

GOVERNING BOARD SCHEME OF DELEGATION FRAMEWORK



**Downsway
Primary
School**

Approved by GB: Sept 2023

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This framework has been devised by WBC and is for use by governing boards when conducting an annual review of their Scheme of Delegation. It has been compiled to help them distribute their responsibilities across the full governing board and its committees as well as, where deemed appropriate, to individual governors or the Head teacher.

It is likely that governing boards will want to add to the responsibilities listed under some of the headings with others that reflect their own priorities e.g. to nominate link governors as advocates for vulnerable groups of pupils. It is for each governing board to determine the Scheme of Delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the Head teacher to account for the performance of the school and its pupils and the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent.

The framework includes the key responsibilities expected to be undertaken by governing boards and indicates by **shading of boxes** where specific responsibilities **cannot** legally be undertaken.

Whilst the framework allows for many responsibilities to be delegated to individual governors or to the Head teacher, it is expected that governing boards will want to fulfil most of their responsibilities at either full governing board or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing board retains overall responsibility. They do not include functions that fall within the Head teacher's school management responsibility e.g. responsibility for each pupil's education.

The framework draws on a number of sources of information including:-

- National Governance Association Local Authority Maintained Governing Board Decision Planner;
- Department for Education Governance Handbook – 2020;*
- OFSTED Handbook for School Inspection;**
- School Information (amendment) regulations 2021; ***
- The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013; ¹
- School Governance Constitution Regulations 2012/The constitution of governing boards of maintained schools (statutory guidance for maintained schools and local authorities in England) January 2017;²
- Department for Education Statutory policies for Schools - September 2014³

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| General and Procedural Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|----------|-----------|---------------|---------|
| Draft, approve and submit Instrument of Government (IoG) and any subsequent amendments ⁽²⁾ | yes | | | |
| Appoint co-opted governors ⁽²⁾ | yes | | | |
| Appoint nominated local authority governors ⁽²⁾ | yes | | | |
| Review parent & staff governor election materials to ensure that electorate understands what is required of governors | yes | | | |
| Agree suspension of governors ⁽¹⁾ | yes | | | |
| Appointment and removal of the Chair and Vice Chair of the governing board ⁽¹⁾ | yes | | | |
| Determine period of office of Chair and Vice Chair (between 1 and 4 years) ⁽¹⁾ | yes | | | |
| Appointment and removal of the Clerk to Governors ⁽¹⁾ | yes | | | |
| Perform such other tasks as may be determined by the governing board from time to time ⁽¹⁾ | yes | | | |
| Elect or appoint committee Chairs ⁽¹⁾ | | yes | | |
| Appoint governors for Special Education Needs & Disability, Safeguarding (Child Protection), Health & Safety | yes | | | |
| Publication of Governor’s Details and the Register of Interests. Governing boards should publish up to date details of its governance arrangements. This must include structure and remit of the governing board and its committees with full names, who is Chair(s), dates of appointment, term of office, who appointed them, date they stepped down, relevant business and pecuniary interests, governance roles in other establishments, material interests arising from relationships between governors and school staff (including spouses, partners and close relatives) and attendance record at meetings. This criterion also applies to associate members. ⁽²⁾ | yes | | | |

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| General and Procedural Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|---|----------|-----------|---------------|---------|
| Review the Governors' Code of Conduct to ensure all governors and associate members are aware that their details (as per above) will be published and that all are required to provide the information. ⁽²⁾ Governors explicit agreement to the Code of Conduct should be recorded in minutes. | yes | | | |
| Approve Annual Governance Statement ⁽¹⁾ – best practice advisory. | yes | | | |
| Approve all statutory policies and documents, as required by legislation ⁽³⁾ and also those recommended by the local authority which is considered best practice model policies. The governing board must ensure they monitor their ongoing effectiveness and review as per the prescribed obligation. | yes | | | |
| Determine level of delegation of functions to individuals or committees annually ⁽¹⁾ | yes | | | |
| Establish any required governing board procedures (where not set down by legislation) | yes | | | |

| School Self Evaluation/School Improvement Planning Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|----------|-----------|---------------|---------|
| Agree the outcomes of the school's Self Evaluation process (SEF) and record in minutes | yes | | | |
| Agree long term vision for the strategic plan and review ongoing progress | yes | | | |
| Monitor the progress and implementation of the SDP and evaluate the impact that the SDP has on raising standards | yes | | | |
| Ensure OFSTED recommendations are incorporated into the SDP | yes | | | |
| Review the governors' long term strategic vision plan annually | yes | | | |

