

GOVERNING BODY OF LAUREL PARK SCHOOL ORGANISATIONAL ARRANGEMENTS 2024-25

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.

COMMITTEE PROCEDURES

Quorum - for each Committee will be 3 Governors.

Meetings - to meet at least three times a year.

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 - 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	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 regular 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.
SEF – To consider & validate the School’s judgements	✓					With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors.
Consider, agree, and monitor the School Development/Improvement Plan	✓			SIP governor can be appointed		SIP governor can discuss with HT/staff but final agreement with GB
To agree a single Equalities Policy/Scheme and Action Plan and	✓					The Equality Act’s general and specific public sector equality duties

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review regularly Ensure equality objectives are published, including how they will be achieved						mean that schools must: have due regard to the need to eliminate 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.
Complaints Policy: Consideration of Complaint against the School or Curriculum – establish Policy & implement		Stage 1 only	Complaints Panel			The Law requires that the procedure is published on-line
Agree any organisational changes, including converting to Academy status	✓					
To agree any collaboration arrangements with other Governing Bodies or formal Federation	✓					Two or more governing bodies (including FE bodies) can arrange for any of their functions to be carried out jointly or to be delegated to a joint committee.
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">
Ensure Governors apply for DBS checks within 21 days of appointment/election		✓ SBM				Governing Body to agree arrangements – may wish to include in School's Policy
School's Website– ensure required		✓				Schools must publish specified

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information is available on the Website. What maintained schools must or should publish online - GOV.UK (www.gov.uk)						information on a website – The School Information (England)(Amendment) Regulations 2012 as amended 2018 Note that there is updated guidance
“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.
Appoint a professional Clerk to the Governing Body and Committees	✓					Governors, and Headteachers cannot be appointed as a Clerk to the Governing Body
Agree Virtual Participation Protocol	✓					To be used in emergency situations when face to face meetings are not possible
Committees <ul style="list-style-type: none"> • Establish Committees • Agree membership of Committees including Associate Members • Agree Committee terms of reference (if appropriate) • Agree the length of the Associate Members term of office (Between 1 and 4 years) 	✓ 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 • 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 visits etc Careers, SEND, Safeguarding	✓					Visits should review evidence in order to validate Action taken in response to key priority areas and/or Ofsted action points for the school.

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						Can have link governors for GDPR; H&S; Diversity; Wellbeing; Pupil Premium
Agree programme of meetings for year	✓					
Agree targets for the year and/or an annual work plan	✓					
Establish a Code of Conduct for Governors	✓					DfE recommends that Governing Bodies maintain a Code of Conduct which sets out the ethos of professionalism and high expectations of the governor role
Agree a Governors Visit Policy	✓					
Voluntary Aided Schools - Admissions <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 	✓					<ul style="list-style-type: none"> • The Admissions Committee usually undertakes consideration of applications and makes recommendations to GB. • It is considered good practice to appoint the Headteacher onto an Admissions Committee
Community Schools – comment on the LA's Admissions Policy	✓					
Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils and the community		✓				PE Co-ordinator and SBM to review and report.

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School Session Times	✓				There are no nationally prescribed procedures – but the Government expects schools to have regard to the views of parents, pupils, and staff & manage change reasonably.
Establish Induction programme for new Governors				Chair	This could include an experienced governor being a mentor. The LA provide training sessions and also send a pack. There is also information on The Key for Governors.
Freedom of Information (FOI) <ul style="list-style-type: none"> • To ensure that the School complies with the Freedom of Information Act • To agree the FOI Publication Scheme & access policy 		GB should delegate day to day responsibility for FOI to HT			
Ensure School is compliant with new General Data Protection Regulations		✓		GDPR Governor	<p>Including</p> <ul style="list-style-type: none"> • produce Data Protection Policy and Privacy Notice (if required) • appoint a Data Protection Officer • ensure staff are trained
Voluntary Aided/Foundation Schools – to agree school term and holiday dates	✓				Maintained schools must open for at least 380 sessions in a school year (190 days)
Audit of Governance		✓		Chair	It is recommended that each Governing Body should carry out a regular audit
Annual governance statement	✓			Individual to be delegated for the draft.	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
Register of Business Interests	✓				The Governing Body should publish on the School's Website its 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) &

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					attendance at meetings
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STANDARDS, TARGETS & CURRICULUM						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Ensure relevant assessment arrangements are implemented underpinned by the Education Inspection Framework Review data regularly Monitor and evaluate <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 		✓	Governing Bodies may decide to establish a committee to look in detail at performance data, but all Governors should be able to engage fully with discussions about data in relation to the educational and			

