



GOVERNING BODY

SCHEME OF DELEGATION

Introduction

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.

The table below sets out the major areas of responsibility for our Governing Body and who they can delegate each task to. This Scheme of Delegation shows to which level the Governing Body may legally delegate functions.

There is also space for notes relevant to our governing body – for example, which committee or individual a particular task will be delegated to.

- The Governing Body is responsible for the strategic direction of the school.
- Committees can be given delegated authority (subject to prescribed restrictions) 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 Teacher 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 therefore the Governing Body should receive reports/minutes from any individual or committee to whom a function of the governing body has been delegated and consider whether any further action is necessary.

Annual Review

The Governing Body must review the delegation of functions annually. The Governing Body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

Quoracy

Decisions may only be made if a meeting is quorate. The quorum for Full Governing Body meetings is 50% (rounded up to the nearest whole number) of the governors in post (not including vacancies). The minimum quorum for a committee is three governors but the Full Governing Body may set this at a higher level if it wishes. Associate Members do not count towards quoracy.

Establishment of committees

The Governing Body must determine the membership and proceedings of any committee. A Chair must be appointed annually to each committee by the governing body or elected by the committee as determined by the Governing Body. The Governing Body may remove the Chair of a committee from office at any time. The Governing Body must appoint a clerk to each committee established by it, who must not be the Head Teacher of the school.

Finance

- 5 Year Plan budgets should be reviewed and the forthcoming academic year's budget approved and submitted no later than 31 May each year.
- SFVS (Schools Financial Value Standard) should be approved, signed by the Chair of Governors and Chair of Finance submitted to LA School Finance by no later than 31 March each year.
- The Governing Body may delegate consideration of the SFVS questions to the Finance Committee, but a detailed report must be given to the Full Governing Body and the Chair of Governors must sign the completed form.

Chairs emergency powers

The Chair (or Vice-Chair if the chair is unavailable or the position is vacant) – can make decisions on the Governing Body's behalf using the power of 'chair's action' (Regulation 8 of the Role, Procedures and Allowances Regulations).

Decisions taken under the power of 'chair's action' must be reported to the Governing Body at the first available opportunity.

While there is no specified restriction on which functions the Chair may exercise under chair's action, the power should only be used where any delay would be likely to be seriously detrimental to the interests of:

- the school
- any pupil at the school or his/her parent
- or a person who works at the school.

Key

Level 1: Full Governing Body

Level 2: A Committee of the Governing Body

Level 3: An individual governor

Level 4: Head Teacher.

Grey box Function **cannot** be carried out at this level.

✓ Action could be undertaken by this level

✗ Although legally possible to delegate to this level, it is not recommended. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Budgets/ Finance	1	To approve the initial budget plan each financial year	✓	✓			Governing Body
	2	Ensure adherence to the LA scheme for financing schools in relation to: - obtaining quotes and inviting tenders - inventories and security of assets - use of income from the sale of assets	✓	✓		✓	Head Teacher / School Business Manager
	3	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Y7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓			Governing Board
	4	To monitor termly expenditure	✓	✓		✓	Governing Board / Head Teacher
	5	Review completed mid-year reforecast and note impact of changes to projected carry forward	✓	✓		✓	Governing Board
	6	Submit committed balance return to School Finance by 31 May	✓	✓			Governing Board
	7	Approve the school's SFVS	✓	✓			Governing Board
	8	To review and approve the School's Finance Policy	✓	✓			Governing Board
	9	To determine arrangements for the accounts, and annual auditing of the school funds and to send audited accounts to school internal audit	✓	✓			Head Teacher / School Business Manager
	10	To monitor actions following a LA internal audit	✓	✓			Head Teacher / School Business Manager/ Finance committee
	11	To approve write off of irrecoverable debts and the disposal of surplus and damaged equipment	✓				Governing Board
	12	To establish a charging and remissions policy	✓	✓			Governing Board
	13	To establish the financial limits of delegated authority to enter into commitments and to authorise payments	✓				Governing Board
	14	To enter into contracts (above £25,000)	✓				Governing Board
	15	To enter into contracts (below set financial limit as set in finance policy)	✓	✓		✓	Governing Board / Head Teacher
Staffing	1	To decide to recruit a new Head Teacher, determine job description and IPR.	✓				Governing Board
	2	Appoint selection panel for Head Teacher recruitment.	✓				Governing Board
	3	To decide to recruit a new Deputy Head Teacher, determine job description and IPR – if position is applicable in school	✓				Governing Board

