



GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK 2014-15 (Nov 2014 update)

Signed.....

Date.....24/9/2020.....(to be reviewed annually) Review DateSeptember 2021.....

This framework is produced for use by governing bodies when reviewing their schemes of delegation annually. It has been compiled by Wiltshire Governor Services to help governing bodies distribute their responsibilities across the full governing body and its committees as well as, where deemed appropriate, to individual governors or the head teacher. The framework includes the key responsibilities expected to be undertaken by governing bodies 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's expected that governing bodies will want to fulfil most of their responsibilities at either full governing body or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing body 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.

It's likely that governing bodies 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 body 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 draws on a number of sources of information including: National Governors' Association Local Authority Maintained Governing Body Decision Planner 2014; Department for Education Governors' Handbook 2014; OFSTED Handbook for School Inspection September 2014; School Governance Procedures Regulations 2007; School Information (amendment) regulations 2012; School Governance Constitution Regulations 2012; School Governance (Roles, Procedures and Allowances) regulations 2013.

Whilst this resource has been prepared for Wiltshire Council's maintained schools, governing bodies of other schools in Wiltshire may also find it a useful reference document to consider alongside resources which detail their specific responsibilities.



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Scheme of Delegation - Woodford Valley CE Primary Academy

This scheme of delegation has been approved by the governing body at its meeting on Monday 26th January 2015

The scheme has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this scheme are delegated to the specified committees of the governing body and postholder's employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body. In the absence or incapacity of the head teacher, the delegations stand delegated to the deputy head teacher unless otherwise directed or agreed by the governing body. In the absence or incapacity of a postholder other than the head teacher, the delegations stand delegated to the head teacher unless otherwise directed or agreed by the governing body.

Instead of exercising her/his delegated powers a postholder or committee may refer the matter to the appropriate committee or governing body. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

Election Process

The election of the Chair, Vice Chair and Clerk will take place annually.

The nominations should be sent to the Clerk before the first meeting in the year of elections being held.

Voting will take place at the first meeting and the nominees will be asked to leave the meeting during the voting.

All governors will have a role on a sub-committee.

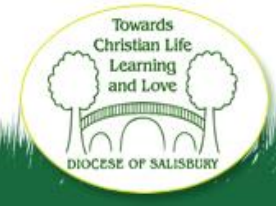
All governors will have a curriculum area of responsibility and make visits at least annually and report to the full governing body.



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Responsibilities of the Members

- **have ultimate responsibility for the academy achieving its charitable objectives**
- **sign the articles of association**
- **have the power to appoint and remove trustees**
- **ensure clarity of vision, ethos and strategic direction**
- **must meet on an annual basis and record the minutes of the meeting**
- **holding the headteacher to account for the educational performance of the school and its pupils, and performance management of the staff**
- **oversee the financial performance of the school and making sure its money is well spent**



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Responsibilities of the Trustees

Core Features

- **The right people with the necessary skills, time and commitment, and sufficient diversity of perspectives to ensure internal challenge, all actively contributing in line with clearly defined roles and responsibilities under an effective chair and an explicit code of conduct, and with active succession planning;**
- **Clear governance structures with tightly defined remits, particularly in relation to functions delegated to committees or other bodies;**
- **Clear separation between the strategic and operational in terms of the role of the board and its school leaders;**
- **A positive relationship between the board and its school leaders enabling robust constructive challenge on the basis of a good understanding of objective data particularly on pupil progress, staff performance and finances;**
- **The support and advice of an independent and professional clerk and, in the case of academies, company secretary;**
- **Robust processes for financial and business planning and oversight and effective controls for compliance, propriety and value for money; and**
- **Processes for regular self-evaluation, review and improvement including; skills audits, training and development plans, and independent external reviews as necessary.**