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<p>achievement by pupils, including any underachieving groups;</p> <ul style="list-style-type: none"> the provision for all groups of vulnerable children and to evaluate their progress and achievement; 			financial performance of their school		
Monitoring implementation of the National Curriculum	✓				Governing Bodies should reassure themselves that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements
Ensure that the curriculum is balanced and broadly based		✓	✓		Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the school
Promote the cultural development of pupils through spiritual, moral, cultural, mental, and physical development educational requirements	✓		✓		
Sex and Relationship Education Primary – To agree a Relationships Education Policy and/or RSE Policy	✓				The sex and relationship education and Health Education curriculum is compulsory.
Agree arrangements for Collective Worship	✓				<ul style="list-style-type: none"> Headteacher & Governing Body have responsibility for ensuring that all pupils take part in a daily act of collective worship VA – Governing Body is responsible for the content of CW and denominational RE is

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					inspected approx. every 5 years
Ensure that Religious Education requirements are met	✓				Maintained schools without a religious character should follow the new LA curriculum from September 2023.
Ensure statutory policies are in place and monitor School Policies GB to ratify the SEN; CP, H&S and supporting pupils with medical needs policies	✓				May wish to set up a rolling programme to review policies
Pupil Premium – to monitor the effective use and impact of pupil premium funding - ensure Pupil Premium Strategy published on website annually	✓				Governing bodies should ensure Pupil Premium funding is spent on improving attainment of eligible pupils Template Strategy Statements available from DfE
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 spent); what impact has seen on pupils’ PE and sport participation and attainment and how the improvements will be sustainable in the future.
Secondary Schools - ensure that Year 7 catch-up premium funding is being spent on improving attainment for eligible pupils	✓				

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PUPILS						
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Pupil Exclusion Hearings – review the HT decision to exclude a pupil, where appropriate			Pupil Discipline Committee			Recommend establishing Pupil Discipline Committee – This must have a minimum of 3 members, preferably those who have received training
Ensure pupils receive full-time education from the 6 th day of an exclusion		✓	Pupil Discipline Committee			
Monitor Pupil Exclusion and suspension data	✓					Headteachers must share with the GB the number of exclusions, the reasons for and the length of each exclusion
Governing Bodies of maintained schools produce a written	✓					Should be published online.

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statement of general principles which the Headteacher must have regard to when setting out the School's behaviour policy						
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. • Offensive Weapons Protocol 	✓				Behaviour Management to include diversity and inclusion strategies.	
SEND <ul style="list-style-type: none"> • agree & monitor implementation of SEN 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 defined in a pupil's Statement 	Agree Policy ✓		✓	SEND governor SEND Governor	Inclusion lead and SEND governor to review The Special Education Needs Policy and information report to be agreed by the GB	

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or Education Health and Care Plan are met						
Promote the opportunity of students with an EHCP through supported internships						Secondary Schools only
Monitor racial, bullying and any safeguarding incidents	✓				termly report	Information usually provided via the Headteacher's report
Monitor Pupil Attendance and Persistent Absence			Curriculum		Normally available in HT report but needs scrutiny of specific groups.	
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
Pupil Voice - governing bodies are required to consult with pupils about matters that affect them.					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

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Pupil Records <ul style="list-style-type: none"> • ensure Pupil records are kept according to regulations • ensure that parents & others have required access 		✓				
Nutritional Standards – ensure lunches provided meet national nutritional standards.		✓				
Child Protection <ul style="list-style-type: none"> - agree Child Protection Policy; - review annually - monitor implementation of policy/procedures, including Single Central Register 	✓			CP governor	Need to appoint may wish to consider appointing a nominated child protection/Safeguarding governor Need to ensure that the policy includes procedures to minimise the risk of child on child abuse and how allegations of abuse will be recorded, investigated, and dealt with	
Keeping Children Safe in Education Statutory Guidance (KCSIE) <ul style="list-style-type: none"> - read and review annually - must regularly monitor the Single Central Record – can be delegated to the Safeguarding Governor 	✓				Duty on Governing Bodies to ensure that all staff in their school or college read at least Part one of the guidance All governors should receive appropriate safeguarding and child protection training. The board must make	

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					<p>sure they comply with their duties under legislation and make sure that the school's policies procedures and training are effective, comply with legislation and are in line with KCSIE.</p> <p>Schools should meet their filtering and monitoring responsibilities.</p> <p>Governors should be aware of changes in 2024.</p>	
Agree and review School Charging and Remissions Policy regularly	✓		Committee can decide review cycle		This sets charges and remissions for School activities – it must meet requirements as detailed under Sections 449-462 Education Act 1996	
Ensure pupils receive free school meals where appropriate		✓			All maintained schools and academies that have a legal duty to provide a free school meal for children in reception, year 1 and year 2.	
Agree procedures and produce a written policy for dealing with children with medical needs	✓				Model policy available from SEN Services	
<p>Looked After Children</p> <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 				Could appoint a LAC governor	<p>The Governing Body must ensure:</p> <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 	
Secondary – To ensure Year 8-13 receive impartial careers guidance				May appoint a Governor to 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 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.	

