

Sutton Benger C of E Aided Primary School

Scheme of Delegation (2017-18)

Document Title	Scheme of Delegation
Lead Officer	Headteacher & Chair of Governors including Chair of Value for Money Committee; Chair of Teaching and Learning Committee; Chair of Ethos Committee and Chair of Staffing Committee.
Approving Body	Sutton Benger Governing Body
Edition and Date Approved	Edition 2: September 28, 2017 Version 8
Indicate whether the document is for public access or restricted to internal use only	Public Access – pdf version to be uploaded to school website.
Summary / Description	This document sets out clearly the responsibilities and extent of authority delegated to committees, working groups or individuals acting within the framework of the policies formulated by the Governing Body. It clarifies who does what – especially in relation to Headteacher and the Governors.

**GOVERNING BODY SCHEME OF DELEGATION FOR THE MANAGEMENT OF SUTTON BENDER C OF E AIDED PRIMARY SCHOOL
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1. Introduction for the Scheme of Delegation

- 1.1 The following document forms the Scheme of Delegation for Sutton Bender C of E Aided Primary School (the ‘**Scheme**’).
- 1.2 The Scheme was developed to clarify the responsibilities and powers of the Governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority policies, and to make as clear as possible the distinctions as defined by the Governing Body between strategic and ‘day to day’ policy making. It also demonstrates to Ofsted Inspectors how the Governing Body organises its work.
- 1.3. The delegations set out herein are delegated to individual governors, the specified committees of the Governing Body (who may seek advice or recommendation from other individuals) and the Headteacher of the school (who may then delegate to members of the school staff or seek their involvement and opinion as appropriate). **These delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body.**

Governors consider what committee structures are appropriate for our school and create balanced committee teams by considering the wishes, strengths and skills of individuals and matching them to the relevant committee.

Currently the Full Governing Body (the ‘**FGB**’) has decided on four working committees, a pay committee and a strategic working-group:

- **Teaching and Learning Committee** covering curriculum
- **Value for Money Committee** covering finance and premises (and incorporating Headteachers Performance Management
- **Ethos Committee** covering personal development, behaviour and welfare.(incorporating complaints and pupil discipline).
- **Staffing Committee** covering staffing (and incorporating Staffing Panel and Staffing Appeals Panel)
- **Pay Committee** covering the award of teachers pay (incorporating Teachers Pay Appeals Panel).
- **Strategic Partnership Working Group** who act as a strategic and creative “think tank” for the future direction and development of the school.

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- 1.4 In the absence or incapacity of the Executive Headteacher, their responsibilities stand delegated to the Associate Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post holder with delegated responsibilities, the responsibilities stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
- 1.5 In the absence or incapacity of the Chair (s) of Governors, their responsibilities stand delegated to the Vice-Chair(s).
- 1.6 The day to day management of the school remains in the province of the Headteacher, Leader of Teaching and Learning and professional staff of the school working within the framework of the broad policy laid down by the FGB. It is essential that the extent of this delegation is clearly defined, understood and documented. The Governing Body will pursue its monitoring role by arranging for regular reports from the Headteacher about the work and progress of the school.
- 1.7 The Scheme will be maintained and reviewed annually at the first meeting of the FGB in each academic year, and is made without prejudice to the powers and duties of the Governing Body and its committees.
- 1.8 This update includes that the academic year now consists of 6 terms, so the individual committees should consider that in setting their meeting dates.
- 1.9 It is suggested that committees meet no later than 14 calendar days prior to a FGB meeting to allow for the production and review of its minutes, and provide the Clerk with the ability to release a copy to all governors at least 7 clear calendar days prior to the FGB. Failure to adhere to these timescales may restrict a governor's ability to read, digest and come to the FGB prepared with questions.

2. The Role of the Governing Body and its Key Responsibilities

THE ROLE OF THE GOVERNING BODY

Governors have three key roles:

- To provide a strategic view
- To act as a critical friend
- To ensure accountability

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Provide a Strategic View

The Governing Body has important powers and duties but limited time and resources, so it focuses on helping to decide the school's strategy for improvement so that its pupils learn most effectively and achieve the highest standards. The Governing Body considers advice from the Headteacher before taking its own decisions. There is an understanding of the distinction between strategy and the implementation of detail so that governors are neither overwhelmed with excessive data, nor feel left out of decisions. The Headteacher provides both verbal and written reports within each FGB meeting, which is distributed beforehand for appraisal, followed by discussion in open forum.

