

GOVERNING BODY OF BROOMFIELD SCHOOL

ORGANISATIONAL ARRANGEMENTS: 2021-2022

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 Governing Body 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 & Clerk - each Committee to elect a Chair on an annual basis.

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.

Red – proposed additions & amendments

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 annual 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.
Consider & agree the School Development Plan	✓					
Monitor the implementation of the School Development Plan & evaluate impact			Each Committee			
SEF – To consider & validate the School's judgements			Each Committee			With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors.
To agree a single Equalities Policy/Scheme and Action Plan and review regularly. Ensure the equality objectives are published, including			Community & Curriculum Standards and Staffing			The Equality Act's general and specific public sector equality duties mean that schools must: have due regard to the need to eliminate

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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.
Consideration of Complaint against the School and curriculum – establish Policy & implement	✓	Stage 1 only	Complaints Panel			The Law requires that the procedure is published on-line.
Appoint a professional Clerk to the Governing Body and Committees	✓					Governors and HT cannot be appointed Clerk
Agree Virtual Participation Protocol	✓					To be used in emergency situations when face to face meetings are not possible
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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
Ensure Governors apply for DBS checks within 21 days of appointment/election		SBM ✓		Each Individual Governor		Governing Body to agree arrangements – may wish to include in School's Policy
Committees <ul style="list-style-type: none"> • Establish Committees • Agree membership, including Associate Members • Agree Committee terms of 	✓ Cannot be delegated					<ul style="list-style-type: none"> • Including: Pupil Discipline, Staff Dismissal, Performance Management Panel, Admissions (for VA) • No restrictions on who can be chair

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reference						<ul style="list-style-type: none"> This document could act as terms of reference
Appoint or agree election of Chairs/Vice-Chair to the Committees			✓			
Appoint Governors with individual responsibilities/Subject Governors	✓					
Agree programme of meetings for year	✓		Each Chair of committee			Finance & Premises Committee meetings be arranged in line with the LA's CFR submission deadlines.
Agree targets for the year and/or an annual work plan	✓		Each committee			
Establish a Code of Conduct for Governors, including update on Visiting Policy	✓					DfE recommends that Governing Bodies maintain a Code of Conduct which sets out the ethos of professionalism and high expectations of the governor role
Governor Appointments	✓					<ul style="list-style-type: none"> 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			<ul style="list-style-type: none">
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Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils and the community			Community/ Curriculum Standards and Staffing			PE Co-ordinator and SBM to review and report.
School Session Times	✓	✓				Governing Body to retain a decision on start and finish time
Establish Induction programme for new Governors				Chair		

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<p>Foundation schools - admissions</p> <ul style="list-style-type: none"> • Agree Admissions Policy & criteria • Annually review Policy and consult; • Administer the admission process • Publish the arrangements on the school's website 	✓	✓	Admissions Committee		<ul style="list-style-type: none"> • The admissions committee usually undertakes consideration of applications and makes recommendations to Governing Body • It is considered good practice to appoint the Headteacher onto an admissions committee
<p>Freedom Of Information (FOI)</p> <ul style="list-style-type: none"> - to ensure that the school complies with the FOI Act - to agree the FOI Publication Scheme & access policy 		✓			
<p>To agree School Term and Holiday Dates</p>	✓				Maintained schools must open for at least 380 sessions in a school year (190 days)
<p>To agree any collaboration arrangements with other Governing Bodies or formal federation</p>	✓				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.
<p>Audit of Governance</p>		✓	Chair		It is recommended that each Governing Body should carry out a regular audit

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Annual governance statement	✓			Chair of Governors		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
-“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.
Agree any organisational changes, including converting to Academy status	✓					
Ensure School is compliant with new General Data Protection Regulations						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

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STANDARDS, TARGETS & CURRICULUM					
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<p>Ensure relevant assessment arrangements are implemented underpinned by the Education Inspection Framework</p> <p>Review public examination/ SATs results and rigorous analysis of data regularly</p> <p>Monitor and evaluate</p> <ul style="list-style-type: none"> • the impact of quality of teaching on rates of pupil progress and standards of achievement; • 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; 	✓		Curriculum Standards and Staffing		<p>Governing Bodies should reassure themselves that the relevant assessment arrangements are implemented</p> <p>the Governing Body must reassure itself that mandatory data collections and statistical returns requested by the Secretary of State are given to the relevant timescales and security standards</p> <p>RAISEonline has been replaced with Analyse School Performance.</p> <p>The department has published 'Understanding your data: a guide for school governors and academy trustees' to encourage use of educational and financial data in reviewing school or academy trust performance.</p>