Staffing	4	Appoint selection panel for Deputy Head recruitment – if position is applicable in school	✓				Governing Board
	5	To determine the arrangements for the appointment of Senior Leadership Team, including job description and pay range	✓				Governing Board
	6	Ratification of the appointment of a Head Teacher and Deputy Head Teacher (if applicable)	✓				Governing Board
	7	To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the School Pay Policy, statutory regulations	✓	✓			Governing Board
	8	Appointment of all other staff				✓	Head Teacher
	9	To review annually the Pay Policy	✓	✓			Governing Board / Finance Committee / Head Teacher
	10	To monitor the implementation of pay decisions in line with the pay policy and legal requirements		✓		✓	Finance Committee
	11	To consider the recommendations of the appraisal governors in relation to the Head Teacher's pay	✓				Governing Board
	12	To receive a report from the Head Teacher on pay progression for all teaching and support staff	✓				Governing Board
	13	To determine and review any temporary pay allowances in line with the schools pay policy	✓				Governing Board
	14	Suspending Head Teacher		✓	✓		Normally Chair, supported by a senior LA officer
	15	Suspending staff (except Head Teacher)		✓		✓	Should be Head Teacher but can be delegated to a committee
	16	Ending suspension (Head Teacher)	✓	✓	✓		Can now be delegated to a committee or individual
	17	Ending suspension (except Head)	✓	✓	✓	✓	Can be delegated to a committee or individual
	18	To determine the staffing complement of the school in line with the budget and requirements of the school	✓	✓		✓	Governing Board / Head Teacher
	19	To determine and review staffing structure annually including any temporary appointments in line with the fixed term agreement policy.	✓	✓			Governing Board / Head Teacher
	20	To receive a report from the Head Teacher on the outcome of annual salary / grade payroll audit check in line with the current staffing structure	✓	✓			Head Teacher

Staffing	21	To produce and maintain a Single Central Record (SCR) of recruitment and DBS checks				✓	Head Teacher
	22	To ensure an up-to-date a Single Central Record (SCR) of recruitment and DBS checks is kept in line with statutory requirements	✓	✓	✓		Governing Board / Head Teacher / Chair of Governors
	23	Establish, review, consult and implement HR policies and procedures for addressing staff matters when policies are updated by the HR Service / provider including discipline, conduct and grievance, capability and absence management	✓	✓			Disciplinary/ conduct/ grievance – Full Governing Board
	24	To hear appeals made by staff in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened in line with school policy	✓	✓			Governing Board
	25	To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the LA for community schools)	✓	✓			Governing Board
	26	Dismissal of Head Teacher		✓			Committee plus hearing/appeal panel
	27	Dismissal of other staff				✓	Headteacher (plus hearing/ appeal)
Curriculum	1	Ensure the Curriculum is taught to all pupils	✓	✓		✓	Governing Board / Head Teacher
	2	To comply with the requirements of the Ofsted Inspection Framework	✓	✓		✓	Head Teacher
	3	To consider in detail any inspection report made by Ofsted or the LA	✓	✓	✓	✓	Head Teacher
	4	To ensure that recommendations following an Ofsted inspection are incorporated into the SIP	✓	✓		✓	Head Teacher
	5	To approve and monitor the school improvement plan	✓	✓			Governing Board / Head Teacher
	6	To be involved in the formulation and review of school self-evaluation	✓	✓		✓	Governing Board / Head Teacher
	7	To consider any disapplication for pupil(s)				✓	Head Teacher
	8	To monitor the standards of teaching and attainment				✓	Head Teacher
	9	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)	✓	✓		✓	Head Teacher
	10	Establish and review an RSE 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				✓	Head Teacher

