



**Little Gaddesden C of E Primary School
Scheme of Delegation**

Agreed by the Governing Body	Date: October 2022
Review Date	Date: October 2023
Review Schedule	Annual
Person(s) Responsible	Chair

This Scheme of Delegation has been drawn up on the basis of a template provided by The Key.

The Key advise that the tasks and responsibilities set out are based on:

- Their article on [the role and functions of the governing board](#)
- The rules on delegation as set out in Part 5 of the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)
- [The Governance Handbook](#)
- [The School Staffing \(England\) Regulations 2009](#)
- Guidance on the [constitution of governing bodies of maintained schools](#)
- Guidance on the [school suspensions and permanent exclusions](#)

Governing Boards are asked to note:

- The governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee must therefore be reported back to the governing board in a timely manner
- This does not include tasks related to approving policies in this document.
- This list isn't exhaustive and you should add anything else you require
- Schools should double check whether your local authority (LA) has any additional restrictions or guidance on what can be delegated in your school

'FGB' stands for 'full governing board' throughout this document. The template gives guidance as to the levels at which action can be taken using the following key. The column on the right shows the level of delegation agreed for Little Gaddesden School.

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	FG B	Co m m i t t e e	Indi v i d u a l g o v e r n o r	He a d t e a c h e r	In Little Gaddesden School, we have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	Headteacher
	Set up a consultation and consider responses	✓	✓	✓	✓	FGB
	Manage the application process		✓	✓	✓	Headteacher
	Pass a resolution to convert	✓				FGB
Admissions	Foundation and voluntary aided schools insert: Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria Consult on admissions arrangements at least once every 7 years, or when changes are proposed	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
	Foundation and voluntary aided schools insert: 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 suspension of more than 5 school days	✓			✓	Headteacher
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓	✓		FGB You can delegate this task to the chair or vice-chair in cases of urgency
Curriculum	Make sure the school teaches the National Curriculum				✓	Headteacher

Function	Task	FG B	Co m m i t t e e	Indi v i d u a l g o v e r n o r	He a d t e a c h e r	In Little Gaddesden School, we have delegated this to:
	Secondary schools insert: Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓		✓	n/a
Extended services	Approve the provision of extended services	✓	✓			FGB
	Implement additional service provision				✓	Headteacher
	Make sure services are delivered				✓	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	✓	✓	✓		FGB
	Decide how to spend the delegated school budget as authorised by your local authority (LA)	✓				FGB
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				FGB
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	Headteacher
	Approve the Schools Financial Value Standard (SFVS)	✓				FGB
	Monitor impact of pupil premium funding	✓	✓		✓	FGB
	Primary schools insert: Monitor impact of PE and sport premium funding	✓	✓		✓	FGB

Function	Task	FG B	Co m m i t t e e	Indi v i d u a l g o v e r n o r	He a d t e a c h e r	In Little Gaddesden School, we have delegated this to:
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 full governing board meetings at least 3 times a year	✓				FGB
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				FGB
	Approve a governors' allowances and expenses policy	✓		✓	✓	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
	Delegate functions to committees and individuals	✓				FGB
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			FGB
	Organise health and safety checks in the school				✓	Headteacher
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	✓	✓		✓	FGB
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	FGB
	Approve a complaints procedure	✓	✓	✓	✓	FGB

Function	Task	FG B	Co m m i t t e e	Indi vidual gov ern or	He ad t eac her	In Little Gaddesden School, 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	✓	✓			FGB
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓			FGB
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Headteacher
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	Headteacher
	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	✓	✓		✓	Headteacher
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FGB

Function	Task	FG B	Co m m i t t e e	Indi v i d u a l g o v e r n o r	He a d t e a c h e r	In Little Gaddesden School, we have delegated this to:
	Appoint a member of staff to be the designated safeguarding lead				✓	FGB
	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 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
	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	✓	✓		✓	FGB
	Co-operate with the local authority in developing the local offer		✓		✓	Headteacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	FGB
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	Headteacher
	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	✓	✓			FGB
Staffing matters	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				FGB

Function	Task	FG B	Co m m i t t e e	Indi vid ual gov ern or	He adt eac her	In Little Gaddesden School, we have delegated this to:
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document	✓				FGB
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				FGB
	Establish procedures for: <ul style="list-style-type: none"> Regulation of staff conduct and discipline Staff grievance Capability of staff 	✓				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
	Dismiss the headteacher	✓	✓			FGB
	Community, community special, voluntary controlled (VC) and maintained nursery schools add: Dismiss other staff	✓				n/a
	Community, community special, voluntary controlled (VC) and maintained nursery schools add: Suspend other staff	✓			✓	n/a

- Harry James is a national leader of governance advocate and chair of a multi-academy trust of special needs schools