

2025-26 Head Start FA1 Federal Review

Governing Body

- **Governing body membership and active engagement:** Demonstrate how the grant recipient ensures the governing body maintains the required membership, provides training to members, and uses members' expertise to support the program.
 - Structure and membership requirements are defined by Head Start Performance Standards, in bylaws, and policies
 - Vacancies are monitored by administrative leadership regularly and filled promptly to remain compliant
 - Yearly and ongoing training on Head Start Performance Standards, roles/responsibilities of the governing body, shared governance, program operations, and updates on regulatory changes/program requirements
 - Expertise used to review/approve budgets, financial reports, audits, grant applications, program policies, strategic plans, etc.
- **Sharing information with the governing body:** Show the types of data the grant recipient shares with the governing body and how the governing body members use the data they receive to inform their oversight responsibilities.
 - Data shared: attendance percentages, child outcomes data, enrollment numbers, nutritional data (meals served and children requiring a special diet), disability numbers (designated and referred children), general intake data through program dashboard
 - Example of data to inform oversight responsibilities: annual review of program selection criteria to assess effectiveness in prioritizing and enrolling children and families with the highest levels of need, consistent with the Head Start requirements
- **What should members bring to the discussion:** Members are encouraged to bring any reference material that will help them feel comfortable describing their work to the review team. This may include any previous packets/handouts the program provided to members in preparation for the meetings. The discussions are an opportunity for the governing body to share how they carry out their roles. This includes showing the review team the types of data and information the members receive from the grant recipient and how they have used these data, their own expertise, and community relationships to support the program
 - Copy of monthly Director's Report
 - Copy of program dashboard