	11	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based				✓	Head Teacher
	12	To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues				✓	Head Teacher
	13	To ensure the curriculum complies with the Equality Act legislation				✓	Head Teacher
	14	Responsibility for ensuring that provision of Religious Education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓		✓	Governing Board / Head Teacher
	15	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Head Teacher
	16	To set and monitor targets for pupil achievement				✓	Head Teacher
	17	To receive and monitor pupil achievement against set targets	✓	✓			Governing Board / Head Teacher
<u>Extra-curricular provision</u>	1	To consider activities to be offered and ensure the effective delivery of activities provided	✓				Governing Board
	2	To put into place and monitor the effectiveness and financial sustainability of the additional services provided	✓	✓		✓	Head Teacher / SBM
	3	To decide whether to stop providing additional activities	✓	✓		✓	Governing Board
<u>Performance management</u>	1	To adopt and review teacher appraisal policy	✓	✓			Governing Board / Head Teacher
	2	To appoint the panel to carry out the appraisal of the head teacher	✓				Governing Board
	3	To appoint an external adviser to support the appraisal governors in conducting the Head Teacher's appraisal process	✓				Governing Board
	4	To conduct the annual appraisal of the Head Teacher with the assistance of the external adviser		✓			Appointed appraisal governors who report to the appropriate committee
	5	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher
<u>Pupil Discipline/ Exclusions</u>	1	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 Discipline Committee
	2	To appoint a clerk to the Discipline Committee (who is not a governor or the Head Teacher)	✓				Governing Board
	3	Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006	✓	✓		✓	Governing Board / Head Teacher

	4	To implement the behaviour policy, anti-bullying policy and peer on peer abuse policy (inclusive of sexual violence and sexual harm).				✓	Headteacher
	5	To annually review the behaviour policy and receive regular reports on the use of exclusion in school in comparison with local and national data	✓	✓			Governing Board / Head Teacher
<u>Admissions</u>	1	To consider annually the LA consultation on admission arrangements	✓				Governing Board
	2	To implement the LA's admission arrangements				✓	Headteacher
	3	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)				✓	Headteacher
<u>Premises & Insurance</u>	1	To determine insurance arrangements – GB to seek advice from LA, diocese or trustees where appropriate	✓				Governing Board
	2	Procuring building maintenance works in accordance with the school's delegated and devolved responsibilities (see LA property handbook) and developing a properly funded site maintenance plan				✓	Headteacher
	3	To establish a lettings policy (if required)	✓	✓			Governing Board
<u>Health & Safety</u>	1	To ensure a health and safety policy and procedures are in place	✓	✓			Governing Board / Head Teacher
	2	To ensure that health and safety regulations are followed				✓	Head Teacher
	3	To monitor the use and suitability of the premises in relation to the above				✓	Head Teacher
	4	To monitor the arrangements of school visits/ residential	✓	✓		✓	Governing Board Head Teacher
	1	To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body)	✓	✓		✓	Governing Board
	2	To ensure publication of proposals to change category of school	✓	✓			Governing Board Headteacher
<u>School Organisation</u>	3	To decide whether to convert to academy status	✓				Governing Board
	4	To agree school session times (taking into account rec. minimum weekly lesson time)	✓				Governing Board
	5	To ensure that school lunch nutritional standards are met				✓	Head Teacher
	6	Maintain a register of pupil attendance				✓	Head Teacher
	7	To monitor and review pupil attendance	✓	✓			Governing Board / Head Teacher
	8	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)				✓	Head Teacher