Act as a Critical Friend

The Governing Body exists to promote the interests of the school and its pupils. It offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. It is critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking and challenging questions, and pressing for improvement. A critical friend may also seek information, improve proposals and seek to arrive at the best solution.

Ensure Accountability

The Governing Body is responsible for ensuring good quality education in the school. Governors have a right to discuss and question but they should always respect the professional roles of the Headteacher and staff in the management of the school. In its turn the Governing Body is accountable, and is prepared to explain its actions and the school's overall performance to anyone who has a legitimate interest, e.g. the Local Authority, parents and the wider community.

In formulating the Scheme the Governing Body considers all the powers and responsibilities that will be exercised and decides if and to whom they will be delegated and what day to day management powers will be delegated to the Headteacher.

The Scheme is published, making it accessible to all Governors, Staff, the Local Authority, Auditors and Ofsted Inspectors.

At the beginning of each academic year the Scheme is reviewed to take account of any changes in the school, new governors and any changes to the committee structure.

In the absence or incapacity of the Headteacher, the delegations will be delegated as directed or agreed by the Governing Body.

Section 3 of this document sets out the full terms of reference of each committee and the framework of main responsibilities of the full governing body, delegated individual or committee. Policy statements regarding detailed content of the specific areas of responsibility are held in the Policy File at the school.

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PRIMARY RESPONSIBILITIES OF THE FULL GOVERNING BODY ('FGB')

- 2.1 Certain powers can only be exercised by the whole Governing Body. Advice and recommendations may be sought from other sources but actual decision-making remains tied to a full quorum of the Governing Body.
- 2.2 For a definition of a quorum for different responsibilities, see 'Governors' handbook (2015)' published by the DoE and The School Governance (Roles, Procedures and Allowances) (England) Regulations.
- 2.3 Functions that can be delegated to a committee but cannot be delegated to an individual include those that relate to:
- The alteration, discontinuance or change of category of maintained schools
 - The approval of the first formal budget plan of the financial year
 - School discipline policies
 - The exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
 - Admissions

The Governing Body cannot delegate any functions relating to:

- The constitution of the Governing Body (unless otherwise provided by the Constitution Regulations)
 - The appointment or removal of the Chair of Governors or Vice Chair
 - The appointment of the Clerk
 - The suspension of Governors
 - The delegation of functions
 - Final approval of the accounts and the budget
 - The establishment of committees
- 2.4 The FGB of Sutton Bender Primary School agrees to delegate the responsibilities and powers as contained in this section. Policy remains the responsibility of the FGB as advised by the Headteacher.
- 2.5 These responsibilities will be reviewed annually.
- 2.6 Any committee or delegated individual has the right to seek advice or information from other appropriate sources with due consideration to confidentiality and the requirements of law and the FGB guidelines.

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GLOSSARY OF TERMS

A	=	Approve
AG	=	Appointed Governor
CoG	=	Chair of Governors shall mean Chair or co-Chair of Governors (as applicable).
CLK	=	Clerk to the Governing Body
DCSF	=	Department for Children, Schools and Families
DI	=	Delegated Individual
E	=	Evaluate
ETH	=	Ethos Committee
FGB	=	Full Governing Body
FO	=	Finance Officer
HT	=	Headteacher, Interim Executive Headteacher, and/or Associate Headteacher, as applicable.
H & S Rep	=	Health & Safety Representative
LA	=	Local Authority
M	=	Monitor
P	=	Prepare
R	=	Review
RC	=	Recommend
STF	=	Staffing Committee
SPWG	=	Strategic Partnership Working Group
T&L	=	Teaching and Learning Committee
U	=	Undertake
VFM	=	Value for Money Committee

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3. Terms of Reference and Framework of Key Responsibilities of the Full Governing Body, Committee or Delegated Individual

This framework includes the key responsibilities expected to be undertaken by a governing body, committee or delegated individual and indicates by shading of boxes where specific responsibilities cannot legally be undertaken.

The Chair(s) and Vice Chair of Governors should be invited to Committee meetings at which matters that may have a major impact on the policies and/or procedures of the school are to be discussed. Similarly, the Chair of any other Committee should be invited to any meeting at which a matter that will have a significant impact on the activities of that Committee is to be discussed.

