

**BRADING PRIMARY SCHOOL  
GOVERNORS' SCHEME OF DELEGATION**



**THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BOARD MAY LEGALLY DELEGATE FUNCTIONS**

**KEY**

**Level 1:** Full Governing Board

**Level 2:** A committee of the Governing Board

FG = Full Governors, LM = Leadership & Management, AS = Achievements and Standards, DIS = Disciplinary committee

**Level 3:** An individual governor

**Level 4:** Headteacher

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

**\*Although decisions may be delegated, the governing board as a whole remains responsible for any decision made under delegation\***

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan each financial year according to SFVS requirements Q8, 9, 10, 11		LM		
	2	To monitor expenditure reports at least 3 times per year, to comply with SFVS requirements Q4		LM		
	3	To establish a charging and remissions policy		LM		
	4	Miscellaneous financial decisions according to SFVS requirements Q2		LM		
	5	To ensure compliance with SFVS requirements	FG			
	6	To approve contracts over £10,000		LM		
	7	To approve budget expenditure up to £10,000				HT
	8	To make virements up to £10,000				HT
	9	To approve virements over £10,000		LM		
<b>Staffing</b>	10	Headteacher appointments (selection panel)	FG			
	11	Deputy appointments (selection panel)	FG			
	12	To establish a Staffing Structure in accordance with SFVS requirements Q7				HT
	13	To approve a Staffing Structure in accordance with SFVS requirements Q7	FG			
	14	Appoint Teachers and non teaching staff				HT
	15	Agree a pay policy in accordance with SFVS requirements		LM		
	16	Pay discretions		LM		
	17	To establish disciplinary/capability procedures		AS		
	18	Dismissal of headteacher	FG			
	19	Dismissal of other staff	FG			
	20	Suspending head	FG			
	21	Suspending staff (except head)				HT
	22	Ending suspension (head)	FG			
	23	Ending suspension (except head)		AS		

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	24	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	FG			
	25	Determining dismissal payments/ early retirement		LM		
<b>Curriculum</b>	26	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		AS		
	27	To establish a curriculum policy				HT
	28	To implement curriculum policy				HT
	29	To agree or reject and monitor curriculum policy		AS		
	30	Responsible for standards of teaching		AS		
	31	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)		AS		
	32	Monitor pupil progress - including SEN, LACES, G&T and other children identified as 'vulnerable'		AS		
	33	Provision of Relationship & Sex Education – to establish and keep written policy up to date		AS		
	34	To prohibit political indoctrination and ensuring the balanced treatment of political issues	FG			
	35	To establish a charging and remissions policy for activities (non NC based)		LM		
<b>Performance Management</b>	36	To formulate a performance management policy				HT
	37	To establish a performance management policy		LM		
	38	To implement the performance management policy				HT
	39	To review the performance management policy annually		LM		
<b>Target Setting</b>	40	To set and publish targets for pupil achievement, and attendance		AS		
<b>Discipline/ Exclusions</b>	41	To establish a discipline policy		AS		
	42	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 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)		DIS		
	43	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		DIS		
<b>Admissions</b>	44	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing board)	FG			
n/a	45	To consult annually before setting an admissions policy (VA and Foundation schools)	FG			
n/a	46	To establish an admissions policy (special schools where pupils do not have a statement) acting with LA	FG			
n/a	47	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the FGB)	FG			
n/a	48	Admissions: application decisions (VA, Foundation and special schools)	FG			
n/a	49	To appeal against LA directions to admit pupil(s)		LM		

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		(Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)				
<b>Religious Education</b>	50	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus		AS		
	51	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)	FG			
	52	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)	FG			
	53	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)	FG			
<b>Collective Worship</b>	54	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				HT
	55	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				HT
	56	Arrangements for collective worship (schools without religious character (after consulting GB)				HT
n/a	57	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head) - in accordance with SFVS requirements Q23		AS		
<b>Premises &amp; Insurance</b>	58	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		LM		
	59	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision) – in accordance with SFVS requirements Q23		LM		
	60	Procuring and maintaining buildings, including developing properly funded maintenance plan		LM		
<b>Health &amp; Safety</b>	61	To institute a health and safety policy (in community and VC schools this would be the LA)	FG			
	62	To ensure that health and safety regulations are followed		LM		
<b>School Organisation</b>	63	To publish proposals to change category of school	FG			
n/a	64	Proposal to alter or discontinue voluntary foundation or foundation special school	FG			
	65	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	FG			
	66	To ensure that the school meets for 380 sessions in a school year	FG			
	67	To ensure that school lunch nutritional standards are met where provided by the governing board.		AS		
<b>Information For Parents</b>	68	To prepare and publish the school prospectus		LM		

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	69	To ensure provision of free school meals to those pupils meeting the criteria		LM		
	70	Adoption and review of home-school agreements		AS		
<b>GB Procedures</b>	71	To draw up instrument of government and any amendments thereafter	FG			
	72	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	FG			
	73	To appoint and dismiss the clerk to the governors	FG			
	74	To hold a full governing board meeting at least three times in a school year or a meeting of the temporary governing board as often may require	FG			
	75	To appoint and remove community or sponsor governors.	FG			
	76	To set up a Register of Governors' Business Interests in accordance with SFVS requirements Q5	FG			
	77	To approve and set up a Governors Expenses Scheme		LM		
	78	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	FG			
	79	To consider whether or not to exercise delegation of functions to individuals or committees in line with SFVS requirements Q3	FG			
	80	To regulate the GB procedures (where not set out in law)	FG			
<b>Federations</b>	81	To consider forming a federation or joining an existing federation	FG			
	82	To consider requests from other schools to join the federation	FG			
	83	To leave a federation	FG			
<b>Extended Schools</b>	84*	To decide to offer additional activities and to what form these should take	FG			
	85	To put into place the additional services provided		LM		
	86	To ensure delivery of services provided		LM		
	87*	To cease providing extended school provision	FG			
<b>Inclusion &amp; Equality</b>	88	To establish and review a special educational needs (SEN) policy.	FG			
	89	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.	FG			
	90	To designate a 'responsible person' for children with SEN in community, voluntary and foundation schools	FG			
	91	To designate a 'responsible person' for looked after children in community, voluntary and foundation schools		LM		
	92	To establish an accessibility plan and review it every three years.		LM		
	93	To establish and review annually a child protection policy and relevant procedures.		LM		

\*Although these tasks are 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 Board.