



Scheme of Delegation & Terms of Reference of Governing Board

This document sets out the responsibilities and extent of authority delegated to committees or individuals acting within the framework of the policies formulated by the Governing Board. See separate Terms of Reference for the Finance & Human Resources and School Improvement Committees.

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1 INTRODUCTION

Governing Boards are accountable in law for all major decisions about the school and its future. However, Committees of the Board can be given delegated authority to make decisions, monitor, evaluate and review plans, policies and targets on behalf of the Board. The Headteacher plays the major role in formulating plans, policies and targets to bring to committees or to the governing Board for discussion prior to adoption by the full Governing Board.

- The Headteacher is responsible for internal organisation, management and control of the school and is accountable to the Governing Board.
- Although decisions may be delegated, the Governing Board remains responsible for any decision made under delegation.

This Scheme of Delegation sets out the responsibilities and extent of authority delegated to committees or individuals acting within the framework of the policies formulated by the Governing Board. Where a function is delegated to a Committee, it is understood that decisions will be informed by advice from the Headteacher as appropriate.

The Governing Board has two committees:

- The Finance & Human Resources Committee
- The Standards Committee

2 SCHEME OF DELEGATION

Area	Function		In our school, this responsibility is delegated to:
School Self-Evaluation and School Improvement	1.	Agree the outcomes of the Self-Evaluation Plan and long-term vision and strategic plan	Governing Board
	2.	Approve School Improvement Plan, monitor its implementation and evaluate its impact	Governing Board
	3.	Appoint link governors for delegated responsibilities	Governing Board
Finance	4.	Approve the formal budget plan each financial year	Finance Committee Governing Board
	5.	Agree annual action plans and monitoring of impact of Pupil Premium spending	Governing Board Finance & Standards Committees
	6.	Monitor monthly expenditure	Headteacher Finance Committee
	7.	Approve a Charging & Remissions policy	Finance Committee Governing Board
	8.	Complete annual Schools Financial Value Standard and Assets Management	Finance Committee
	9.	Enter into contracts (to Governing Board agreed limits (see Terms of Reference below)	Headteacher

Area	Function		In our school, this responsibility is delegated to:
Staffing	10.	Make sure Safer Recruitment procedures are applied for staff recruitment	Headteacher
	11.	Appoint selection panel for Headteacher appointments	Governing Board
	12.	Appoint selection panel for Deputy Headteacher and other members of the senior leadership team (with governor involvement as required)	Headteacher
	13.	Ratify decisions of appointed selection panels	Governing Board
	14.	Appoint other teachers and non-teaching staff	Headteacher
	15.	Approve a pay policy	Governing Board
	16.	Make pay decisions in line with the pay policy and legal requirements	Finance Committee
	17.	Dismissal or Suspension of Headteacher	LA/Governing Board
	18.	Initial dismissal or Suspension of other staff	Headteacher
	19.	Ending suspension (Head)	Governing Board
	20.	Ending suspension (except Head)	Headteacher
	21.	Setting the overall staffing structure for approval by the Governing Board	Headteacher
	22.	Approving dismissal payments/early retirement	Finance Committee
	23.	Produce and maintain a central record of recruitment and vetting checks	Headteacher
24.	Review procedures for addressing staff discipline, conduct and grievance	Governing Board	
Curriculum	25.	Ensure National Curriculum is taught to all pupils	Standards Committee
	26.	Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum	Headteacher Standards Committee
	27.	Establish and review a sex and relationships education policy and ensure that parents are informed of their right to withdraw their children	Headteacher
	28.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements	Headteacher
	29.	Ensure that all pupils take part in a daily act of collective worship in line with statutory requirements	Headteacher
	30.	Decide whether to offer additional activities and what form these should take	Headteacher
Performance management	31.	Adopt and review teacher appraisal policy	Finance Committee
	32.	Appoint the panel and external adviser to carry out the appraisal of the Headteacher	Finance & Resources Committee
	33.	Carry out staff appraisal (or delegate to line managers in the school)	Headteacher
Discipline/exclusions	34.	Review 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	Governing Board (Can be delegated to chair/vice-chair in cases of urgency)