3.1 Full Governing Body - General and Procedural

Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Draft and approve instrument of government and any subsequent amendments	✓ A							✓ R	✓ U
Co-opt governors (<i>School Governance Constitution regulations 2012</i>)	✓ A								
Appoint Local Authority governors (<i>School Governance Constitution regulations 2012</i>)	✓ A								
Review governor election materials to ensure that electorate understands what is required of governors (<i>Statutory guidance for maintained schools and local authorities in England</i>) <i>March 2015</i>	✓ A							✓ R	✓ U
Agree suspension of governors	✓ A							✓ R	✓ U
Appoint (and remove) the chair and vice chair of the governing body	✓ A							✓ R	✓ U
Determine period of office of chair and vice chair (between 1 and 4 years)	✓ A								
Appoint (and dismiss) the clerk to the governors	✓ A								
Determine any functions to be performed by the clerk to governors that are additional to those laid out in regulations	✓ A	✓ R	✓ R	✓ R	✓ R			✓ R	

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Establish and review committees	✓ A								
Elect or appoint committee chairs	✓ A	✓ R	✓ R	✓ R	✓ R				✓ U
Publication of governors' details on school website (<i>Statutory guidance for maintained schools and local authorities in England</i>) March 2015								✓ M	✓ U
Establish, publish on website, (and update annually) a register of headteachers' and governors' business interests. (<i>Statutory guidance for maintained schools and local authorities in England</i>) March 2015									✓ U
Review the Governors' Code of Conduct (Statutory guidance for maintained schools and local authorities in England) March 2015	✓ A							✓ M	✓ U
Approve Annual Governance Statement <i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</i>	✓ M							✓ A	✓ R
Determine level of delegation of functions to individuals or committees annually	✓ A								
Establish any required GB procedures (where not set out in law)	✓ A								✓ U
Set the times of school sessions and the dates of school terms and holidays (Voluntary Aided Schools only)	✓								
Ensure the school meets for 380 sessions in a school year	✓		✓ M			✓		✓	
Ensure the governing body can demonstrate its accountability to parents.	✓		✓			✓		✓	

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3.2 Teaching and Learning Committee

Strategic Intent: To equip pupils with the skills they need for their wider and later lives, within both curricular and extra-curricular activities.

Success Criteria: All staff confidently use a range of strategies for teaching and learning, in order to ensure that pupils make more than expected progress from their starting points.

3.2.1 COMPOSITION

Chair: A Governor appointed by the Full Governing Body

Members: The Headteacher or Staff Representative
At least two other Governors as appointed by the Full Governing Body

In attendance: The Chair,
Vice Chair or
Chairs of other Committees (if invited)

Quorum: The quorum shall be 3 Governors, one of whom must be a member of the teaching staff and one a Governor who is not a member of the School staff.

The Chair of the Committee will have a casting vote on all issues

The Committee shall meet at the discretion of the Chair. This should not be less than once every two terms - before each meeting of the Full Governing Body.

Reporting: Minutes of meeting to be presented to next available Full Governing Body meeting.

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3.2.2 KEY RESPONSIBILITIES

Key Responsibility:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Ensure that (from September 2014) the relevant national curriculum programmes of study are taught	✓ M	✓ R				✓			
Establish (and keep under review) a policy on sex education and publicise to parents and carers	✓ M	✓ R				✓			
Consider any disapplication for pupils (from the National Curriculum)	✓ M	✓ R				✓			
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)	✓ M	✓ R				✓			
Approve the school's SEN policy and publicise to parents and carers and report annually to parents on provision for pupils with SEN	✓								
Ensure appropriate provision is provided for gifted, more able and talented pupils	✓ M	✓ R				✓			
Monitor the provision of Special Needs requirements for statemented pupils, and those on the SEN Register.	✓ M	✓ R				✓			
Prohibit political indoctrination and ensure the balanced treatment of political issues	✓ M	✓				✓			
Designate a "responsible person" (<i>staff</i>) for pupils with SEN	✓	✓			✓	✓			
Designate a "responsible person" (<i>staff</i>) for Looked After Children	✓	✓			✓	✓			
Establish an accessibility plan and review it at least every three years	✓ A	✓ P				✓			
Ensure that the September 2014 statutory requirements for Early Years Foundation Stage are implemented	✓ M	✓ R					✓		

