

Ashby Church of England Primary School Scheme of Delegation

Area	Function	1	2	3	4	responsibility is delegated to:	
	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	
Budgets	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	x	x	SI	
	To monitor monthly expenditure	✓	✓	x	✓	Resources	
	To establish a charging and remissions policy	✓	✓	x	x	Resources	
	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	Resources	
	Appoint selection panel for headteacher	✓				FGB	
	Appoint selection panel for deputy head	✓				FGB	
	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	FGB	
	Ratify or reject decisions of appointed selection panels	✓				FGB	
Staffing	Appoint other teachers	x	x	x	✓	HT	
	Appoint non-teaching staff	x	x	x	✓	HT	
	To put in place a pay policy	✓	✓	x			Resources
	To make pay decisions in line with the pay policy and legal requirements ¹	x	✓	x	✓	HT	
	Dismissal of headteacher	x	✓	x			SI



Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	Initial dismissal of other staff	x	x	x	✓	HT
	Suspending head	x	✓	✓		SI
	Suspending staff (except head)	x	x	x	✓	HT
	Ending suspension (head)	✓	✓	✓		FGB
	Ending suspension (except head)	✓	✓	✓		SI
	Setting the overall staffing structure	✓	✓	x		SI
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x		FGB
	Determining dismissal payments/ early retirement	✓	✓	x		SI
	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	HT
	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				FGB
Curriculum	Ensure National Curriculum (NC) taught to all pupils	✓	✓	x	✓	HT
	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	SI
	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	x	x	x	✓	HT

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	informed of their right to withdraw their children					
	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	✓	✓			FGB
	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓	x	✓	HT
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	HT
Extra-curricular provision	To decide whether to offer additional activities and what form these should take	✓	x	x	x	FGB
	To put into place the additional services provided	x	x	x	✓	HT
	To decide whether to stop providing additional activities	✓	x	x	x	FGB
Performance management	To adopt and review teacher appraisal policy	✓	✓	x		SI
	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	x		FGB
	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	HT
Discipline/ exclusions	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)	x	✓			SI

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation	✓	✓			SI
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	HT
Admissions	To annually determine admission arrangements (VA and foundation schools)	✓	✓			n/a
	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			n/a
	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	✗	✓			n/a
	To establish and publish an admissions appeal timetable (VA and foundation schools)	✗	✓			n/a
	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)	✗	✓			n/a
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	✗	✗		FGB
Health & safety	To ensure a health and safety policy and procedures are in place	✓	✓			PH&S
	To ensure that health and safety regulations	✗	✗	✗	✓	



Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	are followed					HT
School organisation	To publish proposals to change category of school	✓	✓	x	x	FGB
	To decide whether to convert to academy status ²	✓	x	x	x	FGB
	Propose to alter voluntary foundation or foundation special school	✓	x	x	x	n/a
	Propose to discontinue voluntary foundation or foundation special school	✓				n/a
	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		n/a
	To ensure that school lunch nutritional standards ³ are met	x	x	x	✓	HT
	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	x	✓	x	✓	HT
	Maintain a register of pupil attendance	x	x	x	✓	HT
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	x	x	x	✓	HT
Information for parents	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓		✓	HT
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓		x	FGB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	To establish, publish and review a complaints procedure	✓	✓	x	x	FGB
	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	x	✓	HT
GB roles, procedures and development	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					FGB
	To draw up an instrument of government and any amendments thereafter	✓				FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	To appoint and dismiss the clerk to governors	✓	✓	x	x	FGB
	To appoint and remove co-opted governors	✓				FGB
	To appoint local authority governors	✓				FGB
	To set up and publish a register of governors' business and pecuniary interests	✓	✓	x		FGB
	To set and publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				FGB
	To approve and set up a governors expenses	✓	✓	x	x	

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		1	2	3	4	
	scheme					FGB
	To consider whether or not to exercise delegation of functions to individuals or committees	✓				FGB
	To regulate the GB procedures (where not set out in law)	✓				FGB
	To agree governor induction and training programme	✓				FGB
	To review progress against strategic plan and evaluate governing body performance	✓				FGB
Formal Collaboration	To consider forming or joining a group of schools	✓				FGB
Academies	To consider approach and time scale to academy conversion	✓				FGB
	To consider forming or joining an existing Multi-academy-trust (MAT)	✓				FGB
Federations	To consider forming a federation or joining an existing federation	✓				FGB
	Review of structure including any subsequent conversion to MAT status	✓				FGB
Inclusion and equality	To establish and review a special educational needs (SEN) policy	✓				FGB
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	x	✓	HT
	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	x	x	x	✓	HT

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	To appoint a designated teacher for looked-after children	x	x	x	✓	HT
	To establish an accessibility plan and review it every three years	✓	✓	x	✓	HT
Safeguarding	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 <i>Prevent</i> duty into the child protection policy	✓				FGB
	To adopt and review annually a child protection policy and relevant procedures	✓				FGB

Key

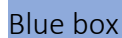
Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

 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 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.

Prepared By Mark Eydman

Revision 0 Dated 4th September 2016

Based on

NGA maintained school delegation planner

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