

Purley C of E Primary School

Governing Board Scheme of Delegation

Key

✓	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

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	
	Set up a consultation and consider responses	✓	✓	✓	✓	Working party
	Manage the application process		✓	✓	✓	
	Pass a resolution to convert	✓				
Behaviour and exclusions	Agree a School Behaviour Policy (Statutory) and ensure it is published on the school website. Review annually.	✓			✓	
	Agree a Behaviour Principles Statement and ensure this is posted on the school website. Review annually.	✓			✓	
	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension of more than 5 school days	✓			✓	
	Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination.	✓	✓*		✓	*delegated to exclusion panel (see policy)

	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓		✓	You can delegate this task to the chair or vice-chair in <u>cases of urgency</u>
Curriculum	Make sure the school teaches the National Curriculum				✓	
Extended services*	Approve the provision of extended services	✓	✓			*relating to Fund 99 OOH (NB: not third party providers)
	Implement additional service provision				✓	
	Make sure services are delivered				✓	
	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 approve a budget, it's best practice for it to be approved by the full board
	Monitor school finances	✓	✓	✓		Headteacher and SBM involved at drafting stage of budget and initial financial plans pre-committee and FGB approval
	Decide how to spend the delegated school budget as authorised by your LA	✓				
	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)	✓	✓		✓	
	Approve the Schools Financial Value Standard (SFVS)	✓				

	Monitor impact of pupil premium funding (PPG)	✓	✓		✓	A pupil premium link governor or committee should report back to the full board who has overall responsibility
	Monitor impact of PE and sport premium funding	✓	✓		✓	NB: grant to cease at end of 24/25 financial year
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 full governing board meetings at least 3 times a year	✓				
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				
	Approve a governors' allowances and expenses policy	✓			✓	
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			Individual governor reports to Committee and FGB
	Organise health and safety checks in the school				✓	Supported by SBM
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	✓	✓		✓	

Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	
	Approve a complaints procedure	✓	✓	✓	✓	
	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	✓	✓			
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			Questions of HT at meetings to monitor compliance
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	Part of Inclusion Manager/SENDCo role
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			
	Make sure the school has effective safeguarding policies and procedures in place	✓				
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			
	Make sure governors receive safeguarding training	✓	✓	✓	✓	
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	

	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
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 educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	✓	✓	✓	✓	While these functions can be delegated to a committee, individual governor or headteacher, it's the board's responsibility
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	
	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) and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	
	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	✓	✓			
Staffing matters	Establish a selection panel to recruit a headteacher and approve or appoint its recommendation	✓				

	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document	✓				
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				
	Establish procedures for: <ul style="list-style-type: none"> Regulation of staff conduct and discipline Staff grievance Capability of staff 	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed	✓	✓			
	Approve staffing structure changes	✓	✓			
	Dismiss the headteacher	✓	✓			
	Dismiss other staff	✓				The governing board must notify the authority in writing of the decision and the reasons for it
	Suspend other staff	✓			✓	

Date reviewed: 11th December 2024

By: A.Holland (Headteacher) and H. Gittins (Chair of Governors)