LeedsGSS

A knowledgeable experienced team providing quality services to develop the effectiveness of governance in schools and academies

GOVERNING BOARD AND COMMITTEE TERMS OF REFERENCE FOR MAINTAINED SCHOOLS
2026 - 2027

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, performance management, finance, property management, health and safety and risk management.~~
- **Pay review committee** (if duties are not considered by the Resources) – at least three governors to consider the implementation of the teachers' pay and appraisal policies.
- **Pay appeal committee** – if needed, three impartial governors (not on the Resources or Pay Review committee) to hear appeals from staff about pay decisions.
- ~~**Teaching and learning committee** - responsible for the quality of education including ensuring a broad and balanced curriculum is being taught, target setting, assessment and outcomes and the quality of teaching.~~
- ~~**Pupil support** - responsible for behaviour, safeguarding, attendance, children's personal development, children, parent and staff voice and equality and diversity.~~
- ~~**Admissions committee** (for voluntary aided, and trust/foundation schools) – at least three governors to consider applications for school places and the admissions policy.~~

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

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)
1.02	**Hold leaders to account for both educational performance and for financial performance, ensuring all statutory duties are considered annually and public money is well spent to maximise value for pupils.** 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** ● **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 (and publish where appropriate)** ● **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 **This may be replaced by the requirement for the school to publish an inclusion strategy by 31 December 2026**** 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), Information Commissioner's Office ● **Teacher Capability Policy** Guidance: Maintained schools governance guide (section 7.19.2) ● **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 the governing body is constituted and meet according to regulations, and all statutory and governance information is published on the website** 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 5.1, 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
1.08	**All governing bodies must have a clerk (governance professional). This must not be a governor or the Headteacher.** Guidance: Maintained schools governance guide (section 4.8)

	~~RESOURCES COMMITTEE~~ Full Governing Body
2.00	**Finance**
2.01	**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. Guidance: The Leeds Scheme for Financing Schools (Section 1.5, 2.3 ,2.5 ,2.10) Guidance: Maintained schools governance guide (section 3.4)
2.02	**Complete a self-assessment against the Schools Financial Value Standard (SFVS) and use this to ensure school achieves good financial health** 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)
2.03	**Ensure unofficial school funds are audited and planned expenditure is agreed to the best advantage of the school** Statutory guidance - The Leeds Scheme for Financing Schools (section 2.8)
2.04	**Approve policies** ● **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)
2.05	**Risk Management** 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. Schools must have adequate insurance cover to comply with its legal obligations. Guidance: Maintained schools governance guide (Section 2.5, 2.6, 7.7.3)
3.00	**Personnel**
3.01	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. Guidance: Maintained schools governance guide (section 3.1, 4.7)

3.02	**Conduct the appraisal 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 3.1.1, 7.19)
3.03	**Approve policies** ● **Teacher Appraisal** Guidance: Maintained schools governance guide (section 7.19) ● **Data Protection ensuring compliance with legislation** 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), Data protection: privacy notice model documents, Protection of children's biometric information in schools ● **Freedom of Information publication scheme which is complied with and understood by all staff.** 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)
4.00	**Pay Review Committee** (if there is no separate Pay Review Committee the responsibilities remain with the Resources committee as per 3.02)
4.01	**Conduct the appraisal 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.** Support with Headteacher Appraisal is now available from the School Improvement team as part of their core offer. 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)
5.00	**Pay Appeals Committee**
5.01	Hear appeals from staff about pay awards and make a decision.
6.00	**Premises and Health and Safety**
6.01	**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. 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)

6.02	**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.** 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)
6.03	**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.** Departmental Advice : Health and safety: advice for schools

~~TEACHING AND LEARNING COMMITTEE~~ Full Governing Body	
7.01	**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 and demonstrate the promotion of British values.** 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)
7.02	**Primary Schools only – Ensure the school complies with the requirements of the Early Years Foundation Stage framework** Statutory Guidance: Statutory framework for the Early Years Foundation Stage Guidance: Maintained schools governance guide (section 7.2.1)
7.03	**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. 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)
7.04	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 Guidance: Maintained schools governance guide (section 3.3)
7.05	**Ensure government grant funding is allocated effectively to overcome barriers to learning and complies with funding conditions – PE and Sports Premium, Pupil Premium.** (Inclusive Mainstream Fund is included within item 8.02 of the Pupil Support committee) Guidance: Maintained schools governance guide (section 7.3.1)