<u>Information for Parents</u>	1	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓		✓	Governing Board / Head Teacher
	2	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓			Governing Board / Head Teacher
	3	To establish, publish and review a complaints procedure	✓	✓			Governing Board / Head Teacher
	4	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓		✓	Governing Board / Head Teacher
<u>GB roles, procedures and development</u>	1	Ensure focus on three core strategic functions	✓				Governing Board
	2	To draw up an instrument of government and any amendments thereafter (requiring subsequent approval by the LA/Diocese)	✓				Governing Board
	3	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				Governing Board
	4	To appoint and remove Chairs of Committees	✓	✓			Governing Board
	5	To appoint panel members (including independent governors/associate members) to HR related or Complaints panels.	✓	✓	✓		Chair of Gvs or their nominee if conflict of interest
	6	To appoint investigating governor/associate member/officer for HR related or complaints matters	✓	✓	✓		Chair of Gvs or their nominee if conflict of interest
	7	To appoint and dismiss the clerk to governors and clerk to each committee	✓				Governing Board
	8	To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members	✓				Governing Board
	9	To appoint local authority governors	✓				Governing Board
	10	To suspend any governor	✓				Governing Board
	11	To establish, publish and oversee the maintenance of a register of governors' business and pecuniary interests	✓	✓			Governing Board
	12	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				Governing Board
	13	To decide on additional attendance at full governing body meetings	✓				Governing Board
	14	To appoint link or designated governors e.g. appraisal, safeguarding, complaints	✓				Governing Board
	15	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record				?	Head Teacher
	16	To submit governor information to the DfE database of governors via GIAS				?	Head Teacher

	17	To determine whether or not to pay governor allowances for out of pocket expenses	✓				Governing Board
	18	To establish and monitor a governors' expenses scheme	✓	✓			Governing Board
	19	To consider whether or not to exercise delegation of functions to individuals or committees	✓				Governing Board
	20	To determine voting rights for associate members on committees	✓				Governing Board
	21	To decide the arrangements for full governing body meetings (legal minimum three per year)	✓				Governing Board
	22	To regulate the GB procedures (where not set out in law)	✓				Governing Board
	23	To agree governor induction and training programme	✓	✓	✓		Governing Board
	24	To annually review progress against strategic plan and evaluate governing body performance	✓				Governing Board
	25	To approve new policies or amendments to policies	✓	✓			Governing Board
Academies	1	To consider approach and time scale to academy conversion	✓	✓			Governing Board
	2	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			Governing Board
Inclusion and equality	1	To establish and approve a special educational needs (SEN) policy	✓				Governing Board
	2	SEND information report to be updated and published on the school website at least annually	✓	✓		✓	Governing Board / Head Teacher
	3	To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENDCO)				✓	Headteacher
	4	To establish an accessibility plan and review it every three years	✓	✓		✓	Governing Board / Head Teacher
Safeguarding	1	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 Prevent duty into the child protection policy.	✓				Governing Board
	2	To adopt and review annually a child protection policy and relevant procedures and report to the LA	✓	✓			Governing Board / Head Teacher
	3	To appoint a Snr Designated Safeguarding Lead (who is a member of the school's senior leadership team) and ensure the role and responsibilities of DSL are written into the person's job description. To consider the need to appoint Deputy DSL's and ensure the role and responsibilities are defined within their job description.	✓			✓	Head Teacher/ Governing Board

<u>Safeguarding</u>	4	To appoint a Designated Teacher to promote the educational achievement of registered pupils who are looked after or previously looked after. Ensure the role and responsibilities are written into their job description.	✓			✓	Head Teacher/ Governing Board
	5	To adopt the LCC Safeguarding Children's Partnership Safeguarding in Education Annual Audit. To be completed and reported to the LA. To be signed off by the Safeguarding Governor and reported at the full Governing body meeting.	✓		✓	✓	Governing Board/ Head Teacher/ Snr DSL/ Safeguarding Governor