



## THE GOVERNING BODY OF EVEN SWINDON PRIMARY SCHOOL

### SCHEME OF DELEGATION

This Scheme of Delegation was agreed by the Governing Body at its meeting on 30<sup>th</sup> September 2020

The Scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the schools in respect of key aspects of the management of the schools; to ensure compliance with legal requirements and, where appropriate, Local Authority policies.

This document should be read, interpreted and applied in conjunction with:

- The DfE Governors' Handbook
- DfE Statutory Policies list for Schools
- LA guidelines e.g. The Financial Manual, Human Resources guides and Governor Services guidance on non-statutory policies for School.
- Schools online website

The Scheme will be reviewed annually by the Governing Body.

The Governing Body (GB) must act as a 'corporate body' with integrity, objectivity and honesty and in the best interests of the school. It must be open about, and be prepared to explain its decisions and actions. The core functions of the GB are to:

- set the vision and strategic direction of school,
- hold the Headteacher to account for its educational performance, and
- to ensure financial resources are well spent.

#### **The Full Governing Body**

The Full Governing Body must be properly convened at least three times a year.

At least one half of the total current members of the governing body must be in attendance for a meeting to be quorate.

When a governor is unable to attend a meeting of the full Governing Body in person, attendance is permitted by conference call or other electronic means. The governor will form part of the quorum for the period of their attendance. The expectation is that the governor attends for the full meeting to fully participate in all matters of the agenda.

In **discharging its key roles** the Governing Body may choose to retain all executive decisions to itself and to take those decisions by discussion and making resolutions at meetings of the full Governing Body.

**or by delegation** of some of those decisions (within its powers under the law) to:

- **Standing Committees**

## **Staffing Committee, Finance and Premises Committee, Curriculum and Achievement Committee**

Members and Chairs of these Committees are appointed by the GB and the membership is reviewed at least each year. Any Governor may attend any Committee Meeting and may speak but only nominated Governors may vote.

Membership and composition of the permanent committees shall be determined by the GB.

Quorum is 3 governors at least one of which is a non-staff governor.

Governors are afforded the same flexibility to attend remotely as in the full governing body, but this is anticipated to be the exception rather than the norm.

Minutes must be taken of every meeting and must include specific details of the exercise of delegated authority and reported to all Governors once ratified by the Committee.

### **• Additional Committee – to be established as required**

#### **1. The Staffing Appeals Committee**

Membership: 3 governors who have not taken part in the proceedings which may be subject to Appeal. The Head teacher cannot be a member.

Quorum: 3 Governors

Meetings: The committee shall meet as required. The GB must appoint a clerk to provide advice and handle the administrative arrangements for the committee. This person cannot be a Governor or the Head teacher.

Terms of Reference: To consider and decide on any appeal relating to staffing issues in accordance with LA procedures.

#### **2. The Pupil Discipline Committee**

Membership. Three Governors who have no previous knowledge of, or know personally, the pupil or parents involved. The Head teacher cannot be a member of this committee.

Quorum: 3 Governors.

Meetings: The committee shall meet as required to hear exclusion appeals. The Governing Body must appoint a Clerk to provide advice and to handle the administrative arrangements for the committee. This person cannot be a Governor or the Head teacher.

Terms of Reference: To consider appeals from pupils and parents regarding temporary and permanent exclusions. It can also meet if there is concern about the number of temporary exclusions a particular child has received. The Governors will in reviewing any exclusion follow the statutory guidance set out in the 2012 Regulations.

#### **3. The Pay Panel**

Shall consist of at least three non-staff members and should include at least one chair of a permanent committee.

Functions and Terms of Reference of this Committee shall be determined in relation to the Governing Body's Pay Policy.

### **• Ad Hoc Committees**

Ad Hoc committees shall be established from time to time as required by the GB under such Terms of Reference as the GB shall determine.

**The Chair of Governors**

The Chair may take decisions of an urgent nature, which would otherwise be the prerogative of the GB, when it may be impossible to communicate with the GB. The Vice-Chair may exercise this authority in the absence of the Chair.

