**Governing Board Scheme of Delegation**

| **Function** | **Task** | **FGB** | **Committee** | **Individual governor** | **Headteacher** | **We have delegated this to:** |
| --- | --- | --- | --- | --- | --- | --- |
| **Admissions** | Determine the school’s admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria | **** | **** |  |  | FGB |
| Make sure the school’s admissions arrangements comply with the School Admissions Code and are fair, clear and objective | **** | **** |  |  | FGB |
| Establish an independent appeals panel when there are admissions appeals | **** |  |  |  | FGB |
| **Behaviour and exclusions** | Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days |  |  |  | **** | HR |
| Convene [a meeting to consider reinstating an excluded pupil](https://schoolgovernors.thekeysupport.com/uid/0d36265b-1ceb-4c7f-92d3-fc1c585bb6bd/) and consider parents’ representations about an exclusion in some circumstances  | **** | **** | **** |  | PR |
| Arrange an independent review panel to consider permanent exclusions, where requested by parents | **** |  |  |  | FGB |
| **Curriculum** | Make sure the school teaches a broad andbalanced curriculum to the age of 16 |  |  |  | **** | HR |
| **Finance and budgets** | Make day-to-day spending decisions under the amount of £5000 |  |  |  | **** | HR |
| Appoint a senior executive leader as the accounting officer for the school and a chief financial officer | **** |  |  |  | FGB |
| Participate in annual accounts consolidation exercises as communicated by the Department for Education | **** | **** |  |  | FC |
| Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation | **** |  |  |  | FGB |
| Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA’s academies accounts direction  | **** | **** |  |  | FC |
| Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement | **** | **** |  |  | FC |
| Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million | **** |  |  |  | FGB |
| Approve a balanced budget each financial year and submit to the ESFA | **** |  |  |  | FGB/FC |
| Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors | **** |  |  |  | FGB/PR |
| Monitor impact of pupil premium funding | **** | **** |  | **** | HR/C&S |
| Primary schools: Monitor impact of PE and sport premium funding  | **** | **** |  | **** | HR |
| **Governing body procedures** | Hold full governing board meetings at least 3 times a year | **** |  |  |  | FGB |
| Elect a chair and vice-chair of trustees | **** |  |  |  | FGB |
| Appoint a clerk | **** |  |  |  | FGB |
| Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee  | **** |  |  |  | FGB |
| Check that all statutory policies and documents are in place | **** |  |  |  | FGB/HR |
| Delegate functions to committees and individuals | **** |  |  |  | FGB |
| **Health & Safety** | Monitor the implementation of the health and safety policy | **** | **** |  |  | FGB/S,H&S |
| Make sure there is an appointed person in charge of first aid | **** | **** |  | **** | HR |
| **Parents and the community** | Make sure the required information is published on the school website  | **** | **** |  | **** | FGB/HR |
| Approve a complaints procedure  | **** |  |  |  | FGB |
| 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 | **** | **** |  |  | FGB |
| **Pupil wellbeing** | Make sure the provision of free school meals to those pupils meeting the criteria | **** | **** |  | **** | FGB/HR |
| Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training | **** | **** |  | **** | S,H&S, AO |
| Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this | **** |  |  |  | FGB |
| Make arrangements for supporting pupils with medical conditions | **** | **** |  | **** | AO/ S,H&S |
| **Safeguarding** | Check that the school complies with statutory guidance on safeguarding  | **** | **** |  |  | S,H&S |
| 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 | **** | **** |  | **** | S,H&S/HR |
| Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher | **** | **** |  |  | S,H&S |
| Monitor the implementation of the child protection policy | **** |  |  |  | FGB |
| Appoint a member of staff to be the designated safeguarding lead |  |  |  | **** | HR/LC/AO |
| Make sure that effective support is provided for any employee facing an allegation | **** | **** |  | **** | FGB |
| **Special Educational Needs and Disabilities (SEND)** | Designate a member of the governing body or a committee to have oversight of the school’s arrangements for SEND | **** |  |  |  | FGB/FR |
| Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness |  | **** | **** | **** | AO/HR |
| Make sure that parents are notified by the school when special educational provision is being made for their child |  |  |  | **** | HR |
| Make sure the school produces and publishes online its school SEN information report | **** | **** |  | **** | HR/AO |
| Co-operate with the local authority in developing the local offer |  | **** |  | **** | HR/AO |
| Make sure the school follows the statutory SEND Code of Practice | **** |  |  | **** | HR |
| Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school | **** | **** |  | **** | HR/AO |
| Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching |  |  |  | **** | HR |
| **Staffing matters** | Appoint a Headteacher | **** |  |  |  | FGB |
| Make sure safer recruitment procedures are applied (for example, disclosure and barring checks) | **** |  |  |  | FGB |
| Make sure employment law and guidance is being followed | **** | **** |  |  | FGB |
| Approve staffing structure changes | **** | **** |  |  | FGB/C&S |
| Dismiss the headteacher | **** |  |  |  | FGB |