



GOVERNING BODY SCHEME OF DELEGATION

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

OPERATIONAL

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area	Function	In our school, this responsibility is delegated to:
Budgets	To approve the first formal budget plan each financial year	Full Governing Body
	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	Full Governing Body
	To monitor monthly expenditure	Headteacher, Chair of Governors, Finance Link Governor or Full Governing Body within the financial limits outlined below
	To establish a charging and remissions policy	Full Governing Body
	To enter into contracts	Headteacher, Chair of Governors, Finance Link Governor or Full Governing Body within the financial limits outlined below
Staffing	Appoint selection panel for headteacher	Full Governing Body
	Appoint selection panel for deputy head	Full Governing Body
	Appoint selection panel for other members of the senior leadership team	Full Governing Body
	Ratify or reject decisions of appointed selection panels	Full Governing Body
	Appoint other teachers	Headteacher, with a Governor to sit on the appointment panel for teachers

Area	Function	In our school, this responsibility is delegated to:
	Appoint non-teaching staff	Headteacher
	To put in place a pay policy	Full Governing Body
	To make pay decisions in line with the pay policy and legal requirements	For teachers: Pay Committee For the Headteacher: Full Governing Body
	Dismissal of headteacher	Hearings Committee
	Initial dismissal of other staff	Headteacher
	Suspending head	Chair of Governors
	Suspending staff (except head)	Headteacher
	Ending suspension (head)	Full Governing Body
	Ending suspension (except head)	Full Governing Body
	Setting the overall staffing structure	Full Governing Body
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	Full Governing Body
	Determining dismissal payments/ early retirement	Full Governing Body
	To produce and maintain a central record of recruitment and vetting checks	Headteacher
	Establish and review procedures for addressing staff discipline, conduct and grievance	Full Governing Body
Curriculum	Ensure National Curriculum (NC) taught to all pupils	Headteacher
	To consider any disapplication for pupil(s)	Headteacher
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	Full Governing Body
	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children	Headteacher: Policy draft, review and implementation Full Governing Body: policy approval and monitoring impact
	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	Headteacher: Policy draft, review and implementation Full Governing Body: policy approval and monitoring impact
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements	Headteacher
Extra-curricular provision	To decide whether to offer additional activities and what form these should take	HT: up to delegated financial limits set for contracts FGB: where lettings and contracts are required
	To put into place the additional services provided	HT: up to delegated financial limits set for contracts FGB: where lettings and contracts are required
	To decide whether to stop providing additional activities	HT: up to delegated financial limits set for contracts

Area	Function	In our school, this responsibility is delegated to:
		FGB: where lettings and contracts are required
Performance management	To adopt and review teacher appraisal policy	Full Governing Body
	To appoint the panel to carry out the appraisal of the head teacher	Full Governing Body
	To carry out appraisal of other teachers (or delegate to line managers in the school)	Headteacher
Discipline/ exclusions	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	Pupil Disciplinary Committee
	To produce a set of written principles for the school behaviour policy and present these for consultation	Full Governing Body
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	Headteacher
Admissions	To annually determine admission arrangements (VA and foundation schools)	Full Governing Body
	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	Full Governing Body
	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	Admissions Committee
	To establish and publish an admissions appeal timetable (VA and foundation schools)	Admissions Committee
	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	Admissions Committee
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	Full Governing Body
Health & safety	To ensure a health and safety policy and procedures are in place	Full Governing Body
	To ensure that health and safety regulations are followed	Headteacher
School organisation	To publish proposals to change category of school	Full Governing Body
	To decide whether to convert to academy status	Full Governing Body
	Propose to alter voluntary foundation or foundation special school	Full Governing Body
	Propose to discontinue voluntary foundation or foundation special school	Full Governing Body
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	Full Governing Body
	To ensure that school lunch nutritional standards are met	Headteacher
	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	Full Governing Body
	Maintain a register of pupil attendance	Headteacher
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	Headteacher
Information	To determine whether to publish a home-school agreement (no longer a	Full Governing Body

