

LEIGHTON PRIMARY SCHOOL

Governing Body Scheme of Delegation

Approved by the Governing Body on
15/09/21, renewed 17/10/22

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

The governing board as a whole is responsible for any decision delegated. Any decisions taken must therefore be reported back to the governing board at the first available opportunity.

Function	Task	F G B	C o m m i t t e e	I n d i v i d u a l g o v e r n o r	H e a d	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	
	Set up a consultation and consider responses	✓	✓	✓	✓	
	Manage the application process		✓	✓	✓	
	Pass a resolution to convert	✓				
Admissions	Foundation and voluntary aided schools must consult on the school admissions policy every seven years, or when proposing changes, for example changes to the published admission number and the oversubscription criteria	✓	✓			
	Foundation and voluntary aided schools must establish an independent appeals panel relating to admission decisions	✓	✓			
Behaviour	Make a written statement of general principles to guide the headteacher in determining measures to promote good behaviour and discipline	✓				

and exclusions	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some	✓	✓			
---------------------------	--	---	---	--	--	--

	circumstances (can be delegated to the chair or vice-chair in cases of urgency)					
Collective worship	In community and non-faith foundation schools, the headteacher is responsible for collective worship after consulting the governing board				✓	
	In voluntary aided, voluntary controlled and foundation schools with a religious character, the governing board is responsible for collective worship (after consulting with headteacher)	✓	✓			
Curriculum	Make sure National Curriculum is taught to all pupils and to consider any disapplication for pupil(s)				✓	
	Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements				✓	
	Decide (together with the headteacher) whether to provide sex education beyond what is set out in the statutory science National Curriculum, and keep a record of the decision	✓	✓			
	Make sure assessment arrangements are implemented	✓	✓		✓	
	Secondary schools: Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓		✓	
Extended services	Approve the provision of extended services	✓	✓			
	Implement additional service provision				✓	
	Make sure delivery of services provided				✓	
	Cease providing extended school provision	✓				
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				While a finance committee can recommend a budget, it should be approved and submitted by the full board
	Monitor school finances		✓			
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Committees can make a recommendation, but it should be approved by the full board
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	

	Complete the Schools Financial Value Standard (SFVS)	✓	✓			
	Monitor impact of pupil premium funding	✓	✓		✓	
	Secondary schools: Monitor impact of year 7 catch-up funding	✓	✓		✓	
	Primary schools: Monitor impact of PE and sport premium funding	✓	✓		✓	
Governing board procedures	Draw up instrument of government and any amendments thereafter	✓				
	Appoint and remove the chair and vice chair of the governing board	✓				
	Appoint and remove the clerk to the governors	✓				
	Hold a full governing board meeting at least 3 times every year	✓				
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				
	Approve a governors' allowances and expenses policy	✓	✓			
	Delegate functions to individuals or committees	✓				
	Determine the constitution, membership and terms of reference of committees and review this annually. Appoint or elect a chair for each committee	✓				
Health & Safety	Monitor implementation of the health and safety policy	✓	✓	✓		
	Organise health and safety checks in the school				✓	
	Make sure there is an appointed person in charge of first aid	✓	✓	✓		
Parents and the community	Make sure that all required information is published on the website and it's up to date and				✓	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓			
	Make sure the school complies with the Freedom of Information Act 2000				✓	
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria				✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and previously LAC on the				✓	

	school roll and make sure they undertake appropriate training					
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publish equality objectives and information about how it is doing this	✓	✓	✓	✓	
	Make arrangements for supporting pupils with medical conditions				✓	
Safeguarding	Make sure that the school complies with statutory guidance on safeguarding	✓	✓		✓	
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	
	Make sure a member of the governing board (usually the chair) is nominated to liaise with the designated officer(s) from the relevant LA and partner agencies if allegations are made against the headteacher	✓				
	Monitor the implementation of the child protection policy	✓	✓			
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation				✓	
School organisation	Set the times of school sessions and the dates of school terms and holidays	✓	✓		✓	
	Make sure that the school meets for 380 sessions in a school year				✓	
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	
	Co-operate with the LA in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	

	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staff performance and pay	Approve pay recommendations		✓			
Staff recruitment, management and structure	Establish a selection panel to recruit a headteacher or deputy headteacher	✓				
	Make sure safer recruitment procedures are applied	✓				
	Dismiss the headteacher	✓				
	Dismiss other staff				✓	
	Suspend the headteacher	✓				
	Suspend other staff				✓	
	Approve staffing structure changes	✓	✓			
	Determine dismissal payments/early retirement	✓	✓		✓	