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Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea	✓ A	✓							
Establish and publish annually an "Equality information and objectives statement" and review equality objectives every four years	✓	✓							
Ensure provision of RE in line with the school's basic curriculum		✓							
Decide RE syllabus (Foundation, VA,VC schools)		✓							
Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' and OFSTED data Dashboards		✓							
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them		✓							
Scrutinise analysis of examination results and key stage assessments against agreed targets		✓							
Ensure rigorous assessment processes are in place.		✓							
The Committee is responsible, in consultation with the Headteacher, for advising the Full Governing Body on developments in recognised 'Best Practice' in Teaching and Learning; and on central and local government initiatives in this area. The Committee also undertakes projects to advise the Full Governing body on any actions needed as a result of these developments.		✓				✓			
The normal responsibilities of the Committee shall be to decide the monitoring and reporting strategies necessary to keep the Full Governing Body informed so that it can meet its statutory duties in relation to the National Curriculum, target setting and assessment.		✓ M							
In consultation with the Clerk and Headteacher, the Committee shall review, on a regular basis, the policy statements for the conduct of school affairs in accordance with the set down Policy Review Procedure		✓ R				✓			✓
The Committee shall recommend to the Full Governing Body any changes considered necessary to the Sex Education and Behaviour policies of the school.		✓ R C							
Consider, after consultation with the Headteacher, the resourcing levels needed for department and curriculum areas to meet the requirements of the School Development Plan and the National Literacy and Numeracy Strategies.		✓							

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The Committee shall advise the Full Governing Body of the arrangements necessary to ensure that the Board meets the statutory requirements for a daily act of worship for all pupils.	✓	✓							
Additional Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Reviewing the Child Protection Policy annually and making recommendations, through the Teaching and Learning Committee to the FGB	✓	✓ R				✓			
Reviewing the content of the Interventions Book periodically		✓ R							
Making an annual written report on Child Protection to the FGB		✓							
Monitoring the procedure for ensuring that all relevant pupils are on the SEN Register		✓ M							
Monitoring the procedure for the preparation and use of Provision Plans		✓ M							
Providing the FGB with a written report every term and annually to the FGB that will enable the FGB to be confident that it is meeting its obligations to pupils on the SEN Register	✓	✓							
Making visits to the school in accordance with the timetable of Governor visits produced by the Teaching and Learning Committee		✓							
Conducting the visits in accordance with the school's Policy on Governors' Classroom Visits		✓							
Providing a written report to the Teaching and Learning Committee (for onward transmission to the FGB) in the form set out in the policy on Governors' Classroom Visits.	✓	✓ U							
In particular the Committee is responsible for monitoring the four aspects of the healthy Schools Programme personal, Social, & Healthy eating. Physical Activity; Emotional Wellbeing.	✓	✓							

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3.3 Value for Money Committee

Strategic Intent: To conduct the financial, buildings health & safety affairs of the school within the constraints of its delegated powers as set out in the school's Governing Body Scheme of Delegation, to ensure the best value for money.

Success Criteria: To ensure that the highest quality educational outcomes are achieved for all children, whilst maintaining sound financial controls within a balanced budget.

3.3.1 COMPOSITION

Chair: A Governor appointed by the Full Governing Body

Members: A Headteacher or Staff Governor as appointed by the Full Governing Body
At least two other Governors appointed by the Full Governing Body, one of whom will be the Health & Safety Governor

In attendance: The Headteacher – if not already a member (if invited); The School Finance Officer; The Chair, Vice Chair and Chairs of other Committees (if invited). Other non-governors, including key staff, in the capacity of subject matter experts, may be invited to attend from time to time but have no voting rights.

Quorum: A quorum shall be two Governors plus the Headteacher or Staff Governor

The Committee shall meet at the discretion of the Chair. This should be not less than once every two terms.

In the event of an equally divided vote for any reason, the Chair shall exercise a casting vote. However, the full Board of Governors shall have their attention drawn to decisions made in this way at the time of the Committee's report.

Reporting: Minutes of meeting to be presented to next available Full Governing Body meeting.

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3.3.2 KEY RESPONSIBILITIES

Key Responsibility:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Award contracts (GB to determine levels of authorisation)	✓		✓			✓	✓ U		
Approve transfers between budget headings (GB to determine levels of authorisation)			✓			✓	✓		
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)	✓								
Ensure that the budget is only spent for school purposes			✓ R			✓ M	✓		
Agree the first budget plan, prioritised against school improvement priorities			✓ A			✓			
Agree an annual Best Value Statement			✓						
Review contracts and services due for renewal (GB to determine levels of authorisation)	✓ M		✓			✓	✓		
Monitor adequacy of financial management competency amongst staff and governors			✓			✓			
Approve signatories for authorising orders and payments			✓						
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)			✓			✓			
Monitor income and expenditure reports and approve returns required by LA			✓			✓	✓ U		
Establish (and keep under review) a charging and remissions policy	✓ A		✓			✓			
Appoint (annually) auditors to conduct an audit of the School Fund			✓ A				✓ U		
Receive an annual report on the audited accounts of the School Fund			✓						
Approve (and keep under review) ordering and payment systems			✓			✓	✓		