The Chair / Vice-Chair must report any exercise of delegated authority and seek ratification from the GB at the earliest possible time.

**• Individual Governors**

Individual Governors may be given any individual executive authority. Any such delegation will be specific to the purpose of monitoring key areas of school performance e.g. Governors are assigned key roles to liaise staff to monitoring the implementation and evaluating impact of key policies e.g. Health and Safety, Safeguarding and SEN provision.

Individual Governors must not assume any executive powers nor any authority to represent the GB to third parties.

**• The Head Teacher**

**The Head Teacher (HT)** is the 'lead professional'. The Head teacher is responsible for the internal organisation, management and control of the School. She advises on and implements the Governing Body's strategic framework. Unless otherwise stated the Head teacher may delegate any executive authority conveyed to her in this document or otherwise by the Governing Body to members of the School's Staff.

In the absence of the Head teacher, the delegations stand delegated to the Deputy Head teacher unless otherwise agreed by the Governing Body.

**GOVERNING BODY DECISION AND MEETING PLANNER 2019-20**

<b>KEY to the Decision Action Sheet:</b>	
✓	= A decision may be taken at this level or be referred up. It may only be further delegated by the express permission of the GB within its legal powers.
X	= Delegation to this level is not recommended
<b>Column blocked off</b>	Function cannot legally be carried out at this level.
<b>F&amp;S</b>	= Finance and Staffing Committee
<b>C &amp; A</b>	= Curriculum and Achievements Committee
<b>P</b>	= Premises Committee
<b>SBM</b>	= School Business Manager
<b>HT</b>	= Headteacher

Responsibility of: \_\_\_\_\_

	Full GB	Committee	Governor	Head	Which committee/governor (if delegated)	Which meeting (insert date)
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## Budget and Finance

1	To approve the budget by the 30 <sup>th</sup> June. Approve best value statement and return to the Local Authority (Maintained schools only)	✓				FGB	
2	To receive and monitor income and expenditure reports		✓	X	✓	F&P	
3	To receive confirmation from HT or pay committee that all teacher's salaries have been reviewed and pay statements distributed	✓				FGB	
4	To receive report from Business Manager/Bursar and analyse findings following any financial audit		✓		✓	F&P	
5	To establish a charging and remission policy		✓	X	X	F&P	
6	To receive audited accounts of school funds		✓			F&P	
7	To receive progress report on School Improvement / Development Plan priorities and the implications for the budget allocated for this	✓					
8	To review contracts and services due for renewal (including insurance) and ensure that they adhere to best value (GB should agree financial limits)		✓	X	✓	F&P	
9	To review financial procedures, ensuring that they are robust and transparent		✓			F&P	
10	To approve the limits of delegated authority for the Headteacher, governors and finance committee (if applicable)	✓					
11	To review suggestions for income generation	✓					
12	To complete the Schools Financial Value Standard checklist and agree actions arising from it. Return completed checklist to the LA		✓		✓	F&P,SBM	
13	To agree allocation for governors training and expenses		✓			F&P	
14	To receive report from Business Manager/Bursar and analyse outcomes from financial benchmarking		✓			F&P	
15	To agree end of year surplus/deficit	✓				FGB	
16	To review governors and staff financial skills audit		✓			F&P	
17	To agree financial training programme for staff and governors		✓			F&P	
18	To ensure the budget has allocated funds to support the School Improvement Plan and any proposed changes in staffing structure		✓			F&P	
19	Budget Virement				✓	Report to F&P	Up to £5,000