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| Data Analysis and Target Setting Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|----------|-----------|---------------|---------|
| Scrutinise a range of pupil performance data to evaluate the school's performance, including using; <ul style="list-style-type: none"> • OFSTED Inspection Dashboard (http://dashboard.ofsted.gov.uk/) • Compare school and college performance (https://www.compare-school-performance.service.gov.uk/) • Nexus (http://www.nexus.org.uk/) • Internal data provided by the HT | yes | | | |
| Agree challenging targets for pupil achievement /attainment and attendance, ensuring they are based on outcomes of robust data analysis, and monitor performance against them | yes | | | |
| Scrutinise analysis of examination results and key stage assessments against agreed targets | yes | | | |
| Ensure rigorous assessment processes are in place | yes | | | |

| Discipline/Exclusions Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|----------|-----------|---------------|---------|
| Agree a Behaviour Principles Statement and ensure this is posted on the school website | yes | | | |
| Draft a School Behaviour policy and publicise to staff, students and parents (GB approved policy) | | | | yes |
| Decide whether to confirm permanent exclusions and suspensions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination | | yes | | |
| Consider parents' and pupils representation about exclusions | | yes | | |

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| Premises Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|-----------------|------------------|-----------------------------|----------------|
| Arrange for regular monitoring and inspection of school premises | | | yes | |
| Ensure risk assessments are in place and reviewed regularly | | | | yes |
| Ensure the level of security provision for the school premises and equipment is appropriate for its need | | | | yes |
| Agree a funded maintenance plan | yes | | | |
| Agree level of maintenance service the school will buy from service providers | yes | | | |
| Approve lettings policy and charges | yes | | | |

| Staffing Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|---|-----------------|------------------|-----------------------------|----------------|
| Formally approve appointments of Head teacher and Deputy Head teacher | yes | | | |
| Appoint an external adviser to assist with the Head teacher's Performance Management | yes | | | |
| Nominate 2/3 governors to conduct Head teacher's Performance Management | yes | | | |
| Approve, and keep under review, a school Pay policy | yes | | | |
| Fulfil role expected of governing boards, in adopted procedures, for range of staffing issues e.g. discipline, <i>capability</i> , grievance, redundancy, termination of employment | | yes | | |
| Approve a Statement of Procedures for Dealing with Allegations of Abuse Against Staff | | | | yes |
| Approve applications for early retirement, secondment and leave of absence not covered by local agreements | yes | | | |

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|--|-----|-----|--|--|
| Approve, and keep under review, a Teacher Appraisal policy | yes | | | |
| Approve Teachers' Pay decisions following recommendations of the Head teacher (by end of October) | | yes | | |
| Consider a report from the Head teacher on the operation of the Appraisal policy (to include information as outlined in the school's Appraisal policy) | yes | | | |
| Approve the school's staffing structure | yes | | | |
| Ensure that required staffing policies and procedures are in place and implemented | yes | | | |
| Delegate a selection panel for Head teacher and Deputy Head teacher appointments (Head teacher Appointment Panel (HAP)) | yes | | | |
| Ensure that at least one person on the selection panel for Head teacher appointment has completed safer recruitment training | yes | | | |

| Finance Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|-----------------|------------------|-----------------------------|----------------|
| Approve annual budget | yes | | | |
| Monitor expenditure quarterly | yes | | | |
| Ensure the budget has allocated funds to support the School Improvement Plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes | yes | | | |
| Ensure the school is compliant with the Schools Financial Value Standards (SFVS) | yes | | | |
| Approve transfers between budget headings (governing board to determine levels of authorisation) | yes | | | |
| Ensure proper systems are in place for ordering and payments and that the governing board have given approval to the appropriate signatories for authorising such ordering and payment actions | yes | | | |
| Appoint auditors to conduct an audit of the School Fund on an annual basis | yes | | | |

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| Receive said annual report of the audited accounts of the School Fund | yes | | | |
| Maintain and review a Charging and Remissions policy ⁽³⁾ | yes | | | |
| Maintain and review a Governors' Allowances scheme ⁽³⁾ | yes | | | |
| Ensure all other required finance policies and procedures are in place and implemented | yes | | | |
| Award contracts (governing board to determine levels of authorisation) | yes | | | |
| Review contracts and services due for renewal (governing board to determine levels of authorisation) | yes | | | |
| Approve purchase of services from local authority and other sources (governing board to determine levels of authorisation) | yes | | | |
| Approve the Asset Register and consider outcome for approved disposal where appropriate | yes | | | |
| Receive, and where appropriate respond to, reports from local authority auditors | yes | | | |
| Consider annual financial benchmarking data and analyse outcomes | yes | | | |
| Evaluate the impact of the allocation of Early Years Pupil Premium and Pupil Premium funding in overcoming barriers to learning | yes | | | |
| Evaluate the impact of the allocation of the Sport Premium Grant in improving the quality and breadth of physical education and sport provision (Primary specific) | yes | | | |
| Manage risks, including contingency and business continuity planning and reviewing the Risk Register at least annually | yes | | | |
| Procuring and maintaining buildings, including developing properly funded capital plan and IT investment plan and strategy | yes | | | |