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Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)			✓						
Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)			✓						
Approve the disposal of surplus and damaged equipment			✓	A			✓	R C	
Consider annual financial benchmarking data and analyse outcomes			✓				✓		
Ensure the budget has allocated funds to support the school improvement plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes			✓			✓	✓		
Ensure all required finance policies and procedures are in place and implemented			✓						
Agree end of year budget rollover			✓						
Receive, and where appropriate respond to, reports from Local Authority Auditors			✓					✓	U
Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning			✓	R			✓	E	
Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision (primary schools)			✓	R			✓	E	
Evaluate the impact of the allocation of year 7 catch up funding (secondary schools)									
Approve (and keep under review) a governors' allowances scheme			✓	A				✓	U
Agree <i>budget</i> allocation for governor training and evaluate the impact of spending			✓	A			✓	✓	
Agree long term strategy for use of school premises			✓	A			✓	✓	
Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation			✓						
Arrange for regular monitoring and inspection of school premises			✓				✓	✓	
Agree a funded maintenance plan			✓						

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Approve hiring policy and charges			✓						
Ensure security of school premises and equipment			✓						
Agree level of maintenance service the school will buy from service providers			✓						
Ensure risk assessments of school site are conducted and considered as appropriate			✓						
Ensure compliance with health, safety and safeguarding legislation applied to schools			✓	M		✓	✓	R	
Approve a health and safety policy and monitor its implementation	✓	A	✓	M		✓	✓	R	
Ensure effectiveness of health and safety policy			✓	M		✓	✓	R	
Conduct inspections of buildings, plant and equipment			✓	M		✓	✓	R	

Additional Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
It shall recommend to the Full Governing Body measures aimed at saving or efficiency that may fall outside these constraints and may make recommendations for the deployment of funds that are not immediately required for the running of the school.	✓	A	✓						
It shall recommend to the Full Governing Body measures aimed at improving the condition of the school site and the buildings within that area.	✓	A	✓						
The Committee and Headteacher can view amounts in the budget in accordance with Section 3.3 of the Scheme of Delegation.			✓			✓	M		
The Committee shall, within LA regulations: prepare a draft budget for the income and expenditure for the financial year immediately the allocation is made by the LA. This draft budget will be presented to the Full Governing Body for approval as soon as possible after its preparation and whenever feasible, before the start of the financial year.			✓						
Liaise with the Staffing Committee in respect to financial management of its budget.			✓		✓				
Ensure that cheques are signed by no less than two of the nominated signatories. For expenditure over a sum agreed from time to time by the Full Governing Body, one of the			✓				✓		

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signatories must be a Governor who is not a member of the school staff.									
Maintain a school account with a clearing bank and make recommendations to the Full Governing Body for the investments of funds that are not immediately required for the running of the school.			✓						
Ensure that school accounts are not brought into overdraft for any reason.			✓						
The Committee is authorised to carry out or arrange, in consultation with the Headteacher, regular condition surveys of all school buildings.			✓						
The Committee shall, use their own initiative and on the advice of the Headteacher, make proposals to the Full Governing Body for the award of contracts for the repair and maintenance of school buildings.			✓						
Monitor income and expenditure against budget on a termly basis.			✓						
The Committee shall recommend or initiate action for the resolution of Health and Safety problems at the school in consultation with the Headteacher and the authorised Health and Safety Inspector.			✓						
Report to the Full Governing Body as often as the Body may require, but not less than once every school term. This report shall show expenditure against budget and in addition shall also include all details of any discretionary expenditure that required approval or where authorisation was thought necessary.			✓						
The Committee will write a planning programme giving priorities for establishing acceptable levels of repair and maintenance to school buildings. In keeping with the agreed priorities, and in consultation with the Headteacher, the Committee will have responsibility for ensuring the maintenance or replacement of school fittings.			✓						
The Committee is authorised to spend up to a financial limit as agreed by the Full Governing Body, either as a specific item of expenditure or as part of the school's budget for minor repairs and maintenance to school property. The Headteacher and the FO are to be kept properly informed.			✓						
Any expenditure up to £1,000 not agreed by the Full Governing Body or the Value for Money Committee must go to the Headteacher for approval.			✓						