		Greater than £5,000 up to £25,000		✓			F&P	
		In excess of £25,000	✓					
20	To enter into contracts/commit/ approve expenditure in excess of already agreed building parameters.	Authorising day to day expenditure in line with the budget with a limit of £15,000, with the exception of Contracts that have already been approved in the budget.				✓	HT and School Business Manager	
		Authorising expenditure exceeding £15,000 but not exceeding £25,000		✓			F&P	
		Authorising expenditure exceeding £25,000	✓					
21	To delegate spending within budget and delegated limits	To nominated staff budget holders				✓		
22	Approve 5 designated cheque signatories (Signatories – HT, School Business Manager, Deputy HT, Finance Assistant and Personnel Services Manager)			✓			F&P	
23	Approve signatories for authorising payment of invoices (Signatories – HT and School Business Manager)			✓			F&P	
24	Authorising petty cash payments Up to £100					✓	HT and SBM	
25	Authorising petty cash withdrawal from bank Up to £400					✓	HT and SBM	
26	Debt write off	Up to £100				✓	Report to F&P committee	
		Over £100		✓			F&P	
27	To approve financial control procedures. Using professional accountancy and/or audit input as appropriate			✓			F&P	

## Curriculum

28	To ensure the National Curriculum is taught to all pupils (Maintained schools only)			X	✓		
29	To consider disapplication for pupil(s)	X	X	X	✓		
30	To be responsible for standards of teaching				✓		
31	To take responsibility for individual child's education				✓		
32	To prohibit political indoctrination and ensure the balanced treatment of political issues				✓		
33	To receive reports from curriculum leaders		✓			C&A	
34	To receive an update from the Headteacher on the impact of curriculum development and review curriculum development priorities		✓			C&A	
35	To ensure the school fully meets the learning, development and welfare requirements of the Early Years Foundation Stage (Maintained schools only)		✓		✓	C&A	

36	To review provision of independent and impartial careers education, information and advice					
37	To establish and review a Special Educational Needs (SEN) policy	✓	✓			C&A/Approval by FGB
38	To designate a 'responsible person' for Looked After Children in Community, Voluntary and Foundation Schools			X	✓	
39	To review provision for gifted, more able and talented pupils		✓		✓	C&A
40	To ensure pupil target setting is robust and challenging and review pupil progress towards targets		✓		✓	C&A
41	To decide to offer additional activities and to what form these should take (although this task is open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body)	✓				
42	To cease providing extended school provision (although this task is open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body)	✓				
43	To review the provision and impact of extended services		✓		✓	Any as requested
44	To evaluate how well the school works to meet the needs of the local community and promotes Community Cohesion		✓		✓	C&A
45	To ensure that equalities are embedded in all policies and frameworks	✓			✓	
46	To review the schools behaviour policy and publish this statement on the school webpages		✓			C&A
47	To draft the school behaviour policy and publicise to staff, students and parents				✓	
48	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure parents are informed of their right to withdraw their children	X	X	X	✓	

## Data Analysis and Target Setting

49	To receive analysis of examination results and key stage assessments and consider implications in relation to targets set		✓			C&A
50	To review attendance and exclusions data	✓	✓			C&A
51	To review unvalidated data on Key Stage assessment against expected outcomes		✓			C&A

## Exclusions

52	To consider parents representation about exclusions		✓			Pupil Discipline	N/A
53	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		✓			Pupil Discipline	N/A

	excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination.						
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## Governing Body Procedures

54	To draw up instrument of government and any amendments thereafter (if applicable)	✓					
55	To consider reconstitution of the governing body under School Governance Regulations 2012 (Maintained schools only)	✓					
56	To appoint (and remove) the chair and vice-chair	✓				FGB	19/06/19
57	To appoint and dismiss the clerk to the governors		✓		✓	Staffing in consultation with chair	
58	To appoint and remove community or sponsor governors (if applicable)	✓					
59	To discharge duties in respect of pupils with special needs by appointing a "responsible person" (Maintained non-special schools only)	✓		X			
60	To consider whether or not to exercise delegation of functions to individuals or committees	✓					
61	To regulate the GB procedures (where not set out in law)	✓					
62	To approve and set up a governors expenses scheme	✓		X	X		
63	To set up a register of governors' business interests, review annually and ensure declarations are made where appropriate at all meetings	✓		X			
64	To undertake the dismissal of the Headteacher	X	✓	X			N/A
65	To undertake suspension of the Headteacher	X		✓			N/A
66	To consider ending the suspension of the Headteacher			✓			N/A

