



WYNDHAM PARK NURSERY SCHOOL

SCHEME OF DELEGATION

Key

FGB - Full governing body

COM - A committee of the governing body

ID - An individual governor

HT - Headteacher.

Blue box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

✗ Although legally possible to delegate to this level – NGA guidance would not recommend it.

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Area		Function	Level				In our school, this responsibility is delegated to:
			F G B	C O M	I D	H T	
Budgets	1.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			FGB

Area		Function	Level				In our school, this responsibility is delegated to:
			F G B	C O M	I D	H T	
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	✗	✗	FGB
	3.	To monitor monthly expenditure	✓	✓	✗	✓	FGB
	4.	To establish a charging and remissions policy	✓	✓	✗	✗	FGB
	5.	To enter into contracts : Spending Limits agreed: Admin - £1000.00 HT - £15,000.00	✓	✓	✗	✓	FGB
Staffing	6.	Appoint selection panel for headteacher	✓				FGB
	7.	Appoint selection panel for deputy head	✓				FGB
	8.	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	FGB
	9.	Ratify or reject decisions of appointed selection panels	✓				FGB
	10.	Appoint other teachers	✗	✗	✗	✓	HT
	11.	Appoint non-teaching staff	✗	✗	✗	✓	HT
	12.	To put in place a pay policy	✓	✓	✗		FGB/PAY
	13.	To make pay decisions in line with the pay policy and legal requirements ¹	✗	✓	✗	✓	PAY
	14.	Dismissal of headteacher	✗	✓	✗		FGB
	15.	Initial dismissal of other staff	✗	✗	✗	✓	HT
	16.	Suspending head	✗	✓	✓		FGB
17.	Suspending staff (except head)	✗	✗	✗	✓	HT	

Area		Function	Level				In our school, this responsibility is delegated to:
			F G B	C O M	I D	H T	
	18.	Ending suspension (head)	✓	✓	✓		FGB
	19.	Ending suspension (except head)	✓	✓	✓		FGB
	20.	Setting the overall staffing structure	✓	✓	✗	✗	FGB
	21.	Determining dismissal payments/ early retirement	✓	✓	✗	✗	FGB
	22.	To produce and maintain a central record of recruitment and vetting checks	✗	✗	✗	✓	HT
	23.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				FGB
Curriculum	24.	Ensure EYFS Curriculum taught to all pupils	✓	✓	✗	✓	FGB/HT
	25.	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)	✓	✓	✗	✗	FGB
Extra-curricular provision	26.	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB
	27.	To put into place the additional services provided	✗	✗	✗	✓	HT
	28.	To decide whether to stop providing additional activities	✓	✗	✗	✗	FGB
Performance management	29.	To adopt and review teacher appraisal policy	✓	✓	✗		FGB
	30.	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	✗		FGB
	31.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	HT
Discipline/	32.	To review all permanent exclusions and fixed term exclusions where the pupil is either	✗	✓			PDC

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			F G B	c O M	I D	H T	
exclusions		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)					
	33.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				FGB
	34.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	HT
Admissions	35.	To annually determine admission arrangements (VA and foundation schools)	✓	✓			FGB
	36.	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			FGB
Premises & insurance	37.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	✗	✗		FGB
Health & safety	38.	To ensure a health and safety policy and procedures are in place	✓	✓	✗		FGB
	39.	To ensure that health and safety regulations are followed	✗	✗	✗	✓	HT
School organisation	40.	To publish proposals to change category of school	✓	✓	✗	✗	FGB
	41.	To decide whether to convert to academy status ²	✓	✗	✗	✗	FGB
	42.	To set the times of school sessions and the dates of school terms and holidays (except in	✓	✗	✗		FGB

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		F G B	C O M	I D	H T	
	community, special and VC schools where this is the LA's role)					
	43. To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	x	✓	x	✓	HT
	44. Maintain a register of pupil attendance	x	x	x	✓	HT
	45. Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	x	x	FGB
	46. To establish, publish and review a complaints procedure	✓	✓	x	x	FGB
	47. To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	x	✓	FGB/HT
GB roles, procedures and development	48. Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				FGB
	49. To draw up an instrument of government and any amendments thereafter	✓				FGB
	50. To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	51. To appoint and dismiss the clerk to governors	✓	✓	x	x	FGB

Area		Function	Level				In our school, this responsibility is delegated to:
			F G B	C O M	I D	H T	
	52.	To appoint and remove co-opted governors	✓				FGB
	53.	To appoint local authority governors	✓				FGB
	54.	To set up and publish a register of governors' business and pecuniary interests	✓	✓	✗		FGB
	55.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				FGB
	56.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✗	✗	✗	✓	HT
	57.	To submit governor information to the DfE database of governors via GIAS	✗	✗	✗	✓	HT
	58.	To approve and set up a governors expenses scheme	✓	✓	✗	✗	FGB
	59.	To consider whether or not to exercise delegation of functions to individuals or committees	✓				FGB
	60.	To regulate the GB procedures (where not set out in law)	✓				FGB
	61.	To agree governor induction and training programme	✓				FGB
	62.	To review progress against strategic plan and evaluate governing body performance	✓				FGB
Formal Collaboration	63.	To consider forming or joining a group of schools	✓				FGB
Academies	64.	To consider approach and time scale to academy conversion	✓	✓			FGB

Area		Function	Level				In our school, this responsibility is delegated to:
			F G B	c O M	I D	H T	
	65.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			FGB
Federations	66.	To consider forming a federation or joining an existing federation	✓	✓			FGB
	67.	Review of structure including any subsequent conversion to MAT status	✓				FGB
Inclusion and equality	68.	To establish and approve a special educational needs (SEN) policy	✓				FGB
	69.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	✗	✓	FGB/HT
	70.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	✗	✗	✗	✓	HT
	71.	To appoint a designated teacher for looked-after children	✗	✗	✗	✓	HT
	72.	To establish an accessibility plan and review it every three years	✓	✓	✗	✓	FGB/HT
Safeguarding	73.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	✓				FGB
	74.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗		FGB