**Hemingford Grey Primary School Governing Body**

**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 |  |  | **** | **** | Headteacher |
| Set up a consultation and consider responses | **** | **** | **** | **** | Committee |
| Manage the application process |  | **** | **** | **** | Headteacher |
| Pass a resolution to convert | **** |  |  |  | FGB |
| **Behaviour and exclusions** | Make a written statement of general principles to guide the headteacher in determining measures to promote good behaviour and discipline | **** |  |  |  | FGB |
| 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) | **** | **** |  |  | Exclusion committee |
| **Collective worship** | In community and non-faith foundation schools, the headteacher is responsible for collective worship after consulting the governing board |  |  |  | **** | Headteacher |
| **Curriculum** | Make sure National Curriculum is taught to all pupils and to consider any disapplication for pupil(s) |  |  |  | **** | Headteacher |
| Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements |  |  |  | **** | Headteacher |
| 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 | **** | **** |  |  | FGB |
| Make sure assessment arrangements are implemented | **** | **** |  | **** | Headteacher |
| **Extended services** | Approve the provision of extended services | **** | **** |  |  | FGB |
| Implement additional service provision |  |  |  | **** | Headteacher |
| Make sure delivery of services provided |  |  |  | **** | Headteacher |
| Cease providing extended school provision | **** |  |  |  | FGB |
| **Finance and budgets** | Approve a balanced budget each financial year and submit to the local authority (LA) | **** |  |  |  | FGB |
| Monitor school finances |  | **** |  |  | FGB |
| Decide how far to delegate spending power to the headteacher and set financial limits | **** |  |  |  | FGB |
| Enter into contracts and make payments (depending on financial limits set by governing board) | **** | **** |  | **** | Headteacher |
| Complete the Schools Financial Value Standard (SFVS) | **** | **** |  |  | FGB |
| Monitor impact of pupil premium funding | **** | **** |  | **** | FGB |
| Monitor impact of PE and sport premium funding | **** | **** |  | **** | FGB |
| **Governing board procedures** | Draw up instrument of government and any amendments thereafter | **** |  |  |  | FGB |
| Appoint and remove the chair and vice chair of the governing board | **** |  |  |  | FGB |
| Appoint and remove the clerk to the governors | **** |  |  |  | FGB |
| Hold a full governing board meeting at least 3 times every year | **** |  |  |  | FGB |
| Maintain a published register of interests, including the business and pecuniary interests of governors | **** |  |  |  | FGB (clerk) |
| Approve a governors’ allowances and expenses policy | **** | **** |  |  | FGB |
| Delegate functions to individuals or committees | **** |  |  |  | FGB |
| Determine the constitution, membership and terms of reference of committees and review this annually. Appoint or elect a chair for each committee | **** |  |  |  | FGB with chairs elected by each committee |
| **Health & Safety** | Monitor implementation of the health and safety policy | **** | **** | **** |  | Health & Safety committee |
| Organise health and safety checks in the school |  |  |  | **** | Headteacher |
| Make sure there is an appointed person in charge of first aid | **** | **** | **** |  | Health &Safety committee |
| **Parents and the community** | Make sure that all required information is published on the website and it’s up to date and |  |  |  | **** | Headteacher (monitored by full GB) |
| Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides | **** | **** |  |  | FGB |
| Make sure the school complies with the Freedom of Information Act 2000 |  |  |  | **** | Headteacher |
| **Pupil wellbeing** | Make sure the provision of free school meals to those pupils meeting the criteria |  |  |  | **** | Headteacher |
| 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 |  |  |  | **** | Headteacher |
| 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 | **** | **** | **** | **** | FGB |
| Make arrangements for supporting pupils with medical conditions |  |  |  | **** | Headteacher |
| **Safeguarding** | Make sure that the school complies with statutory guidance on safeguarding | **** | **** |  | **** | Headteacher monitored by FGB |
| 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 | **** | **** |  | **** | Headteacher |
| 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 | **** |  |  |  | FGB |
| Monitor the implementation of the child protection policy | **** | **** |  |  | FGB |
| Appoint a member of staff to be the designated safeguarding lead |  |  |  | **** | Headteacher |
| Make sure that effective support is provided for any employee facing an allegation |  |  |  | **** | Headteacher |
| **School organisation** | Set the times of school sessions and the dates of school terms and holidays | **** | **** |  | **** | Headteacher |
| Make sure that the school meets for 380 sessions in a school year |  |  |  | **** | Headteacher |
| **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 | **** |  |  |  | FGB |
| Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness |  | **** | **** | **** | Headteacher with monitoring from FGB |
| Make sure that parents are notified by the school when special educational provision is being made for their child |  |  |  | **** | Headteacher |
| Make sure the school produces and publishes online its school SEN information report | **** | **** |  | **** | FGB |
| Co-operate with the LA in developing the local offer |  | **** |  | **** | Headteacher (via SENDCo) |
| Make sure the school follows the statutory SEND Code of Practice | **** |  |  | **** | Headteacher |
| Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school | **** | **** |  | **** | FGB |
| Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching |  |  |  | **** | Headteacher |
| **Staff performance and pay** | Approve pay recommendations |  | **** |  |  | Salary committee |
| **Staff recruitment, management and structure** | Establish a selection panel to recruit a headteacher or deputy headteacher | **** |  |  |  | FGB |
| Make sure safer recruitment procedures are applied | **** |  |  |  | FGB |
| Dismiss the headteacher | **** |  |  |  | FGB |
| Dismiss other staff |  |  |  | **** | Headteacher |
| Suspend the headteacher | **** |  |  |  | FGB |
| Suspend other staff |  |  |  | **** | Headteacher |
| Approve staffing structure changes | **** | **** |  |  | FGB |
| Determine dismissal payments/early retirement | **** | **** |  | **** | FGB |