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Any expenditure between £1,000 and £5,000 not agreed by the Full Governing Body must come before the Value for Money Committee for approval.			✓						
Any expenditure over £5,000 not agreed by the Full Governing Body must come before the Full Governing Body.			✓						
In the process of planning, the Committee shall prepare a long-term strategy to improve the standard and quality of school buildings taking into account the needs of new construction as at para.11.			✓						
The Committee shall examine proposals received from consultants and contractors relating to major school building projects. They should prepare prioritised recommendations for submission to the Full Governing Body.			✓						
The Committee shall establish the extent of cover required for all insurances, make recommendations regarding the level of insurance cover on the buildings and contents, and investigate further cover as appropriate.			✓						
The FO, whilst being directly responsible to the Headteacher for all financial matters concerned with the day to day running of the school, shall be responsible to the Full Governing Body through the Value for Money Committee in relation to all policy matters connected with the financial aspects including methods of accounting. Any questions regarding policy matters will be dealt with through the Headteacher or the Value for Money Committee.			✓						
All funds raised privately for the benefit of the school from any source will be considered to be part of the income of the school and shall fall within the duties and responsibilities of the value for Money Committee should they exceed £100 in any one term. Otherwise they remain under the supervision of the Headteacher.			✓						
The Committee shall observe all statutory and contractual obligations.			✓						
Ensure school meets national school standards (new standards in force from Jan 2015).			✓						

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3.4 Ethos Committee

Strategic Intent: To develop pupil's awareness of the wider world they live in and how to foster the values of the Christian community they live in, to help them grow into confident individuals who are prepared for later life in the workplace.

Success Criteria: The pupils understand that they are a part of a wider Christian community that promotes caring, learning and respect as something to strive for.

3.4.1 COMPOSITION

Chair: A Foundation Governor appointed by the Full Governing Body

Members: The Headteacher or Staff Representative; At least two other Foundation Governors as appointed by the Full Governing Body

In attendance: The Chair, Vice-Chair or Chairs of other Committees (if invited).

Quorum: The quorum shall be 3 Governors, one of whom must be a member of the teaching staff and one a Governor who is not a member of the School staff. The Chair of the Committee will have a casting vote on all issues

The Committee shall meet at the discretion of the Chair. This should not be less than once every two terms - before each meeting of the Full Governing Body.

Reporting: Minutes of the meeting to be presented to next available Full Governing Body meeting.

FOR MATTERS AFFECTING APPEALS PANELS

Chair: Chair of Governors

Members: Two (2) other independent governors

Quorum: A quorum of individual admissions shall be a quorum of 2 Governors, one of whom may be a member of the teaching staff and one must be a governor who is not a member of the school staff. For all other matters the quorum shall be 3 Governors, one of whom may be a member of the teaching staff and one must be a governor who is not a member of the school staff.

The Chair of the Committee will have a casting vote on all issues.

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3.4.2 KEY RESPONSIBILITIES

Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Establish an admissions policy and publish it, reviewing it annually and make recommendations to the Full Governing Body.				✓					
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.				✓					
Ensure legally required information is published online, including annually required information e.g. report on pupil premium funding				✓					
Agree parental complaints procedure and publicise to parents				✓					
Consider parental complaints against head teacher (as outlined in complaints procedure)				✓					
Consider matters relating to the role of the school in the community				✓					
Ensure the school has a published freedom of information scheme				✓					
Establish a data protection policy and review it at least every two years				✓					
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)				✓					
Review and monitor the effectiveness of additional services and what form these should take				✓					
Decide whether to cease provision of additional services				✓					
Agree the behaviour policy and ensure that this is publicised to all stakeholders and on the school website	✓			✓					

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Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term	✓			✓					
Consider parents' representation about exclusions				✓					
Approve Safeguarding and Child Protection Policy and review its effectiveness at least annually	✓			✓					
Ensure effectiveness of record keeping related to health, safety and safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks				✓					
Consider school's annual safeguarding audit and monitor subsequent action plans				✓					
Ensure compliance with statutory guidance regarding pupils with medical needs				✓					