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Promoting British Values Prevent Duty under section 26 of the Counterterrorism 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”	✓				<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 online. 	

PERSONNEL ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
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Agree the composition of the staffing establishment	✓				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.	
Authority to establish acting or temporary appointments		✓				
Staff Code of Conduct			✓		To ensure the adoption of the Staff Code of Conduct	

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<p>Pay Policy</p> <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 	✓	✓	<ul style="list-style-type: none"> • Pay Committee 		<p>LA policy is annually shared for adoption. Ensure that there is a pay committee and it reviews HT recommendations on teachers pay; HT appraisal panel recommendations and considers appeals on pay.</p>
<p>Appraisal</p> <ul style="list-style-type: none"> • agree Appraisal/Performance Management Policy; • review Policy regularly • ensure that the Policy is being implemented effectively and fairly 	✓				
<p>Undertake</p> <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 • Pay/Resources Committee 		<ul style="list-style-type: none"> • A statutory Panel of 2 or 3 governors. An external Adviser must be appointed to help with the review. • Schools with religious character: <i>If the Panel has two members, a minimum of one must be a Foundation Governor, if the Panel has three members, a minimum of two must be Foundation Governors)</i> • Consider recommendation of PM Panel
<p>Monitor Headteacher and Staff Well being</p>				<p>May appoint a Well-being champion/ Governor</p>	<p>Governing Bodies should have regard to the principles and recommendations Violence and Aggression again School Staff Survey 2024</p> <p>To consider the adoption of a well-being Policy and add wellbeing of school staff on termly agendas</p>
<p>Threshold Applications</p>		✓			<p>GB is required to delegate the receipt and assessment of applications to the Headteacher</p>
<p>Agree, review & implement Grievance Procedures</p>	✓				<p>Need an initial and appeal panels</p> <p>Governors on appeal panels should attend</p>

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					necessary training.
Agree, review & implement Disciplinary/Capability Procedures	✓				Staffing Regulations recommend that the Governing Body delegate to the Headteacher decisions on all initial staff Disciplinary/capability decisions, up to and including dismissal. The Governing Body would only become involved at the appeal stage There is no delegated authority for a committee or panel where an associate member who is a staff or pupil, is in attendance.
Agree and review as necessary a staff Whistle-Blowing Policy	✓				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.
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	✓				Consider online searches such as social networking sites.
Early Careers Framework					Statutory induction part of the ECF so governors will need to ensure compliance To appoint a Careers Link Governor

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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' Allowance Scheme – establish and implement	✓					The Governing Body should decide whether they will pay expenses and if so, develop a policy
Agree School Budget, ensuring that it is in line with School Plan	✓ 3-year expenditure plan to be approved					This 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. The Chair of the Committee should be familiar with the LA finance Handbook.
Undertake regular & required monitoring of the Budget			Finance and Premises/Resources			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. Governors should attend training sessions.

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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.
Annual School Audit Report			Resources		Receive and review to ensure compliance
Best Value - ensure expenditure reflects principles of best practice			Finance and Premises/Resources		
Consider renewal of Service Level Agreements			Finance and Premises/Resources		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/Resources		Taking into consideration principles of Best Value
Consider renewal of contracts			Finance and Premises/Resources		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	✓				Including confirmation that the School adheres to the LA's Finance Manual and procedures
Lettings – review and agree the Letting Policy and income scales on an annual basis					Schools are expected to ensure any organisation that hires their premises is adhering to the guidance in Keeping Children Safe in Out-of-School Settings.

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Debt Policy - review regularly						
Risk Assessment of Cyber Security						Review risks and take the necessary action.
Approval of expenditure over the Headteacher's delegated limit	✓					This should be detailed in the School's Scheme of Financial Delegation as agreed by the Governing Body

SITE ISSUES						
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Health and Safety Policy Foundation and Voluntary Aided Schools – agree a Policy Community Schools – adhere to the LA's Policy	✓					Policy to be reviewed annually
Health and Safety Inspections - undertake regularly & ensure necessary remedial action carried out - ensure annual risk assessments carried out to ensure fire precautions are in place		✓				This could be delegated to an individual or a Committee
Health and Safety annual Audit		✓				Advice available from Education Health and Safety Service
Produce & monitor Premises Development Plan			Resources/Premises			Note that new guidance is published on maintaining older buildings https://www.gov.uk/government/publications/managing-older-school-buildings
Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met	✓					May wish to set up rolling programme of works in discussion with the Finance Committee

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To ensure school is secure	✓					VA Schools – GB has overall responsibility to make school secure. Community Schools – LA has this responsibility and delegates associated tasks to GBs
Agree contracts for premises work	✓					Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • LA procurement Regulations
Ensure that the School environment is conducive to learning		✓				
Manage Lettings & review Lettings charges & Policy annually			Resources/Pre mises			