Area	Function	In our school, this responsibility is delegated to:
for parents	statutory requirement)	
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	Full Governing Body
	To establish, publish and review a complaints procedure	Full Governing Body
	To establish and publish a Freedom of Information scheme and ensure the school complies with it	Full Governing Body
GB roles, procedures and development	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	Full Governing Body
	To draw up an instrument of government and any amendments thereafter	Full Governing Body
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	Full Governing Body
	To appoint and dismiss the clerk to governors	Full Governing Body
	To appoint and remove co-opted governors	Full Governing Body
	To appoint local authority governors	Full Governing Body
	To set up and publish a register of governors' business and pecuniary interests	Full Governing Body
	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	Full Governing Body
	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	Headteacher
	To submit governor information to the DfE database of governors via Edubase	Headteacher
	To approve and set up a governors expenses scheme	Full Governing Body
	To consider whether or not to exercise delegation of functions to individuals or committees	Full Governing Body
	To regulate the GB procedures (where not set out in law)	Full Governing Body
	To agree governor induction and training programme	Full Governing Body
	To review progress against strategic plan and evaluate governing body performance	Full Governing Body
Formal Collaboration	To consider forming or joining a group of schools	Full Governing Body
Academies	To consider approach and time scale to academy conversion	Full Governing Body
	To consider forming or joining an existing Multi-academy-trust (MAT)	Full Governing Body
Federations	To consider forming a federation or joining an existing federation	Full Governing Body
	Review of structure including any subsequent conversion to MAT status	Full Governing Body
Inclusion and equality	To establish and approve a special educational needs (SEN) policy	Full Governing Body
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	Full Governing Body

Area	Function	In our school, this responsibility is delegated to:
	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	
	To appoint a designated teacher for looked-after children	
	To establish an accessibility plan and review it every three years	Full Governing Body
Safeguarding	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	Full Governing Body
	To adopt and review annually a child protection policy and relevant procedures	Full Governing Body

FINANCIAL

	Approval of Expenditure					Virement	Depreciation		Income
	Major/Minor works Planned maintenance	Purchases & requisitions	Capital equipment	Contracts	Leases (cost over whole lease life)	Virements between cost codes (included on income and expenditure)	Depreciation of equipment /resources (included on inventories)	Write-off of debts	Receipt of income in any one transaction
Full Governing Body	Over £10,000	Over £10,000	Over £10,000	Over £10,000	To be approved by LA	Over £10,000	To be advised over £6,000	Over 5,000	To be advised over £20,000
Chair of Governors and Finance Link Governor	Up to £10,000 on any one item	Up to £10,000 on any one item	Up to £10,000 on any one item	Up to £10,000 on any one item		Up to £10,000 on any one item	Over £200	Up to £5,000	
Headteacher	Up to £5,000 on any one item	Up to £5,000 on any one item	Up to £5,000 on any one item	Up to £5,000 on any one item		Up to £5,000	Up to £200		
School Office Manager	Up to £1,500 on any one item	Up to £1,500 on any one item	Up to £1,500 on any one item	Up to £1,500 on any one item		Process any value on agreement by relevant body as above		Nil	Receive any value, but advise relevant body per values above

POLICIES

POLICY	REVIEW CYCLE	APPROVED LEVEL	TERM OF REVIEW
Admission arrangements	Annually	Governing Body	Autumn
Charging and Remissions	Recommended Annually	Governing Body	Spring
Data Protection	Every 2 years	Governing Body	Spring
Protection of biometric information of children	Recommended Annually	Governing Body	Not required as this information is currently not gathered
Register of pupil's admission to school and attendance	Live document	Headteacher Summary reported to Governing Body	Each term
Information published on website	Live document	Governing Body	Autumn
Complaints	Recommended Annually	Governing Body	Spring
Capability of staff	Recommended Annually	Governing Body	Summer
Early career teachers	Recommended Annually	Governing Body	Summer
Disciplinary Policy	Recommended annually	Governing Body	Summer
Code of Conduct	Recommended annually	Governing Body	Autumn
Grievance Policy	Recommended annually	Governing Body	Summer
Single central record of recruitment and vetting checks	Live document	Headteacher / Safeguarding governor	Each Term
Statement of procedures for dealing with allegations of abuse against staff	Recommended Annually	Governing Body	Autumn
Teachers' Pay	Annually	Governing Body	Autumn
Accessibility Plan	Every 3 years	Governing Body	Summer
Child Protection policy and procedures	Annually	Governing Body	Autumn
Children with health needs who cannot attend school	Recommended Annually	Governing Body	Summer
Designated teacher for looked after children	Recommended Annually	Governing Body	Autumn
Early Years Foundation Stage (EYFS)	Varies	Governing Body	Autumn

Special Educational Needs and disability	Annually	Governing Body	Summer
Supporting pupils with medical conditions	Recommended Annually	Governing Body	Summer
Sex and relationships education	Recommended Annually	Governing Body	Spring
Behaviour in Schools	Recommended Annually	Governing Body	Spring
Behaviour principles written statement	Recommended Annually	Governing Body	Spring
School exclusion	Recommended Annually	Governing Body	Spring
Health and Safety	Annually	Governing Body	Spring
First aid in schools	Recommended Annually	Governing Body	Spring
Premises management documents	Recommended Annually	Governing Body	Summer
Equality information and objectives statement for publication	Every 4 years	Governing Body	Autumn
Governors' allowances	Recommended Annually	Governing Body	Autumn
Instrument of Government	Recommended Annually	Governing Body	Autumn
Register of business interests of headteachers and governors	Recommended Annually	Governing Body	Autumn