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| School Organisation Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|---|-----------------|------------------|----------------------|----------------|
| Publish proposals to change category of school | yes | | | |
| Consider forming, joining or leaving a federation Consider forming or joining an Academy/Multi Academy Trust | yes | | | |
| Ensure the school meets for 380 sessions in a school year (190 school days) | | | | yes |

| Health, Safety/Child Protection/Safeguarding Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|-----------------|------------------|----------------------|----------------|
| Ensure compliance with health, safety and safeguarding legislation is applied to all relevant areas | yes | | | |
| Approve a Health & Safety Policy and monitor its implementation | yes | | | |
| Conduct inspections of buildings, plant and equipment | | | yes | |
| Approve off-site visits and activities (administration conducted through EVOLVE - Hampshire County Council) | yes | | | |
| Approve Child Protection Policy, plus its' appendices, and review annually to ensure that the robust measures in safeguarding children are met | yes | | | |
| Ensure effectiveness of record keeping related to safeguarding responsibilities including maintenance of the Single Central Record (SCR) | yes | | yes | |
| Consider school's annual safeguarding audit and monitor subsequent action plans | yes | | yes | |
| Ensure safer recruitment requirements are met | yes | | yes | |

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| School Admission Responsibilities (Voluntary Aided and Foundation schools ONLY) | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|---|-----------------|------------------|----------------------|----------------|
| Establish an Admissions policy and publish on the website – part of LA coordinated admissions scheme | n/a | | | |
| <i>Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.)</i> | n/a | | | |
| Consider admissions applications | n/a | | | |
| Appeal against local authority direction to admit pupils | n/a | | | |

| Curriculum/Inclusion/Equality Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|--|-----------------|------------------|----------------------|----------------|
| Establish, and keep under review, a policy on Sex Education and publicise to parents and carers | yes | | | |
| Approve the school's Special Educational Needs & Disability (SEND) policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND | yes | | | |
| Prohibit the ideological challenge of terrorism, threat and also that of political indoctrination and ensure the PREVENT strategic objectives work in an appropriate way for your school | yes | | | |
| Designate a “responsible person” (<i>staff</i>) for pupils with SEND | | | | yes |
| Designate a “responsible person” (<i>staff</i>) for Looked After Children (LAC) | | | | yes |
| Ensure that the September 2014 statutory requirements for Early Years Foundation Stage have been implemented | | | | yes |
| Establish an Accessibility Plan and review it at least every three years and issue an annual report on progress made | yes | | | |

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|--|-----|--|--|-----|
| Establish and publish annually an “Equality information and objectives statement” and review equality objectives every four years and publish progress made annually | yes | | | |
| Ensure provision of Religious Studies in line with the school’s basic curriculum | | | | yes |

| Pupils, Parents and Community Responsibilities | FGB ✓ | Comm ✓ | Indv Gov ✓ | HT ✓ |
|---|----------|-----------|---------------|---------|
| Ensure that school policy and procedure for looked after children (LAC) are consistent with the measures set out in the statutory guidance. | | | | yes |
| Ensure legally required information is published online, including annually required information e.g. report on SEND, Pupil Premium funding | yes | | | |
| Agree parental Complaints Procedure and publicise to parents | yes | | | |
| Consider parental complaints against Head teacher (as outlined in Complaints Procedure) | yes | | | |
| Ensure the governing board can demonstrate its accountability to parents | yes | | | |
| Adopt (and keep under review) home-school agreements (<i>this is non- statutory</i>) | | | | |
| Consider matters relating to the role of the school in the community | yes | | | |
| Ensure the school has a published Freedom of Information scheme | yes | | | |
| Establish a Data Protection policy and review it at least every two years | yes | | | |
| Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals (where applicable) | | | | yes |
| Ensure a policy exists for supporting pupils with medical conditions | yes | | | |

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| Create a mechanism for reviewing the school's website to ensure compliance with the school information regulations 2016 | yes | | | |
| Ensure procedures are in place for whistleblowing | yes | | | |