Additional Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
To enhance the reputation of the school by ensuring that all relevant news about the school is widely disseminated to Governors, parents and the wider community.				✓					
To assist the recruitment of pupils by publicising the school to parents of pre-school age children in the village and surrounding communities.				✓					
To monitor the School Prospectus, the Governor Spotlight and other publications, and the content contained on the school website,				✓					
To gather information from stakeholders for completion of the school Self Evaluation Form (SEF)				✓					
The Committee shall monitor how the school's distinctive Christian character meets the needs of all learners.				✓					
The Committee shall monitor and evaluate the impact of Collective Worship on the school community.				✓					
The Committee shall monitor and evaluate the effectiveness of the religious education.				✓					
The Committee shall monitor and evaluate the leadership and management of the school as a Church school.				✓					
The Committee shall continue to nurture good relations with the Church community and the PCC.				✓					

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3.5 Staffing Committee

Strategic Intent: Develop the breadth of learning for the pupils, governors and all staff, ensuring all learning experiences are challenging and thought provoking.

Success Criteria: All learners in the school have had appropriate opportunities to develop their own learning and these impact on the progress that pupils make in their learning and attainment.

3.5.1 COMPOSITION

Chair: A Governor appointed by the Full Governing Body

Members: At least three other Governors as appointed by the Full Governing Body, and the Headteacher
At least one of the Governors is to be a parent of a pupil registered at the School

Other co-opted Governors, in a non-voting capacity, may be nominated as members of the Committee by the Full Governing Body. The Deputy Head Teacher, or a member of the teaching staff nominated by the Head, can be invited to attend all meetings but may be excluded where there may be a clear conflict of interest, or element of confidentiality for which it would be inappropriate for them to be present

The Chair of the Committee will have a casting vote on all issues

In attendance: The Chair, Vice Chair and Chairs of other Committees (if invited)

Meetings: The Committee shall meet on a routine basis at the discretion of the Chair and not less than once every two terms. The Committee shall meet on an extraordinary basis when required

Quorum: The quorum shall be any 3 Governors from the Staffing Committee

The Committee shall ensure strict confidentiality is maintained at all times.

Reporting: Minutes of meeting to be presented to next available Full Governing Body meeting.

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3.5.2 KEY RESPONSIBILITIES

Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
Formally approve appointments of head teacher and deputy head teacher	✓								
Appoint an external adviser to assist with the head teacher's performance management					✓				
Nominate 2/3 governors to conduct head teacher's performance management					✓				
Approve, and keep under review, a school pay policy					✓				
In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority					✓				
Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, <i>capability</i> , grievance, redundancy, termination of employment					✓				
Approve a Statement of procedures for dealing with allegations of abuse against staff						✓			
Approve applications for early retirement, secondment and leave of absence not covered by local agreements					✓				
Approve, and keep under review, a teacher appraisal policy					✓				
Make teachers' pay progression decisions following recommendations of head teacher (by end of October)					✓				
Consider a report from the head teacher on the operation of the appraisal policy (to include information as outlined in the school's appraisal policy)					✓				
Determine the school's staffing complement					✓				
Ensure safer recruitment requirements are met					✓				
Ensure that required staffing policies and procedures are in place and implemented					✓				
Appoint selection panel for head teacher and deputy head teacher appointments	✓								

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Appoint selection panel for other members of the senior leadership team					✓				
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training					✓				

Additional Responsibilities:	FGB	T&L	VFM	ETH	STF	HT	DI	CoG	CLK
The Committee shall develop and implement and review strategies relating to both staff and the school facilities and carry out procedures in relation to the recruitment of staff in conjunction with the Head Teacher.					✓				
The Committee shall ensure implementation of current DfE policies and procedures relating to staff and ensure that all staffing and personnel policies meet statutory requirements.					✓				
When required, the Committee shall prepare and present cases to a separate Appeals Committee.					✓				
When required, the Committee shall advise and assist the Full Governing Body with the School Development Plan and in any statutory procedures relating to staffing matters.					✓				
The Committee shall consider any recommendation for dismissal of a staff member by the Headteacher or the Full Governing Body, ensuring a full investigation takes place and is fully minuted.					✓				
The Committee shall liaise with the HR Personnel Services where necessary and ensure adequate written communication is made.					✓				
The Committee shall ensure all other required written communications are made to all parties concerned.					✓				
The Committee shall present recommendations to the Full Governing Body.	✓				✓				
The Committee to liaise as appropriate with the Value for Money Committee in relation to the staffing structure and changes relating thereto.			✓		✓				

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3.6 Pay Committee

Strategic Intent: to review the pay of each member of teaching staff, make pay decisions, award pay as appropriate and to ensure that all teachers are advised of the outcome accordingly

Success Criteria: to monitor and review the school's pay policy, ensuring compliance with equalities and discrimination legislation and the principles of public life - objectivity, openness and accountability - and to make recommendations to the governing body for consideration and approval;

3.6.1 COMPOSITION

Chair: The Co-Chair of Governors

Members: Vice-Chair of Governors; Chair of Staffing Committee; Chair of Value of Money Committee; At least one other Governor appointed by the Full Governing Body.