7.06	**Ensure school reports at least annually to parents on their child's achievement and general progress** Statutory Guidance: Reporting to Parents 2015

	~~PUPIL SUPPORT COMMITTEE~~ Full Governing Body
8.01	**Ensure effective safeguarding and child protection procedures are in place, including Prevent, safer recruitment and staff training, and understand how arrangements are monitored.** All governors should be aware of the annual safeguarding report (ARM) which can be signed off by the safeguarding governor on behalf of the board, but should be reviewed by the full governing board. Statutory guidance: Keeping Children Safe in Education Prevent Duty Guidance: for England and Wales Guidance: Maintained schools governance guide (section 7.8)
8.02	**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) and consider the impact of government grant funding on outcomes for pupils (Inclusive mainstream fund).** Statutory Guidance: SEND code of practice Legislation: The Education (Special Education Needs) (Information) Regulations 1999: SUI 1999/2506 Guidance: Maintained schools governance guide (section 7.2.1, 7.2.2, 7.2.3)
8.03	**Ensure a designated teacher is appointed to promote the educational achievement of children looked after (CLA) and previously looked after.** Monitor the effectiveness of provision for CLA, previously looked after and those with a social worker. Statutory guidance**:** The role and responsibilities of the designated teacher for looked after children Guidance: Maintained schools governance guide (section 7.2.4)
8.04	**Ensure the school promotes the general wellbeing and mental health of pupils** Good practice guidance: Promoting children and young people's health and wellbeing Guidance: Maintained schools governance guide (section 7.8.2)
8.05	**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, and the use of force and seclusion** 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, Restrictive interventions including use of reasonable force Guidance: Maintained schools governance guide (section 7.9, 7.11)
8.06	**Ensure the provision of school lunches and/or other school food and milk meets DfE standards** Guidance: School food: guidance for governors

8.07	**Ensure the school meets its statutory obligations in respect of the Equality Act and the Public sector equality duty** Guidance: Maintained schools governance guide (section 2.1.2, 2.2.3)
8.08	Ensure feedback is gathered from pupils, parents and staff and consider the results Statutory Guidance: Listening to-and involving children and young people Guidance: Maintained schools governance guide (section 2.1.7)
8.09	**Approve and publish policies** • **Supporting Pupils at School with Medical Conditions. Governors must ensure systems are effectively implemented, there is a named person in school with overall responsibility, and sufficient staff have training.** Statutory guidance: Supporting pupils at school with medical conditions Guidance: Maintained schools governance guide (section 7.8.3) • **Allergy policy (new requirement from September 2026)** Statutory guidance & model policy: Allergy safety in schools 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 • **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 • **School Uniform Policy, which has regard to the statutory guidance on the cost of school uniforms** Guidance: Developing school uniform policy, Cost of school uniforms

	~~**VA AND TRUST/FOUNDATION SCHOOLS ONLY**~~ **Not applicable**
9.01	~~**ADMISSIONS COMMITTEE: Determine within statutory provisions the school's Admission policy and propose this to the full governing board for approval**~~ ~~Guidance and Legislation: Section 88C of the School Standards and Framework Act 1998 and the Schools Admissions Code~~ ~~Guidance: Maintained schools governance guide (section 7.10)~~
9.02	~~Determine whether a child should be admitted to the school~~
9.03	~~**Agree the school calendar for the next academic year**~~
9.04	~~**Certain foundation schools must have a parent council**, as set out in the Education Act 2002, section 23A (delegated to pupil support committee). Other types of maintained schools can choose whether to establish a parent council and to determine its membership in line with The School Governance (Parent Council) (England) Regulations 2007.~~ ~~Guidance: Maintained schools governance guide (section 2.7.1)~~