Area	Function		In our school, this responsibility is delegated to:
	35.	Make and review a written statement of general principles for inclusion in School Behaviour Policy and present these for consultation	Governing Board
	36.	Draft the content of the school Behaviour Policy and publicise it to staff, pupils and parents.	Headteacher
Health & safety, Pupil Welfare	37.	Ensure Health & Safety Policy & Procedures are in place	Governing Board
	38.	Ensure compliance with health and safety regulations and LA safety requirements	Headteacher
	39.	Ensure a policy and procedures are in place to support pupils with medical conditions	Governing Board
	40.	Maintain a register of pupil attendance	Headteacher
	41.	Ensure provision of free meals to those pupils meeting the criteria	Headteacher
Information for Parents	42.	Ensure statutory requirements for information published on the school website are met	Governing Board Headteacher
	43.	Establish, publish and review a complaints procedure	Headteacher Governing Board
	44.	In line with the school complaints procedures, consider complaints from parents that have not been resolved by Headteacher and establish Appeals Panel if required	Chair of Governors
	45.	Ensure school complies with the Freedom of Information Act	Headteacher
	46.	Ensure the school complies with the General Data Protection Regulation (GDPR) & Data Protection Act	Adopt LA Policy School DPO
GB roles, procedures and development	47.	Ensure the governors focus on the three core strategic functions (clarity of vision and strategic direction; holding Headteacher to account for educational performance and performance management of staff; overseeing financial performance)	Governing Board and Committees
	48.	Draw up Instrument of Governance and any amendments thereafter	LA
	49.	Appoint (and remove) the chair and vice-chair of Governors	Governing Board
	50.	Appoint and dismiss the clerk to governors	Governing Board
	51.	Appoint and remove co-opted governors	Governing Board
	52.	Publish a register of governors' business/pecuniary interests	Governing Board
	53.	Ensure all required information on governors is published on the school website and Get Information About Schools (GIAS) DfE database	Governing Board Business Manager
	54.	Decide Scheme of Delegation and publish on website	Governing Board
	55.	Set the structure and remit of the Governing Board and Committees including governor appointment details, term of office and attendance record; to publish on school website	Governing Board

Area	Function		In our school, this responsibility is delegated to:
	56.	Ensure all statutory School Policies are in place and reviewed according to the school's review cycle.	Governing Board
	57.	Agree governor induction and training programme	Governing Board
	58.	Review progress against strategic plan and evaluate governing Board performance	Governing Board
	59.	Approve school Admissions Policy and consult where necessary in accordance with School Admissions Code	Governing Board
	60.	Comply with LA admissions arrangements	Headteacher
	61.	Determine the school's admissions annually, including PAN, ensuring they are fair, clear and objective	Governing Board
Inclusion and equality	62.	With Headteacher (SENCO), establish and approve SEND policy	Governing Board
	63.	Publish and update annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations)	Governing Board with Headteacher, SENCO
	64.	Designate a qualified teacher to be responsible for co-ordinating SEND provision (SENCO)	Headteacher
	65.	Ensure that the necessary education provision is made for any pupil who has SEND	Headteacher Standards Committee
	66.	Appoint a designated teacher for Children Looked After	Headteacher
	67.	Establish an accessibility plan and review it every three years	Headteacher
Safeguarding	68.	Appoint a Designated Safeguarding Lead(s)	Headteacher
	69.	Oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	Governing Board
	70.	Adopt and review annually a Child Protection & Safeguarding policy and relevant procedures	Governing Board

3 DIVISION OF RESPONSIBILITIES HEADTEACHER AND GOVERNING BOARD (from The Key for Governors August 2019)

Area	Headteacher	Governing Board
Planning & policy-making	<ul style="list-style-type: none"> Write and formulate SIP Draft detailed action plans Write (or delegates) school policies 	<ul style="list-style-type: none"> Involved in strategic planning discussions and decisions Agree the SIP Approve and ratify policies
Finance	<ul style="list-style-type: none"> Produce the budget with SBM Manage school spending Report on impact of PPF & Sports Premium 	<ul style="list-style-type: none"> Approve and monitor budget
Curriculum	<ul style="list-style-type: none"> Supply information/advice and produce curriculum plan Decide and implement appropriate curriculum Write the Relationships & Sex Education policy, consult parents, make copies available to parents 	<ul style="list-style-type: none"> Agree the curriculum Approve the RSE policy Ensure parents have been consulted on the RSE policy and receive copies Consider any disapplication for pupil(s)
Teaching & Learning	<ul style="list-style-type: none"> Responsible for teaching standards & evaluation of T&L; ensures standards of performance are established and maintained Write SEND information report (or delegate to SENCO) 	<ul style="list-style-type: none"> Monitor teaching standards Approve the SEND information report
Pupil Behaviour	<ul style="list-style-type: none"> Write the Behaviour Policy Has power to exclude a pupil Notify the governing board of any exclusions 	<ul style="list-style-type: none"> Provide strategic guidance to HT on which to base Policy Approve written Statement of Behaviour Principles Appoint Panel to consider cases for Permanent Exclusion, considering parents' representations
Staffing Resource	<ul style="list-style-type: none"> Draw up staffing plan and budget 	<ul style="list-style-type: none"> Approve the staffing structure Approve proportion of overall budget to be spent on staff
HR	<ul style="list-style-type: none"> Day-to-day management of teaching and support staff; deployment and allocation of duties Carry out appraisal of staff Manage appointment process (job description, interview panel, visits to school, timetable for candidates, etc.) 	<ul style="list-style-type: none"> Deal with disciplinary/grievance issues at the panel stage Approve discipline, conduct and grievance procedures Appoint HT, carry out annual HT Review Ratify staff-related Policies Ensure staff have regular performance appraisal
Remuneration	<ul style="list-style-type: none"> Interpret the regulations for governors Make pay recommendations following teacher appraisals 	<ul style="list-style-type: none"> Ratify the pay policy Approve teachers' salaries, including recommendations for performance-related pay
Premises/Health & Safety	<ul style="list-style-type: none"> Day-to-day management, H&S Law compliance, who can enter the school Decide whether to close the school when there are health and safety risks 	<ul style="list-style-type: none"> Approve lettings policy (if applicable) Ensure emergency procedures are in place

4 TERMS OF REFERENCE OF FULL GOVERNING BOARD

The Governing Board operates in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation.