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Governing Body

- Co-opt or appoint persons to the Governing Body
- Elect or remove the chairman and vice chairman
- Decide policy for Sex Education
- Decide policy on charging and remissions
- Agree any general principles on pupil discipline
- Approve the prospectus
- Take action as required or permitted by law on matters relating to school admissions
- Decide any changes in times of school sessions and dates of terms and holidays
- Appoint a head teacher
- Decide on a change of school category
- Approve the budget
- Adopt and review home-school agreements
- Agree the Instrument of Government

Also

- Hold a meeting at least once a term
- Ensure the National Curriculum is implemented
- Ensure that RE and daily collective worship are provided
- Ensure balance in the presentation of political issues in the curriculum
- Provision of Sex Education Policy

None of the above duties may be delegated



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Finance and Audit Committee

- To plan yearly school budget and bring to Full Governing Body for approval
- To monitor spending and budget throughout the year
- To acquire estimates for any work to be carried out and report on these costs the Full Governing Body
- To obtain costings for contracts and report to the Full Governing Body

Head teacher / Committee decision up to £5,000

Quotes to the value of £5,000 – Tenders for £5,000 - £50,000

(use Diocesan advisors on building works and projects)

- To recommend contracts to full governing body
- To recommend payments to full governing body
- Audit committee to review reports and risk register
- Audit committee to review RO reports from LA
- Laura H-J to audit LA reports and report to governors

Curriculum Committee

- To monitor that the National curriculum is followed
- To draft Curriculum Policy and implement
- To be responsible for teaching standards
- To be responsible for the child's individual education
- To discuss any changes that may take place and report to Full Governing Body
- To work within the School Development Plan to achieve planned objectives



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Building and Sites Committee

- To carry out an annual / monthly safety check
- Ensure Health and Safety issues are met
- To ensure building insurance is appropriate and seek advice from Diocese or LEA
- Be responsible for policies set out
- Responsible for Asset Management plans
- Provide budget for repairs to Finance Committee and Full Governing Body

Performance Management Group / Pay Panel

- To establish Performance Management Policy
- To implement the policy
- To review annually
- Report annually to Full Governing Body



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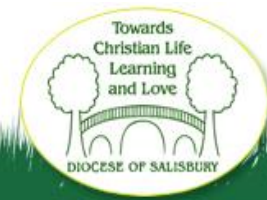
Head teacher and Business Manager

- **Work with all committees and Full Governing Body, making appropriate reports and information available**
- **Maintaining correct accounting procedures and policies**
- **Management of daily finances in accordance with the decision planner**
- **Management of school personnel and contracts**
- **Updating and continuing to meet the Financial standard**
- **Implementing the decisions of the Governing Body**
- **Staff Training**
- **Maintain records, results and assessment**
- **Monitor impact of teaching on budgets**
- **To work within the School Development Plan**
- **To maintain children's Health and Safety**
- **Petty Cash expenditure up to £50 per transaction**



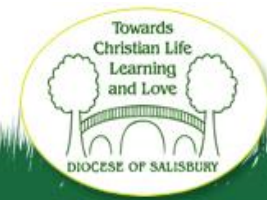
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General and Procedural Responsibilities	FGB	Cttee	Ind. Gov.	H T
Draft instrument of government and any subsequent amendments	•			
Revise constitution of governing body to comply with 2012 regulations (by September 2015)	•			
Appoint (and remove) community and sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations)	•			
Appoint Local Authority governors if constituted under the 2012 regulations	•			
Agree suspension of governors	•			
Appoint (and remove) the chair and vice chair of the governing body	•			
Determine period of office of chair and vice chair (between 1 and 4 years)	•			
Appoint (and dismiss) the clerk to the governors	•			



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Determine the functions to be performed by the clerk to governors	•			
Elect or appoint committee chairs	•	•		
Establish (and update annually) a register of governors' business interests	•			
Approve Annual Governance Statement	•	•		•
Determine governors' code of conduct	•			
Determine level of delegation of functions to individuals or committees annually	•			
Establish any required GB procedures (where not set out in law)	•			
School Self Evaluation/School Improvement Planning Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree the outcomes of the School's Self Evaluation process	•	•		•
Agree long term vision and strategic plan	•	•		•
Approve school improvement plans, monitor progress against targets and evaluate impact	•	•		•
Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by GB	•			
Ensure OFSTED recommendations are incorporated into the school improvement plan	•	•		•
Data Analysis and Target Setting Responsibilities	FGB	Cttee.	Ind. Gov.	H T



