

## HENLEAZE JUNIOR SCHOOL GOVERNING BODY SCHEME OF DELEGATION

This scheme shows to which level the Governing Body has legally delegated functions

### KEY

Level 1: Full Governing Body

Level 2: A Committee of the Governing Body

Level 3: An individual Governor or Panel of Governors

Level 4: Headteacher

In light of the Co-Headteacher arrangements, the Governing Body agreed at their full Governing Body meeting on the 1 December 2021 that where a formal vote is necessary at Governing Body meetings and both Co-Headteachers are in attendance, then they should cast a single joint vote. In the event that the Co-Headteachers do not agree, then they should abstain from the voting process.

\*Although decisions have been delegated, the Governing Body as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	Decision Level				Comments
			1	2	3	4	
Budgets	1	To approve the first formal budget plan each financial year	X				
	2	To monitor monthly expenditure.			X	X	Headteacher & Chair of Governors
	3	To establish a charging and remissions policy		X			Finance & Resources Committee
	4	Miscellaneous financial decisions	X	X		X	Dependent upon value – see Finance Policy
	5	To enter into contracts (GB may wish to agree financial limits)	X	X		X	Dependent upon value – see Finance Policy
	6	To make payments				X	
Staffing	7	Headteacher appointments (selection panel)	X				
	8	Deputy appointments (selection panel)	X				
	9	Appoint other teachers				X	Where possible a panel including Governors will be used
	10	Appoint non teaching staff				X	Where possible a panel including Governors will be used
	11	Agree a pay policy		X			Finance & Resources Committee
	12	Pay discretions		X			Finance & Resources Committee
	13	Establishing disciplinary/capability procedures		X			Finance & Resources Committee
	14	Dismissal of headteacher		X			Panel of 3 Governors
	15	Dismissal of other staff		X			Panel of 2 Governors including Headteacher if not previously involved in investigation
	16	Suspending head			X		Chair of Governors
	17	Suspending staff (except head)				X	
	18	Ending suspension (head)		X			Panel of 3 Governors
	19	Ending suspension (except head)		X			Panel of 2 Governors including Headteacher if not previously involved in investigation
	20	Determining staff complement		X			Finance & Resources Committee
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/Diocesan authority should have advisory rights					N/A
	22	Determining dismissal payments/early retirement		X			Decision-making Panel following advice from Consultants

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Curriculum (cont'd)	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		X			Pupil Progress & Curriculum Committee
	24	To establish a curriculum policy				X	
	25	To implement curriculum policy				X	
	26	To agree or reject and monitor curriculum policy		X			Pupil Progress & Curriculum Committee
	27	Responsible for standards of teaching	X			X	Jointly responsible
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		X		X	Headteacher following consultation with the Pupil Progress & Curriculum Committee
	29	Responsibility for individual child's education	X			X	Jointly responsible
	30	Provision of sex education – to establish and keep up to date a written policy		X			Pupil Progress & Curriculum Committee
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues				X	
	32	To establish a charging and remissions policy for activities (non NC based)		X			Finance & Resources Committee
Performance Management	33	To formulate an Appraisal Policy				X	
	34	To establish an Appraisal Policy		X			Finance & Resources Committee
	35	To implement the Appraisal Policy				X	
	36	To review annually the an Appraisal Policy		X			Finance & Resources Committee
Target Setting	37	To set and publish targets for pupil achievement	X				
Discipline/ Exclusions	38	To establish a discipline policy		X			Pupil Progress & Curriculum Committee
	39	To review the use of exclusion and to decide whether or not to confirm 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. (Can be delegated to chair/vice-chair in cases of urgency)		X			Pupil Progress & Curriculum Committee / Panel of 3 Governors
	40	To direct reinstatement of excluded pupils (can be delegated to chair/vice-chair in cases of urgency)		X			Panel of 3 Governors
Admissions	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	X				
	42	To consult annually before setting an admissions policy (VA and Foundation schools)					N/A
	43	To establish an admissions policy (special schools where pupils do not have a statement) acting with the LA					N/A
	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing body)					Finance & Resources Committee
	45	Admissions: application decisions (VA, Foundation and special schools)					N/A
	46	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)					N/A
Religious Education	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus		X			Pupil Progress & Curriculum Committee
	48	Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character)					N/A

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Religious Education (cont'd)	49	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)					N/A
	50	Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above)					N/A
Collective Worship	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X	
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				X	
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				X	
	54	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)					N/A
Premises & Insurance	55	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		X			Finance & Resources Committee
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X	X			Finance & Resources Committee and/or FGB – depending on value
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	X			Finance & Resources Committee and/or FGB – depending on value
Health & Safety	58	To institute a health and safety policy (in community and VC schools this would be the LA)					N/A
	59	To ensure that health and safety regulations are followed	X			X	Jointly responsible
School Organisation	60	To publish proposals to change category of school	X				
	61	Proposal to alter or discontinue voluntary foundation or foundation special school					N/A
	62	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	X				
	63	To ensure that the school meets for 380 sessions in a school year				X	
	64	To ensure that school lunch nutritional standards are met where provided by the governing body.				X	Headteacher & Eden Catering
Information For Parents	65	To prepare and publish statutory information on the school's website	X			X	Jointly responsible
	66	To prepare and publish the school profile					N/A
	67	To ensure provision of free school meals to those pupils meeting the criteria				X	
	68	Adoption and review of home-school agreements		X			Pupil Progress & Curriculum Committee
GB Procedures	69	To draw up instrument of government and any amendments thereafter	X				
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X				
	71	To appoint and dismiss the clerk to the governors	X				
	72	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	X				
	73	To appoint and remove community or sponsor governors.	X				
	74	To set up a Register of Governors' Business Interests	X				
	75	To approve and set up a Governors Expenses Scheme		X			Finance & Resources Committee

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GB Procedures (cont'd)	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools		X			<i>Pupil Progress &amp; Curriculum Committee</i>
	77	To consider whether or not to exercise delegation of functions to individuals or committees	X				
	78	To regulate the GB procedures (where not set out in law)	X				
Federations/ Multi-Academy Trust (MAT)/or Other Significant School Governance Restructures	79	To consider forming a federation/MAT/other or joining an existing federation/MAT/other	X				
	80	To consider requests from other schools to join the federation/MAT/other	X				
	81	To leave a federation/MAT/other	X				
Extended Schools	82*	To decide to offer additional activities and to what form these should take	X				
	83	To put into place the additional services provided				X	
	84	To ensure delivery of services provided	X			X	<i>Jointly responsible</i>
	85*	To cease providing extended school provision	X				

\*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.