## Health & Safety, Child Protection and Safeguarding

67	To ensure a Health and Safety policy and procedures are in place		✓			F&P	
68	To ensure that health and safety regulations are followed	X	X	X	✓		
69	To monitor implementation of the Health & Safety Policy and Child Protection Policy and Procedures		✓	X	X	F&P	
70	To receive report on the effectiveness of the Health & Safety Policy		✓			F&P	
71	To conduct inspections of buildings, plant and equipment			✓	✓	H&S Governor	
72	To ensure risk assessments of the site are conducted and appropriate action is taken in line with the Health and Safety policy			✓	✓	H&S Governor	
73	To receive Health, Safety and premises audit and address issues identified, setting financial allocation as appropriate		✓			F&P	

74	To ensure that the school complies with Health and Safety regulations, seeking external advice where appropriate	✓	✓	F&P	
75	To review health and safety, child protection and safeguarding training requirements for staff and governors and ensure courses are being attended where appropriate	✓	✓	Staffing	
76	To ensure effective records are kept with respect to health & safety and safeguarding		✓	Safe-guarding/H&S Governors	
77	To ensure fire risk assessments are undertaken		✓	H&S Governor F&P	
78	To ensure minibus safety requirements are being adhered to		✓		
79	To receive a review on child protection and respond to Local Authority (or External Reviewer for Academies) recommendations		✓	Staffing and safeguarding governor	

## Premises and Insurance

80	To inspect the premises, grounds and equipment and prepare a statement of costed priorities for maintenance and development for the approval of the full GB (with reference to the Asset Management Plan or similar property asset register.)	✓		✓	
81	To seek advice from LA, diocese or trustees in relation to buildings insurance and personal liability (good practice - full GB decision)	✓			
82	To develop school buildings strategy or master plan and contribute as required to LA Asset Management Planning arrangements (good practice – full GB decision)	✓			
83	To procure and maintain buildings, including developing a properly funded maintenance plan	✓			F&P
84	To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	✓		✓	F&P & HT
85	To apply for capital funding and grants where appropriate to maximise development of the premises	✓		✓	F&P
86	To monitor the implementation of capital works programmes	✓		✓	F&P
87	To establish an accessibility plan and review it every 3 years	✓	X		F&P
88	To ensure School Premises alteration forms are being sent to the LA (if applicable)	✓		✓	F&P
89	To refer to the school's premises logbook to make sure the school is compliant with guidance on asset management and premises alterations	✓		✓	F&P
90	To conduct risk assessments as appropriate			✓	F&P

## Publications and Reports

91	To review the school's mission statement and ensure continued relevance	✓			
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92	To ensure the annual review on child protection is returned to the LA		✓	✓		<b>Staffing and safeguarding governor</b>	
93	To ensure parents can access an annual report on the effectiveness of the school's provision for pupils with SEN and those with disabilities and medical needs		✓	✓		<b>SEN governor and C&amp;A</b>	
94	To ensure parents can access an annual report on the effectiveness of the school's equalities scheme and equalities objectives compliance with the three strands of the Public Sector Equality Duty (Review equality objectives every 4 years)	✓		X			
95	To consider ways of accounting to parents for the work of the governing body	✓					
96	To ensure the school webpages are regularly updated and report on a range of statutory elements replacing the need for a hard copy school prospectus unless requested. (Academies are also required to publish a number of additional key documents – e.g. Annual Accounts, Annual Report, Memorandum and Articles of Association, Funding Agreement and list of names of governors of the Academy Trust)				✓	<b>Clerk</b>	
97	To adopt and review home-school agreement	✓		X			
98	Establish, publish and review a complaints procedure	✓		X	X		
99	To establish and publish a Freedom of Information Scheme and ensure the school complies with it	✓		X			