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Monitoring implementation of National Curriculum		✓	Curriculum Standards and Staffing			
Ensure that the curriculum is balanced and broadly based		✓	Curriculum Standards and Staffing		Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the school	
Sex and Relationship Education – agree a Policy To agree a Relationships Education Policy and/or RSE Policy		✓	Curriculum Standards and Staffing			<p>The sex and relationship education and Health Education curriculum is compulsory.</p> <p>A written statement on the Policy must be made available for parents and consultation undertaken</p> <p>It is compulsory from September 2020 for primary schools to teach relationships education and for secondary schools to teach relationships and sex education. It is compulsory for all state funded schools to teach health education.</p> <p>Schools must consult parents in developing and reviewing their policy. The Policy should meet the needs of pupils and parents and reflects the community they serve. The Policy should be made available to parents and others and published on School website.</p> <p>Schools that are not ready to teach the subjects, or are unable to meet the requirements because of the challenging circumstances, should aim to start preparations as soon as possible and begin teaching the new curriculum by at least the start of the summer term 2021.</p>

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Agree arrangements for Collective Worship		✓	Curriculum Standards and Staffing			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		✓	Curriculum Standards and Staffing			Maintained schools without a religious character should follow their locally agreed syllabus
Ensure statutory policies are in place and monitor School Policies			Each committee			May wish to set up a rolling programme to review policies
Promote the cultural development of pupils through spiritual, moral, cultural, mental and physical development educational requirements		✓	Curriculum Standards and Staffing			

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			
Ensure pupils receive full-time education from the 6 th day of an exclusion		✓				
Monitor Pupil Exclusion data	✓		Community		Headteacher's termly report	Headteachers must publish the number of exclusions, the reasons for and the length of each exclusion
Agree Home School Agreement and review regularly			Community			from 1 January 2016 the requirement for governing bodies of maintained schools and academy schools to adopt Home School Agreements and associated parental declarations was repealed. If schools choose they can have voluntary home school

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						agreements. Should be published on line.
Governing Bodies of maintained schools, must produce a written statement of general principles which the head teacher must have regard to when setting out the school's behaviour policy	✓		Community			
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. 	✓		Community			
PUPILS						
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SEND <ul style="list-style-type: none"> • agree & monitor implementation of SEND 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 their policy for pupils with SEND and ensure the SEND Information Report is available on the School's Website • ensure that special needs 	Agree Policy ✓	✓ ✓ ✓		SEND governor		Must ensure that SEND Co-ordinator is a qualified teacher Inclusion lead and SEND governor to review

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defined in a pupil's Statement of Education Health and Care Plan are met						
Promote the opportunity of students with an EHCP through supported internships		✓				
Pupil Records: ensure <ul style="list-style-type: none"> records are kept according to regulations parents & others have required access 		✓	Community			
Nutritional Standards – ensure lunches provided meet national nutritional standards		✓				
Agree and review School Charging Policy regularly			Finance and Premises	Committee can decide review cycle		Must meet requirements as detailed under Sections 449-462 Education Act 96
Ensure pupils receive free school meals where appropriate		✓				
PUPILS						
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Looked After Children <ul style="list-style-type: none"> appoint a designated person to promote educational achievement of LAC to ensure the School supports the educational attainment of LAC 		✓	Community Curriculum Standards and Staffing			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
To ensure Year 8-13 receive impartial careers guidance		✓	Curriculum Standards and Staffing	take a strategic interest in careers education		From September 2018, you must publish information about the school's careers programme on the school website, including the name and contact details of the Careers

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						leader. Refer to Dfe Careers guidance and access for education and training providers. Gatsby Charitable Foundation's Benchmarks can be used to develop and improve career provision.
Agree procedures for administering drugs & medicines & produce a written policy for dealing with children with medical needs		✓				Model policy available from SEN Services
Pupil Voice - Governing Bodies are required to consult with pupils about matters that affect them			Community Committee			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 Premium – to monitor the effective use and impact of pupil premium funding - ensure Pupil Premium Strategy published on website annually			Curriculum Standards and Staffing			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

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					spent); what impact has seen on pupils' PE and sport participation and attainment and how the improvements will be sustainable in the future.
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"			Community Committee		<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 on line.

