



TATWORTH PRIMARY SCHOOL Governance Board Scheme of Delegation

Ratified by the Full Board of Directors 9 July 2020

Governance Boards 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. Very 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 board 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 governance boards in maintained schools and who they can delegate each task to. As an Academy we have decided to adopt these guidelines.

This scheme of delegation shows to which level the board has legally delegated its functions.

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Blue box Function **cannot** be legally carried out at this level.

- ✓ Action could be undertaken by this level.
- ✗ Although legally possible to delegate to this level, it is recommended that it isn't.

There is also space for notes relevant to your board – for example, you should specify which committee or individual a particular task will be delegated to.

- The Board 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 full board for discussion prior to adoption by the full board.
- The head is responsible for internal organisation, management and control of the school and is accountable to the board of governors.
- Although decisions may be delegated, the board as a whole remains responsible for any decision made under delegation.

Area	Function	Level				In our school, this responsibility is delegated to:
		1 FB	2 Com	3 Ind	4 HT	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓			Full Board (FB)
	To monitor monthly expenditure.	✓	✓	x	✓	Chair and Vice Chair receive monthly figures. At least one meeting per half term the FB consider financial reports
	To establish a charging and remissions policy*	✓	✓	x	x	FB
	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	HT/FB
Accounts	To receive detailed report on the annual accounts from the auditors, prior to a summary being presented to the full board before the AGM.		✓		✓	FB
Staffing	Appoint selection panel for headteacher	✓				FB
	Appoint selection panel for deputy head	✓				FB
	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	FB
	Appoint other teachers	x	x	x	✓	HT
	Appoint non teaching staff	x	x	x	✓	HT
	To put in place a pay policy*	✓	✓	x		Pay Committee
	Dismissal of headteacher	x	✓	x		HTPM
	Initial dismissal of other staff	x	x	x	✓	HT
	Suspending head	x	✓	✓		HTPM
	Suspending staff (except head)	x	x	x	✓	HT
	Ending suspension (head)	✓	✓	✓		FB
	Ending suspension (except head)	✓	✓	✓		FB
	Setting the overall staffing structure	✓	✓	x		FB
Determining dismissal payments/ early retirement	✓	✓	x		FB	

	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	HT
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	x	✓	FB
	To consider any disapplication for pupil(s)	x	x	x	✓	HT
	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)	✓	✓	x	x	FB
	Establish and review a relationships 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.*	x	x	x	✓	HT
Extended schools	To decide whether to offer additional activities and what form these should take	✓	x	x	x	FB
	To put into place the additional services provided	x	x	x	✓	HT
	To decide whether to stop providing additional activities.	✓	x	x	x	FB
Staff Appraisal and Capability	To formulate and review teacher appraisal and capability policy*	✓	✓	x		Pay Committee
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	x		FB
	To carry out appraisal of other teachers.				✓	HT
	To decide upon pay discretions in line with the pay policy and legal requirements.	x	✓	x		Pay Committee
	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				FB
Pupil Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓			FB
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.*				✓	HT

	To review the use of exclusion and to decide whether or not to confirm 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)	x	✓			Exclusion Panel
Admissions	To consult annually before setting an admissions policy (VA and foundation schools)	✓	✓			FB
	Admissions: application decisions (VA, foundation and special schools)	x	✓			Admissions Panel
	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)	x	✓			Admissions Appeal Panel
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	x	✓	x		FB
Health & safety	To ensure a health and safety policy and procedures are in place*	✓	✓			FB
	To ensure that health and safety regulations are followed	x	x	x	✓	HT
School organisation	To publish proposals to change category of school	✓	✓			FB
	To decide whether to convert to join/form MAT	✓				FB
	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)	✓	x	x		FB
	To ensure that school lunch nutritional standards are met	x	x	x	✓	HT
	To ensure provision of free meals to those pupils meeting the criteria	x	x	x	✓	HT
	To establish a data protection policy and review it at least every two years*	x	✓	x	✓	FB
	Maintain a register of pupil attendance	x	x	x	✓	HT
Information for parents	Adopt and review the home-school agreement	✓	✓	x	✓	HT
	Establish, publish and review a complaints procedure.	✓	✓	x	x	FB

	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	x	✓	FB
GB procedures	To draw up an instrument of government and any amendments thereafter	✓				FB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FB
	To appoint and dismiss the clerk	✓	✓	x	x	FB
	To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).	✓				FB
	To set up a register of governors' business interests	✓	✓	x		FB
	To approve and set up a governors expenses scheme	✓	✓	x	x	FB
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				FB
	To regulate the GB procedures (where not set out in law)	✓				FB
		To establish and review a special educational needs (SEN) policy*.	✓			
Inclusion and equality	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	x	✓	HT
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✓	x	✓	HT
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	x	✓	HT
	To establish an accessibility plan and review it every three years.	✓	✓	x	✓	HT
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	x	x	FB

*Denotes where there is a statutory policy.