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Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' and OFSTED data Dashboards	•	•	M Perry M Knight	•
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis and monitor performance against them	•			•
Scrutinise analysis of examination results and key stage assessments against agreed targets	•			•
Ensure rigorous assessment processes are in place	•			•

Extended Services Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Decide whether to offer additional services and what form these should take	•	•		•
Decide whether to cease provision of additional services	•	•		•
Review provision and impact of additional services	•	•		•

Discipline/Exclusions Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree a behaviour principles statement and ensure that this is posted on the school website	•	•		•
Draft a school behaviour policy and publicise to staff, students and parents				•
Decide whether to confirm permanent and fixed term exclusions 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	•	•		•



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Consider parents' representation about exclusions		•		•
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Premises Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree long term strategy for use of school premises	•	•		•
Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation	•	•		•
Arrange for regular monitoring and inspection of school premises	•	•	Building/ Sites	•
Agree a funded maintenance plan	•	•		•
Approve hiring policy and charges	•	•		•
Ensure security of school premises and equipment	•	•		•
Agree level of maintenance service the school will buy from service providers	•	•		•
Ensure risk assessments of school site are conducted and considered as appropriate	•	•		•

Staffing Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Formally approve appointments of head teacher and deputy head teacher	•			



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Appoint an external adviser to assist with the head teacher's performance management	•	•		
Nominate 2/3 governors to conduct head teacher's performance management	•			
Nominate a named governor for the staff whistle blowing policy	•			•
Approve, and keep under review, a school pay policy	•	•		
In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority	n/a	n/a	n/a	
Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, grievance, redundancy, termination of employment		•		
Approve applications for early retirement, secondment and leave of absence not covered by local agreements	•	•		
Approve, and keep under review, a teacher appraisal policy	•	•		
Make teachers' pay progression decisions following recommendations of head teacher (by end of October)	•	•		
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)	•	•		
Determine the school's staffing complement	•	•		•
Ensure safer recruitment requirements are met	•	•	M Knight	•
Ensure that required staffing policies and procedures are in place and implemented	•	•		•
Appoint selection panel for head teacher and deputy head teacher appointments	•			
Appoint selection panel for other members of the senior leadership team	•	•		•



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Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training	•	•	M Knight	
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Finance Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Award contracts (GB to determine levels of authorisation)	•	•		•
Approve transfers between budget headings (GB to determine levels of authorisation)	•	•		•
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)	•			
Ensure that the budget is only spent for school purposes	•	•		•
Agree the first budget plan, prioritised against school improvement priorities	•	•		•
Agree an annual Best Value Statement	•	•		
Review contracts and services due for renewal (GB to determine levels of authorisation)	•	•		•
Monitor adequacy of financial management competency amongst staff and governors	•	•	Suzanne Waters RO role	•
Approve signatories for authorising orders and payments	•	•		•
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)	•	•		•
Monitor income and expenditure reports and approve returns required by LA	•	•		•



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Establish (and keep under review) a charging and remissions policy	•	•		•
Appoint (annually) auditors to conduct an audit of the School Fund	•	•		•
Receive an annual report on the audited accounts of the School Fund	•	•		•
Approve (and keep under review) ordering and payment systems	•	•		•
Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)	•	•		•
Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)		•		
Approve the disposal of surplus and damaged equipment		•		•
Consider annual financial benchmarking data and analyse outcomes		•		•
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	•	•		•
Ensure all required finance policies and procedures are in place and implemented	•	•		•
Agree end of year budget rollover	•	•		
Receive, and where appropriate respond to, reports from Local Authority Auditors	N/A	N/A		N/A
Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning	•			•
Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision (primary schools)	•			•
Evaluate the impact of the allocation of year 7 catch up funding (secondary schools)	N/A	N/A	N/A	N/A



