

Arreton & Oakfield CE VA Primary School Federation

Scheme of Delegation 2019-2020 – Approved by the Governing Body on 24th July 2019

Key

- Level 1: Full governing body
- Level 2: A committee of the governing body
- Level 3: Executive Headteacher
- Level 4: Head of School (shared with or delegated by EHT)

Blue/shaded box Function cannot be legally carried out at this level.

ES Education & Standards Committee

R Resources Committee

P Pay Committee

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

In exceptional circumstances Chair's action may be taken on condition that the matter is reported immediately to the appropriate governors and ratified by the governing body or committee at the earliest opportunity.

Area		Function	Level				Notes:
			1	2	3	4	
Budgets	1.	To approve the first formal budget plan each financial year and any budget revisions		R			
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, the pupil premium)		R			
	3.	To monitor monthly expenditure		R	✓	✓	
	4.	To ensure procedures meet SFVS requirements		R			
	5.	To establish a charging and remissions policy		R			
	6.	To enter into contracts		R	✓	✓	See limits in Finance Policy

Area		Function	Level				Notes:
			1	2	3	4	
Staffing	7.	Appoint selection panel for executive headteacher	✓				
	8.	Appoint selection panel for Head of School		ES	✓		
	9.	Appoint other members of the senior leadership team			✓	✓	See guidance
	10.	Ratify or reject decisions of appointed selection panels	✓				
	11.	Changes to contracts of SLT		R			
	12.	Appoint other teachers			✓	✓	See guidance
	13.	Appoint non-teaching staff			✓	✓	See guidance
	14.	To agree the pay policy		R			
	15.	To consider recommendations for pay decisions in line with the pay policy		P	✓	✓	See policy
	16.	Dismissal of executive headteacher	✓				
	17.	Dismissal of other staff			✓	✓	See policy
	18.	Suspending executive headteacher	✓				
	19.	Suspending staff (except exec head)			✓	✓	
	20.	Ending suspension (executive head)	✓				
	21.	Ending suspension (except head)			✓	✓	
	22.	Setting the overall staffing structure		R			
	23.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓				
	24.	Determining dismissal payments/ early retirement		R			
	25.	To produce and maintain a central record of recruitment and vetting checks			✓	✓	

Area		Function	Level				Notes:
			1	2	3	4	
	26.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				
Curriculum	27.	Ensure National Curriculum (NC) taught to all pupils		ES	✓	✓	
	28.	To consider any disapplication for pupil(s)		ES	✓	✓	
	29.	To establish a curriculum policy		ES	✓	✓	
	30.	To implement the curriculum policy			✓	✓	
	31.	Monitor teaching standards		ES	✓	✓	
	32.	Responsibility for individual child's education			✓	✓	
	33.	Establish and review a sex and relationships education policy and ensure that parents are informed of their right to withdraw their children		ES	✓	✓	
	34.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and the requirements of the trust deeds		ES	✓	✓	
	35.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements			✓	✓	
	36.	To promote British Values, prohibit political indoctrination and ensure the balanced treatment of political issues		ES	✓	✓	
Extra-curricular provision	37.	Agree whether to offer additional activities and what form these should take		ES	✓	✓	
	38.	To put into place the additional services provided			✓	✓	
	39.	To decide whether to stop providing additional activities		ES			
Performance management	40.	To adopt and review a performance management policy		R			
	41.	To appoint the panel to carry out the appraisal	✓				

Area		Function	Level				Notes:
			1	2	3	4	
		of the head teacher					
	42.	To implement the performance management policy			✓	✓	
Discipline/ exclusions	43.	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		ES			
	44.	To produce a set of written principles for the school attendance and behaviour policies and present these for consultation	✓				
	45.	To draft the content of the school attendance and behaviour policies and publicise to staff, students and parents.			✓	✓	
Admissions	46.	To annually determine admission arrangements		R			
	47.	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		R			
	48.	Admissions: application decisions		R			
	49.	To establish and publish an admissions appeal timetable		R			
	50.	To appeal against LA directions to admit pupil(s)		R			
Premises & insurance	51.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate		R			
	52.	Developing school buildings strategy		R			
	53.	Procuring and maintaining buildings, including developing properly funded maintenance plan		R			
Health & safety	54.	To ensure a health and safety policy and procedures are in place		R			
	55.	To ensure that health and safety regulations are		R	✓	✓	

Area		Function	Level				Notes:
			1	2	3	4	
		followed					
School organisation	56.	To publish proposals to change category of school	✓		✗	✗	
	57.	To decide whether to convert to academy status ²	✓	✗	✗	✗	
	58.	Propose to alter voluntary foundation or foundation special school	✓	✗	✗	✗	
	59.	Propose to discontinue voluntary foundation or foundation special school	✓				
	60.	To set the times of school sessions and the dates of school terms and holidays	✓	✗	✗		
	61.	To ensure that school lunch nutritional standards ³ are met	✗	ES	✓	✓	
	62.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✗	R			
	63.	Maintain a register of pupil attendance				✓	
	64.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)			✓	✓	
Information for parents	65.	To determine whether to publish a home-school agreement (no longer a statutory requirement)		ES	✓	✓	
	66.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met		R			
	67.	To establish, publish and review a complaints procedure		R			
	68.	To establish and publish a Freedom of Information scheme and ensure the school complies with it		R			

Area		Function	Level				Notes:
			1	2	3	4	
GB roles, procedures and development	69.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, Christian ethos and strategic direction 2. Holding the executive 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	✓				
	70.	To draw up an instrument of government and any amendments thereafter	✓				
	71.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				
	72.	To appoint and dismiss the clerk to governors	✓				
	73.	To recommend the appointment of foundation governors to the diocese	✓				
	74.	To monitor the elections of parent governors and the staff governor	✓				
	75.	To appoint and remove co-opted governors and associate members	✓				
	76.	To appoint local authority governors	✓				
	77.	To hold a full governing body meeting at least three times in a school year	✓				
	78.	To set up and publish a register of governors' business and pecuniary interests		R			
	79.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				
	80.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office			✓	✓	

Area	Function	Level				Notes:
		1	2	3	4	
	and attendance record					
	81. To submit governor information to the DfE database of governors via Edubase			✓	✓	
	82. To approve and set up a governors expenses scheme		R			
	83. To consider whether or not to exercise delegation of functions to individuals or committees	✓				
	84. To regulate the GB procedures (where not set out in law)	✓				
	85. To agree governor induction and training programme	✓				
	86. To review progress against strategic plan and evaluate governing body performance	✓				
Inclusion and equality	87. To establish and approve a special educational needs (SEND) policy	✓	ES			
	88. To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)			✓	✓	
	89. To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENCO)			✓	✓	
	90. To appoint a designated teacher for looked-after children			✓	✓	
	91. To establish a Mental Health & Wellbeing policy and review it at least every two years		ES			
	92. To establish an accessibility plan and review it every three years		R	✓	✓	
Safeguarding	93. To adopt and review annually a child protection policy and relevant procedures	✓				
	94. To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary		ES	✓	✓	

Area		Function	Level				Notes:
			1	2	3	4	
		procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy					

Note

[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](#).