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Monitor racial & bullying and any safeguarding incidents		✓	Community			Headteacher's termly 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
Child Protection - agree Child Protection Policy; - review annually - monitor implementation of policy/procedures, including Single Central Register		✓	Community	CP 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 You may wish to consider appointing a nominated child protection/Safeguarding governor
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
Ensure that Year 7 catch-up premium funding is being spent on improving attainment for eligible pupils		✓				

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PERSONNEL ISSUES						
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Agree the composition of the staffing establishment			Curriculum Standards and Staffing			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
Headteacher Work/Life Balance - to regularly review		✓	Curriculum Standards and Staffing			
Authority to establish acting or temporary appointments		✓				
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 		✓	Curriculum Standards and Staffing Pay Committee			LA policy is annually shared for adoption.
Performance Management/Appraisal <ul style="list-style-type: none"> • review Policy annually regularly • ensure that the Policy is being implemented effectively and fairly 		✓	Curriculum Standards and Staffing			

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Undertake <ul style="list-style-type: none"> • Headteacher's Performance Review; • review & determine Head's salary backdated to September 			<ul style="list-style-type: none"> • Performance Management Panel 	Chair of Curriculum and Staffing		<ul style="list-style-type: none"> • Panel of 2 or 3 governors. Consider recommendation of PM Panel
Monitor Headteacher and Staff Well being						<p>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</p> <p>To consider the adoption of a well-being Policy</p>
Threshold Applications		✓				GB is required to delegate the receipt and assessment of applications to the headteacher
Agree, review & implement Grievance Procedures			Curriculum Standards and Staffing		Establish Panel to implement procedure if required	Need an initial and appeal panels This cannot be delegated to a Committee which has an Associate Member who is a member of staff or pupil,
Agree, review & implement Disciplinary/Capability Procedures			Curriculum Standards and Staffing		Establish Appeal Panel if required This cannot be delegated to a Committee which has an Associate Member who is a	The Governing Body has delegated to the Headteacher decisions on all initial staff Disciplinary /capability decisions, up to and including dismissal. The Governing Body would only

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					member of staff or pupil,	become involved at the appeal stage
Agree and review as necessary a staff Whistle-Blowing Policy			Curriculum Standards and Staffing		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.	
Staff Code of Conduct			Curriculum Standards and Staffing		To ensure the adoption of the Staff Code of Conduct	
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 	✓					
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		✓				
Early Careers Framework					Statutory induction will change from Sept 2021 as part of the ECF so governors will need to ensure compliance	

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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' Expense Scheme – establish and implement			Finance and Premises			The Governing Body should decide whether they will pay expenses and if so develop a policy
Register of Governors' Business Interests	✓					Should be updated annually and kept at the School. The Governing Body is under a duty from 1 September 2015 to publish on the School's Website their 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)
Agree School Budget, ensuring that it is in line with School Plan	✓ 3 YEAR EXPENDITURE PLAN TO BE APPROVED		Finance and Premises			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			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.

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						Governors should attend training sessions.
Waivers of Contract Procedure Rules	✓		✓ See note			Ensure the GB ratifies any waivers approved by the Finance Committee. - this can be agreed by a Committee but is dependent on the spending limits that are set out in the School's Scheme of Delegation.
Best Value ensure expenditure reflects principles of best practice			Finance and Premises			
Consider renewal of Service Level Agreements			Finance and Premises			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			Finance and Premises			Taking into consideration principles of Best Value
Consider renewal of contracts		✓	Finance and Premises			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	✓ ratification		Finance and Premises			Including confirmation that the School adheres to the LA's Finance Manual and procedures
FINANCIAL & RESOURCE ISSUES						
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Lettings – review and agree the Letting Policy and income scales on an annual basis			Finance and Premises			

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Debt Policy - review and approve regularly			Finance and Premises			
Schools Financial Value Standard – to consider and complete on an annual basis (by end of October)	✓ ratification		Finance and Premises		Audit Services recommend that the SFVS is completed by a working group/committee and referred to the Governing Body for ratification	
Private School Account – to consider and agree an annual Statement of Account			Finance and Premises			An Annual Statement of Account in the form of a receipts and payments account, showing the financial position of the account, must be produced and certified by approved auditors. The certified statement must be received and approved by the Governing Body on an annual basis.

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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 Schools – agree a Policy	✓		Finance and Premises			Policy to be reviewed annually
Health and Safety – undertake Inspections regularly & ensure necessary remedial action carried out - ensure annual risk assessments carried out to ensure fire precautions are in place		✓	Finance and Premises	Health and Safety Governor		This could be delegated to an individual or a Committee
Health and Safety Yearly/annual Audit			Finance and Premises			Advice available from Education Health and Safety Service
Appoint Health and Safety Governor	✓					
Produce & monitor Premises Development Plan		✓	Finance and Premises			
Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met		✓	Finance and Premises	Health and Safety Governor		May wish to set up rolling programme of works in discussion with the Finance Committee
Monitor the security of the School Site		✓	Finance and Premises			
Agree contracts for premises work		✓	Finance and Premises			Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council's Contract Procedure Rules
Ensure that the School environment is conducive to learning		✓	Finance and Premises			