The Headteacher may attend in an advisory capacity. The Headteacher will make recommendations to the Pay Committee, apart from their own pay. The head teacher should withdraw from the meeting prior to any discussion or decision making in relation to his/her pay by the Pay Committee.

In attendance: Co-Chair, Vice Chair, Chair of Value for Money, Chair of Staffing, and Appointed Governor. Other non-governors, including key staff, in the capacity of subject matter experts, may be invited to attend from time to time but have no voting rights.

Quorum: A quorum shall be three Governors.

The Committee shall meet at the discretion of the Chair.

In the event of an equally divided vote for any reason, the Chair shall exercise a casting vote.

Reporting: Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the Pay Committee should be kept confidential and stored securely in accordance with data protection legislation and recognised good practice.

Recommendations submitted to the Pay Committee and decisions made by the Pay Committee will be reported to the full governing body, normally following the completion of all pay appeals.

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3.6.2 KEY RESPONSIBILITIES

Key Responsibility:	FGB	PAY
To apply the criteria set by the pay policy in determining the pay of each member of teaching staff at the annual review;		✓
To review, on an annual basis, the pay of each member of teaching staff and to determine any pay awards, as appropriate, and to ensure all staff members are advised of the outcome via the head teacher;		✓
To minute clearly the reasons for all decisions and to report these decisions to the next full governing body meeting as a confidential item to be received;	✓	
To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of adequate funding to support all pay decisions;		✓
To ensure that an annual report on the operation of the pay policy, a summary of the pay decisions made and an equality impact assessment of these decisions is prepared and submitted to the governing body for consideration;	✓	✓
To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary		✓
To ensuring that appeals against pay decisions are dealt with quickly, fairly and are consistent with equalities and other relevant legislation		✓
To attend relevant training as appropriate		✓
Endorsed decisions relating to the Headteacher's pay will be communicated in writing by the Chair of Governors. Other endorsed decisions will be communicated to each individual in writing by the Headteacher		✓

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3.7 Strategic Partnership Working Group ('SPWG')

The following are the Terms of Reference (TORs) for the Strategic Partnership Working Group.

3.7.1 COMPOSITION

Chair: A Governor appointed by the Full Governing Body

Members: At least three other Governors as appointed by the Full Governing Body, and the Headteacher
At least one of the Governors is to be a parent of a pupil registered at the School

Other co-opted Governors, in a non-voting capacity, may be nominated as members of the Committee by the Full Governing Body. The Deputy Head Teacher, or a member of the teaching staff nominated by the Head, can be invited to attend all meetings but may be excluded where there may be a clear conflict of interest, or element of confidentiality for which it would be inappropriate for them to be present

The Chair of the Committee will have a casting vote on all issues

In attendance: The Chair, Vice Chair and Chairs of other Committees (if invited)

Meetings: The Committee shall meet on a routine basis at the discretion of the Chair. The Committee shall meet on an extraordinary basis when required

Quorum: The quorum shall be any 3 Governors from the Strategic Partnership Working Group.

Reporting: Minutes of meeting to be presented to next available Full Governing Body meeting.

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3.7.2 KEY RESPONSIBILITIES

Responsibilities	FGB	T&L	VFM	ETH	STF	HT	SPWG	CoG	CLK
Publish proposals to change category of school	✓						✓		
Consider forming, joining or leaving a federation or academy	✓						✓		
Agree long term vision and strategic plan	✓						✓		
Approve school improvement plans and evaluate their impact	✓						✓		
Agree the outcomes of the School's Self Evaluation process	✓						✓		
Ensure OFSTED recommendations are incorporated into the school improvement plan	✓						✓		
To act as a strategic and creative "think tank" for the future direction and development of the school.							✓		
To monitor progress against the SIDP.							✓		
To undertake any special projects as authorized by the FGB.							✓		
The Committee shall present recommendations to the Full Governing Body as appropriate.							✓		

Issue date: 1 September 2017 (As approved at the FGB on 28 September 2017)