

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

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
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	✓	✓			Curriculum committee
	Make sure assessment arrangements are implemented	✓	✓		✓	Headteacher
Extended services	Approve the provision of extended services	✓	✓			Resources committee
	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		✓			Resources committee
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Resources
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	Headteacher
	Complete the Schools Financial Value Standard (SFVS)	✓	✓			Prepared by Resources committee and approved by FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Monitor impact of pupil premium funding	✓	✓		✓	Curriculum committee
	Monitor impact of PE and sport premium funding	✓	✓		✓	Curriculum committee
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)

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	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	✓	✓	✓	✓	Curriculum
	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

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	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 curriculum committee
	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	✓	✓		✓	Curriculum
	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	✓	✓		✓	Resources
	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,	Establish a selection panel to recruit a headteacher or deputy headteacher	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
management and structure	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	✓	✓			Resources committee
	Determine dismissal payments/early retirement	✓	✓		✓	Resources