These Terms of Reference are augmented by the separate Terms of Reference of the Finance & Resources Committee and Standards Committee.

Membership

A total of 14 governors:

- 2 elected Parent governors
- 1 Board appointed, Local Authority approved governor
- 1 Staff governor, elected by school staff
- 1 Headteacher (who may or may choose to be a governor)
- 7 Co-opted governors appointed by the Board
- 2 Foundation governors (approved by the Aspire Trust)

A Chair and Vice-Chair will be elected and a Clerk will be appointed.

Meetings

The Board will usually meet eight times a year. Minutes of the meetings will be shared with the Board and made available to the public and Local Authority. An annual agenda planner is prepared prior to each academic year, to include the tasks which the Governing Board is required to consider and taking into account the targets and objectives set out in the School Improvement Plan.

The Deputy Headteacher, Assistant Headteacher, School Business Manager and Staff Associate Governor will be invited to attend meetings.

Quorum: 50% of the Governors (excluding any vacancies)

The Role of the Governing Board

The Full Governing Board decides all policy matters concerning the management of the school, taking into account the requirements of legislation. The Governing Body may delegate any of its statutory functions to a committee, a Governor or to the Headteacher, subject to prescribed restrictions and as set out in the Governing Board's **Scheme of Delegation**.

The governing body has three core strategic functions:

- 1 to ensure clarity of vision, ethos and strategic direction, by setting the school vision, values and objectives; agreeing the school improvement strategy with priorities and targets; and meeting statutory duties.
- 2 to ensure accountability, by appointing the Headteacher and holding senior leaders to account for the education performance of the school and pupils and the performance management of staff.
- 3 to oversee the financial performance of the school and making sure its money is well spent.

Responsibilities

Operational:

1. Determine which functions of the Governing Board will be delegated to Committees or individual Governors, agree Committee Terms of Reference and receive regular reports and recommendations to the Full Governing Board.
2. Offer each governor a Link role in a specific areas described in link governor role descriptors, to liaise with staff and report to the Governing Board.
3. Ensure that statutory requirements are met for information to be published on the school website and national GIAS database, including governor details and register of governors' Business Interests.
4. Appoint Chair and Vice-Chair
5. Ensure that newly appointed governors receive suitable induction.
6. Appoint Panel for recruitment of Headteacher/Deputy Headteacher.
7. Ensure the Headteacher and senior leaders provide such written reports as requested by the Governing Board to enable it to undertake its role.
8. Ensure the school staff have the resources and support they require to do their jobs well, including effective appraisal and Continuing Professional Development.

School Improvement:

9. Provide support and challenge to the Headteacher
10. Hold the Headteacher to account for school performance
11. Arrange annual and interim Performance Management of Headteacher with external adviser
12. Take an active role in school Self-Evaluation and approve and monitor the School Improvement Plan
13. Keep under review the requirements of the Ofsted Inspection Framework and recommendations of School Improvement Officers
14. Monitor quality of teaching, pupil progress and attainment, and achievement of School Improvement Plan targets
15. Review internal and external assessment data and test results
16. Ensure that a broad and balanced curriculum is taught to all pupils
17. Monitor progress and provision for disadvantaged and SEND groups
18. Monitor Attendance and Exclusion levels

Policies and Compliance:

19. Approve school statutory and non-statutory Policies and review in accordance with the Policy Review Schedule
20. Ensure that policies required to be published on the school website are up-to-date and where appropriate, made available to parents and carers
21. Approve a SEND Policy and ensure the Information Report and Local Offer are published annually on the school website
22. Ensure that the provision and monitoring for SEND pupils and those with EHC Plans are firmly in place, including completion of annual reviews
23. Approve the Child Protection & Safeguarding Policy and ensure compliance with Keeping Children Safe in Education and its associated policies and training requirements
24. Approve the annual Admissions Policy and Pupil Numbers
25. Agree the procedures for dealing with complaints from parents/carers

26. Ensure compliance with the Health & Safety Policy and LA H&S audit recommendations
27. Review annual Pupil Premium Report and Statement of Expenditure

Financial oversight:

See also separate Terms of Reference for the Finance & Resources Committee

28. Approve annual and 3-year budget plans
29. Agree staffing structure and Teachers' Annual Pay Policy for approval by the Governing Board
30. Monitor Pupil Premium and Sports Premium spending and impact
31. Conduct benchmarking and cost-effectiveness of spending

Additional duties:

32. As required, constitute Governor Panels for hearing Parent Complaints, Staff Disciplinary Appeals and Grievances, Pupil Exclusions
33. Meet with School Improvement Officers and Ofsted Inspectors
34. Celebrate achievements and support opportunities given to pupils through extra-curricular activities