



## FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

### Governing Board

### 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. The Headteacher is responsible for making day to day decisions about the running of the school. It is vital that the decision to delegate other tasks/responsibilities 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 governing bodies and who they can delegate each task to; it also records where the NGA does not think that, even if a task/responsibility can be delegated, this would be good practice.

This planner shows to which level the governing body may legally delegate functions.

Please note that the decision planner does not apply to academy governing bodies.

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
x	Although legally possible to delegate to this level, the NGA would not recommend it. Significant decision,s monitoring and evaluation and best undertaken by the Governing Body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations, Governing Bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify 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 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	Level				In Four Marks Primary School this area is delegated to:
			FGB	Com	IG	HT	
			1	2	3	4	
Budgets	1	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			Resources committee
	2	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, service premium and the pupil premium)	✓	✓			Resources Committee and Curriculum and Standards Committee
	3	To monitor monthly expenditure				✓	
	4	To establish a charging and remissions policy		✓			Resources Committee
	5	To enter into contracts (GB should agree financial limits)		✓		✓	Resources Committee. As specified in Schedule of approved delegated levels of authority
	6	Budget control responsibility, including variances, contingencies and budget revision		✓		✓	Audit trail is kept and reviewed by a member of Resources committee. The Head Teacher can flex between budget headings, provided that the overall budget remains the same.
	7	Expenditure on single items over £3,000		✓		✓	Must be authorised by a member of the committee and the Head Teacher.

Staffing	6	Appoint selection panel for Headteacher	✓				
	7	Appoint selection panel for deputy head	✓				
	8	Appoint selection panel for other members of the senior leadership team	✓			✓	
	9	Ratify or reject decisions of appointed selection panels	✓				
	10	Appoint other teachers			✓	✓	Any governor as part of selection panel

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Staffing continued	11	Appoint non-teaching staff			✓	✓	Any Governor as part of selection panel.
	12	To put in place a pay policy	✓	✓			Pay & Personnel Committee
	13	To make pay decisions in line with the pay policy and legal requirements *		✓		✓	Pay & Personnel Committee with recommendation from HT
	14	Dismissal of headteacher	✓				
	15	Initial dismissal of other staff				✓	
	16	Suspending head		✓			Pay & Personnel committee
	17	Suspending staff (except head)				✓	
	18	Ending suspension (head)	✓				
	19	Ending suspension (except head)					
	20	Setting the overall staffing structure		✓		✓	Pay & Personnel Committee
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓				
	22	Determining dismissal payments/ early retirement		✓			Resources Committee
	23	To produce and maintain a central record of recruitment and vetting checks				✓	
	24	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				

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Curriculum	25	Ensure National Curriculum (NC) taught to all pupils		✓		✓	Curriculum & Standards Committee
	26	To consider any disapplication for pupil(s)		✓		✓	Curriculum & Standards Committee
	27	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)		✓		✓	Curriculum & Standards Committee
	28	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		✓		✓	Curriculum & Standards Committee
	29	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed		✓		✓	Curriculum & Standards Committee
	30	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	

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Extra-Curricular activities	31	To decide whether to offer additional activities and what form these should take		✓		✓	Decide on committee
	32	To put into place, the additional services provided		✓		✓	Decide on committee
	33	To decide whether to stop providing additional activities		✓		✓	Decide on committee
Performance Management	34	To adopt and review teacher appraisal policy		✓			Resources Committee
	35	To appoint the panel to carry out the appraisal of the head teacher	✓				
	36	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	
Discipline and Exclusions	37	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)		✓			Decide on committee
	38	To produce a written statement of intent/ principles for the school behaviour policy and review in line with policy.	✓				
	39	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	

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Admissions	40	To annually review admission arrangement published by the LA.		✓			Resources Committee
	41	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)		✓			Resources Committee
Premises and Insurance	42	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	✓			Resources Committee
Health and Safety	43	To ensure a health and safety policy and procedures are in place	✓	✓	✓		Resources Committee/ H&SGovernor
	44	To ensure that health and safety regulations are followed				✓	
School Organisation	45	To publish proposals to change category of school	✓				
	46	To decide whether to convert to academy status*	✓				
	47	Propose to alter voluntary foundation or foundation special school	✓				
	48	Propose to discontinue voluntary foundation or foundation special school	✓				
	49	To set the times of school sessions (the dates of school terms and holidays is the LA's role)	✓				

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<b>School Organisation continued</b>	50	To ensure that school lunch nutritional Standards* are met				✓	
	51	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office		✓		✓	Resources Committee
	52	Maintain a register of pupil attendance				✓	
	53	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)				✓	
<b>Information for Parents</b>	54	To determine whether to publish a home-school agreement (no longer a statutory requirement)		✓		✓	Curriculum & standards Committee
	55	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met				✓	
	56	To establish, publish and review a complaints procedure	✓	✓			Resources Committee then to FGB for approval
	57	To establish and publish a Freedom of Information scheme and ensure the school complies with it		✓		✓	Resources Committee

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GB functions	58	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	✓				
	59	To draw up an instrument of government and any amendments thereafter	✓				
	60	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				
	61	To appoint and dismiss the clerk to governors	✓				
	62	To appoint and remove co-opted governors	✓				
	63	To appoint local authority governors	✓				
	64	To set up and publish a register of governors' business and pecuniary interests	✓				
	65	To set the structure and remit of the governing body & any committees including governor appointment details, term of office and attendance record	✓				

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GB functions	66	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				With Chair and Clerk
	67	To submit governor information to the DfE database of governors via Edubase	✓			✓	Chair and Clerk
	68	To approve and set up a governor's expenses scheme		✓			Resources committee
	69	To consider whether or not to exercise delegation of functions to individuals or committees	✓				
	70	To regulate the GB procedures (where not set out in law)	✓				
	71	To agree governor induction and training programme	✓				
	72	To review progress against strategic plan and evaluate governing body performance	✓				
Formal Collaboration	73	To consider forming or joining a group of schools	✓				
Academies	74	To consider approach and time scale to academy conversion	✓				
	75	To consider forming or joining an existing Multiacademy-trust (MAT)	✓				

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Federations	76	To consider forming a federation or joining an existing federation	✓				
	77	Review of structure including any subsequent conversion to MAT status	✓				
Inclusion and equality	78	To establish and approve a special educational needs (SEN) policy	✓	✓			Curriculum & Standards then approval by FGB
	79	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓			✓	
	80	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SENCO)				✓	
	81	To appoint a designated teacher for looked after children				✓	
	82	To establish an accessibility plan and review it every three years				✓	
	83	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	✓				
Safeguarding	84	To adopt and review annually a child protection policy and procedures	✓	✓	✓		All Governors & Committees +Safeguarding Governor

Notes:

1. In some schools, particularly larger ones, it may be appropriate to delegate deciding pay discretions to the headteacher. However, in this case it is a good idea for the governing body to quality assure the decisions made, for example by spot checking a selection.

2. Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 permits the governing body to delegate any of its functions, subject to the restrictions listed in Regulation 19. Academy conversion is not included on this list and the Academies Act 2010 explicitly restricts the functions of the discontinuance of schools provisions in the Education and Inspections Act 2006. Therefore legally the Regulations permit delegation of the decision to convert to an academy. However, it would be bad practice for any decision affecting the future of the school to be decided by anything other than the full governing body. Furthermore, it is unlikely that the Department for Education would accept an application to convert which had not been signed off by the full governing body.

3. Set out in the School Food Regulations which came into force on 1 January 2015.