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Approve (and keep under review) a governors' allowances scheme	•	•		
Agree allocation for governor training and evaluate the impact of spending	•	•		

School Organisation Responsibilities	FGB	Cttee.	Ind. Gov.	HT
Publish proposals to change category of school	•			
Consider forming, joining or leaving a federation or academy	•			
Set the times of school sessions and the dates of school terms and holidays (Voluntary Aided Schools only)	•			
Ensure the school meets for 380 sessions in a school year	•			•
Health, Safety/Child Protection/ Safeguarding Responsibilities	FGB	Cttee	Ind. Gov.	H T
Ensure compliance with health, safety and safeguarding legislation applied to schools	•	•		•
Approve a health and safety policy and monitor its implementation	•	•		•
Ensure effectiveness of health and safety policy	•	•		•
Conduct inspections of buildings, plant and equipment		•		•
Approve Child Protection Policy and review its effectiveness at least annually	•	•		
Ensure effectiveness of record keeping related to health, safety and safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks	•	•		•

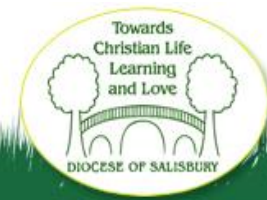


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Consider school's annual safeguarding audit and monitor subsequent action plans	•	•		•
Ensure school meets national school food standards (new standards in force from Jan 2015)	•	•	S Soar	•
Ensure compliance with statutory guidance regarding pupils with medical needs (comes in force in Sept 2014)	•	•		•

School Admission Responsibilities (voluntary aided and foundation schools)	FGB	Cttee.	Ind. Gov.	HT
Consult annually before setting an admissions policy	•	•		
Establish an admissions policy and publish	•	•		
Consider admissions applications	•	•		
Appeal against Local Authority direction to admit pupils	•	•		•

Curriculum/Inclusion/ Equality Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Ensure that (from September 2014) the relevant national curriculum programmes of study are taught	N/A	N/A		N/A
Establish (and keep under review) a policy on sex education and publicise to parents and carers	•			•
Consider any disapplication for pupils (from the National Curriculum)	•			•



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Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)	•	•		•
Approve the school's SEN policy and publicise to parents and carers and report annually to parents on provision for pupils with SEN	•	•		
Ensure appropriate provision is provided for gifted, more able and talented pupils	•			•
Ensure that only approved external qualifications and syllabuses are offered to pupils	•			•
Prohibit political indoctrination and ensure the balanced treatment of political issues	•			•
Designate a "responsible person" for pupils with SEN	•		F Makin	•
Designate a "responsible person" for Looked After Children	•			•
Establish an accessibility plan and review it every four years	•	•		
Ensure that the September 2014 statutory requirements for Early Years Foundation Stage are implemented	•	•		•
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea	•			•
Establish and publish annually an "Equality information and objectives statement" and review equality objectives every four years	•	•		•
Ensure provision of RE in line with the school's basic curriculum	•	•		•



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Decide RE syllabus (Foundation, VA,VC schools)	•	•		•
Ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				•
Review provision of careers education, information and advice (secondary schools)	n/a	n/a	n/a	n/a

Pupils, Parents and Community Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.	•			•
Ensure legally required information is published online, including annually required information e.g. report on SEN, pupil premium funding	•			•
Agree parental complaints procedure and publicise to parents	•			•
Consider parental complaints against head teacher (as outlined in complaints procedure)	•	•		
Ensure the governing body can demonstrate its accountability to parents	•	•		•
Adopt (and keep under review) home-school agreements	•			•
Consider matters relating to the role of the school in the community	•	•	•	•
Ensure the school has a published freedom of information scheme	•	•		•



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Establish a data protection policy and review it at least every two years	•	•		•
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)	•			•