



GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26

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		X	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) 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 and SEND			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.
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

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



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.
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 <i>See page 5</i>			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. <i>Please see page 5 for further info</i>			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
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.
Declaration of Interests			Governors must declare any interests on GovernorHub or by other means. Ref If they volunteer or work at the school they must ensure the roles are separate; accountability clear and declarations transparent.

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



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; SEND; Governor Allowances, Lettings Others are reviewed at committees and then accepted at GB.
Business Continuity Plan			
Staffing Structure (see also under personnel)			
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

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



Complaints			<p>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.</p> <p>. 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.</p>
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.
Pupils which is normally reviewed in detail in Curriculum Committees			
Behaviour in Schools			<p>GBs to get an overview of behaviour</p> <p>The governing body must comply with: section 88 of the Education and Inspection Act 2006; the Education (Educational Provision for Improving Behaviour) Regulations 2010</p>
Pupil Pastoral information	Full Governing Body		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			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			Behaviour Management to include strategies for diversity and inclusion
Attendance issues and policy			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			Survey results are shared with Governors. At least 4 annual Governor visits, which include aspects of Pupil Voice. Governors visit in groups of 2-4.
Child Protection and Safeguarding			The committee could review the Safeguarding policy and recommend to the governing body.

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



			Also 2 named Safeguarding Governors, who meet with the DSL termly.
Educational Performance			The committee should review Data; scrutinise 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 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 at GB meeting and must be in line with SOD
Staff Code of Conduct			
Pay Policy	Final ratification	Resources Committee	Committee to review-typically provided by the LA for maintained schools
Head performance management		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		LTS or RES Committee	Reviewed by the committee and agreed by GB
Disciplinary Policy			Reviewed by the committee and agreed by GB. Governors only involved at the appeal stage (panel of 3)
Grievance and Behaviour			LA policy to be ratified
Whistleblowing Policy			Reviewed by the committee and agreed by GB
Allegations against staff and volunteers		Head /DSL	

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



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
Pupil Premium	Ratify the annual statement	Full Governing Body	
Must monitor the impact of pupil premium		Full Governing Body	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 and Scale of Charges			
Debt and Charging Policies		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 independently audited
School must be compliant with GDPR Data Protection, Cyber Security arrangements and Privacy Notice to be ratified	GB must be informed	GDPR Governor	Governing bodies need to understand the considerable damage cyber security attacks can cause to their schools. At least one governor should complete cyber security training.
Audit Report individual and schools annual internal audit report			Must be presented to the GB
Deficit Recovery Plan			
PREMISES ISSUES USUALLY REVIEWED AT RESOURCES MEETING			

Reviewed & agreed at the Governing Body meeting on 1st October 2025

GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26



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	Full Governing Body	H&S governor	Premises plan reviewed by committee. Health and Safety inspections can be carried out regularly by the H&S governor



GOVERNING BODY OF HAZELWOOD SCHOOL ORGANISATIONAL ARRANGEMENTS 2025-26

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](#)

Reviewed & agreed at the Governing Body meeting on 1st October 20