## Religious Education & Collective Worship

100	To ensure provision of RE in line with school's basic curriculum (this must fall into line with locally agreed syllabus)				✓		
101	To ensure that all pupils take part in a daily act of collective worship, after consulting GB				✓		
102	To make application to SACRE, concerning the requirements for collective worship to display, after consulting with GB (Schools without religious character)				✓		
103	To make arrangements for collective worship after consulting full GB (schools without religious character)				✓		

## School Organisation

104	To consider forming a federation or joining an existing federation or conversion to academy status	✓					
105	To consider requests from other schools to join your federation, academy chain (if applicable)	✓					
106	To leave a federation (if applicable)	✓					
107	To publish proposals to change category of school	✓					
108	To propose to alter or discontinue voluntary foundation or foundation special school	✓	X				
109	To establish a data protection policy and review it at least every 2 years	X		X	✓		
110	Maintain a register of pupil attendance	X	X	X	✓		
111	To set the times of school sessions and the dates of school terms and holidays (not Community or Voluntary Controlled schools)	✓	X	X			
112	To ensure that the school meets for 380 sessions in a school year				✓		
113	To ensure provision of free school meals to those pupils meeting the criteria	X	X	X	✓		
114	To ensure that school lunch nutritional standards are met	X	X	X	✓		

## Self-Evaluation and School Improvement

115	To review outcomes of school self-evaluation process and links to school improvement plan	✓					
116	To review progress of school improvement priorities and consider implications	✓				FGB	
117	To identify priorities for new school improvement plan	✓	✓			C&A	
118	To evaluate the effectiveness of the governing body over the past year	✓					
119	To prioritise governors' training and development for the year	✓					

## Staffing

120	To agree membership of selection panel for Headteacher appointments	✓					N/A
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121	To agree membership of selection panel for Deputy Headteacher appointments	✓					N/A
122	Appoint selection panel for other members or the senior leadership team	✓	X	X	X		N/A
123	To undertake appointment of teachers	X	X	X	✓		N/A
124	To undertake appointment of support staff	X	X	X	✓		N/A
125	To adopt and review a pay policy annually	✓		X			
126	To undertake dismissal of other staff members	X	X	X	✓		N/A
127	To undertake suspension of other members of staff	X	X	X	✓		N/A
128	To consider ending the suspension of other members of staff			✓			N/A
129	To determine dismissal/early retirement payments		✓	X		<b>F&amp;P and Staffing Committees in consultation</b>	N/A
130	To undertake a review of staff salaries, in accordance with the pay policy		✓			<b>Pay Panel</b>	
131	To undertake a review of the staffing structure considering any subsequent recruitment or redundancy issues		✓		✓	<b>Staffing</b>	
132	To assess progress of any school improvement priorities relating to staffing		✓			<b>Staffing</b>	
133	To review budget and programme for CPD ensuring it is being implemented				✓		
134	To review the report on the quality of teaching (provided by the Headteacher) and consider actions		✓			<b>Staffing</b>	
135	To review/consider development needs of staff				✓		
136	To review strategies for retaining and recruiting the next generation of school leaders		✓			<b>Staffing</b>	
137	To review work/life balance of staff				✓		
138	To prepare pay statements				✓		
139	To appoint 2 or 3 governors to conduct the performance management review of the Headteacher	✓					
140	To receive outcomes of Headteachers performance management review and conduct pay reviews of staff		✓			<b>Staffing</b>	
141	To monitor progress of Headteacher's performance against objectives		✓			<b>Pay Panel</b>	
142	To consider staffing needs and recruitment/redundancy for the new academic year		✓			<b>Staffing</b>	
143	To agree training to be undertaken by staff and governors e.g. safer recruitment, appointments and aspects of employment law			✓	✓	<b>HT &amp; Clerk</b>	
144	To receive report from Headteacher on effectiveness of performance management policy and approve any amendments deemed necessary	✓					

145	Setting the overall staffing structure	✓		X			
146	Produce and maintain a central record of recruitment and vetting checks	X	X	X	✓		
147	Establish and review procedures for addressing staff discipline, conduct and grievance	✓					