	Headteacher
Budget and finance	5.	Scrutinise the draft budget	✔	–	–
	6.	Approve the budget	✔	x	x
	7.	Monitor expenditure against the budget	✔	–	–
	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	✔	ST SG	–
Complaints	12.	Ensure complaints procedure is compliant, fit for purpose and easily accessible (usually published on school website)	✔		
	13.	Review of complaints in certain cases		✔	
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	✔	SG EYFS	–
	15.	Monitor and evaluate pupil progress and attainment	✔	–	–
Data protection	16.	Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information	✔	–	–
Environmental sustainability		Ensure that the school is taking action on environmental sustainability and agree on a climate action plan	✔		
Equalities	17.	Ensure that the school complies with The Equality Act 2010, by setting equality objectives at least once every four years	✔	ST SG	–
		Approve an accessibility plan	✔		
Estates		Agree premises management documents, including estate vision and strategy, and review asset management plan		AW	
		Monitor school estates to ensure they are safe and well-maintained		AW	✔
School food		Monitor school food provision and ensure that school food standards are being met		✔	
	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	✔	AW	–
	21.	Undertake health and safety inspections	–	AW	✔
Parents/Stakeholder engagement	22.	Have regard to the views of parents (consult and listen to the parent body), parents, staff and other relevant stakeholders when decision-making	✔	–	–

Area of responsibility		Task	Full board	Individual Group/governors	Headteacher
		Regularly report to parents on governance	✔		
Pupils with SEND	23.	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness	✔	ST SG	–
	24.	Have specific oversight of the school's arrangements for SEND - ensure a suitably qualified Special Educational Needs and Disabilities Coordinator (SENCO) is appointed	✔	ST SG	–
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	✔	–	–
	26.	Comply with the requirement for the governing body to complete safeguarding training (see KCSiE part 2)	✔	–	–
	27.	Take leadership responsibility for safeguarding arrangements - ensure a suitably qualified Designated Safeguarding Lead (DSL) is appointed	–	ST	–
		Ensure that arrangements are in place to support pupils with medical conditions including allergies	✔		
		Monitor pupils' wellbeing and how this is actively supported		PB	
Staffing	28.	Oversee staff pay, progression and CPD	✔	Pay Ctte	–
	29.	Headteacher recruitment and appointment (including deputy headteacher)	✔	✔	x
	30.	Headteacher suspension		✔	x
	31.	Headteacher reinstatement and dismissal	✔	–	x
	32.	Appoint the headteacher's performance management panel and appoint an external advisor to the panel	✔		x
		Conduct the headteacher's appraisal		ST PB SB	
	33.	Operational employment decisions including recruiting and managing staff below senior leadership level	–	–	✔
		Determine the school staffing structure		✔	
		Monitor staff workload and wellbeing		PB	

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 which is regularly reviewed	✔	–	–
	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) Undertake annual appraisal	✔	–	–
	42.	Review/establish working groups/panels and maintain terms of reference for these	✔	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	✔	–	–

Area of responsibility		Task	Full board	Individual governor(s)	Headteacher
	50.	Complete skills and diversity audits (and create action plans)	✔	–	–
	51.	Conduct governing body self-evaluation	✔	–	–

Reference: NGA Maintained school delegation planner, updated July 2026