



# Brighstone C.E Aided Primary School

Head Teacher – Mrs. T. Fox

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## GOVERNING BODY SCHEME OF DELEGATION

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy. Decisions will be taken at Level 1 = FGB, 2 = Committee, 3 = Individual governor, 4 = Headteacher.

| Key Function    | No | Tasks  | Decision Level |   |   |   |
|-----------------|----|--|----------------|---|---|---|
|                 |    |  | 1              | 2 | 3 | 4 |
| <b>Budgets</b>  | 1  | To approve the first formal budget plan each financial year  | X              |   |   |   |
|                 | 2  | To monitor monthly expenditure.  |                |   |   | X |
|                 | 3  | To establish a charging and remissions policy  |                | F |   |   |
|                 | 4  | Miscellaneous financial decisions (Refer to Finance Policy)  | X              |   |   | X |
|                 | 5  | To enter into contracts (refer to Finance Policy)  | X              |   |   | X |
|                 | 6  | To make payments   |                |   |   | X |
| <b>Staffing</b> | 7  | Headteacher appointments (selection panel)   | X              |   |   |   |
|                 | 8  | Deputy appointments (selection panel)  | X              |   |   |   |
|                 | 9  | Appoint other teachers   |                |   | X | X |
|                 | 10 | Appoint non-teaching staff   |                |   |   | X |
|                 | 11 | Agree a pay policy   | X              |   |   |   |
|                 | 12 | Pay discretions  |                | F |   |   |
|                 | 13 | Establishing disciplinary/capability procedures, agreed by FGB   | X              |   |   | X |
|                 | 14 | Dismissal of headteacher   | X              |   |   |   |
|                 | 15 | Dismissal of other staff   |                |   | X | X |
|                 | 16 | Suspending head  | X              |   |   |   |
|                 | 17 | Suspending staff (except head)   |                |   | X | X |
|                 | 18 | Ending suspension (head)   | X              |   |   |   |
|                 | 19 | Ending suspension (except head)  |                | F |   |   |
|                 | 20 | Determining staff complement   | X              |   |   |   |
|                 | 21 | In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights | X              |   |   |   |

|                                 |    |   |   |   |  |   |
|---------------------------------|----|---|---|---|--|---|
|                                 | 22 | Determining dismissal payments/ early retirement  |   | F |  |   |
| <b>Curriculum</b>               | 23 | Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)  |   |   |  | X |
|                                 | 24 | To establish a curriculum policy  |   |   |  | X |
|                                 | 25 | To implement curriculum policy  |   |   |  | X |
|                                 | 26 | To agree or reject and monitor curriculum policy  |   | S |  |   |
|                                 | 27 | Responsible for standards of teaching   |   |   |  | X |
|                                 | 28 | 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)          |   |   |  | X |
|                                 | 29 | Responsibility for individual child's education   |   |   |  | X |
|                                 | 30 | Provision of sex education – to establish and keep up to date a written policy, agreed by FGB   | X |   |  | X |
|                                 | 31 | To prohibit political indoctrination and ensuring the balanced treatment of political issues  |   |   |  | X |
|                                 | 32 | To establish a charging and remissions policy for activities (non NC based),  |   | F |  |   |
| <b>Performance Management</b>   | 33 | To formulate a performance management policy  |   |   |  | X |
|                                 | 34 | To establish a performance management policy  |   | S |  |   |
|                                 | 35 | To implement the performance management policy  |   |   |  | X |
|                                 | 36 | To review annually the performance management policy  |   | S |  |   |
| <b>Target Setting</b>           | 37 | To set and publish targets for pupil achievement  |   |   |  | X |
| <b>Discipline/ Exclusions</b>   | 38 | To establish a Behaviour policy   | X |   |  |   |
|                                 | 39 | To review the use of exclusion  |   | S |  |   |
|                                 | 40 | To direct reinstatement of excluded pupils  |   | X |  |   |
| <b>Admissions</b>               | 41 | To consult annually before setting an admissions policy   | X |   |  |   |
|                                 | 42 | To establish an admissions policy (special schools where pupils do not have a statement) acting with LA   | X |   |  |   |
|                                 | 43 | Admissions: application decisions   |   | A |  |   |
|                                 | 44 | To appeal against LA directions to admit pupil(s)   |   | A |  |   |
| <b>Religious Education</b>      | 45 | Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)<br>NB this must fall into line with locally agreed syllabus                              |   | S |  | X |
|                                 | 44 | Decision to provide RE according to trust deed/specified denomination in VA schools with religious character  |   |   |  | X |
|                                 | 45 | Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it).  |   |   |  | X |
| <b>Collective Worship</b>       | 46 | In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)  |   |   |  | X |
|                                 | 47 | Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)  |   | S |  |   |
| <b>Premises &amp; Insurance</b> | 48 | 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) | X |   |  |   |

|                                |    |   |   |   |   |   |
|--------------------------------|----|---|---|---|---|---|
|                                | 49 | 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) | X |   |   |   |
|                                | 50 | Procuring and maintaining buildings, including developing properly funded maintenance plan  |   | F |   |   |
| <b>Health &amp; Safety</b>     | 51 | To institute a health and safety policy   | X |   |   |   |
|                                | 52 | To ensure that health and safety regulations are followed   |   |   |   | X |
| <b>School Organisation</b>     | 53 | To publish proposals to change category of school   | X |   |   |   |
|                                | 54 | Proposal to alter or discontinue voluntary foundation or foundation special school  | X |   |   |   |
|                                | 55 | 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  | X |   |   |   |
|                                | 56 | To ensure that the school meets for 380 sessions in a school year   |   |   |   | X |
|                                | 57 | To ensure that school lunch nutritional standards are met where provided by the governing body.   |   |   |   | X |
| <b>Information For Parents</b> | 58 | To prepare and publish the school prospectus  |   |   | X | X |
|                                | 59 | To ensure provision of free school meals to those pupils meeting the criteria   |   |   |   | X |
| <b>GB Procedures</b>           | 60 | To draw up instrument of government and any amendments thereafter   | X |   |   |   |
|                                | 61 | To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body   | X |   |   |   |
|                                | 62 | To appoint and dismiss the clerk to the governors   | X |   |   |   |
|                                | 63 | To hold a full governing body meeting at least four times in a school year or a meeting of the temporary governing body as often may require  | X |   |   |   |
|                                | 64 | To remove parent or staff governors.  | X |   |   |   |
|                                | 65 | To set up a Register of Governors' Business Interests   | X |   |   |   |
|                                | 66 | To approve and set up a Governors Expenses Scheme   |   | F |   |   |
|                                | 67 | To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools   | X |   |   |   |
|                                | 68 | To consider whether or not to exercise delegation of functions to individuals or committees   | X |   |   |   |
|                                | 69 | To regulate the GB procedures (where not set out in law)  | X |   |   |   |
| <b>Federations</b>             | 70 | To consider forming a federation or joining an existing federation  | X |   |   |   |
|                                | 71 | To consider requests from other schools to join the federation  | X |   |   |   |
|                                | 72 | To leave a federation   | X |   |   |   |
| <b>Extended Schools</b>        | 73 | To decide to offer additional activities and to what form these should take   | X |   |   |   |
|                                | 74 | To put into place the additional services provided  |   |   |   | X |

|  |    |  |   |  |  |   |
|--|----|--|---|--|--|---|
|  | 75 | To ensure delivery of services provided      |   |  |  | X |
|  | 76 | To cease providing extended school provision | X |  |  |   |

Chair's signature ..... Date ..... Review September 2020