Scheme of Delegation

Approved on

This scheme of delegation has been written to clarify the responsibilities and powers of governance on key aspects of the school of the Board of Governors and members of staff of Langley Fitzurse School. It will also ensure compliance with legal requirements and Local Authority (LA) policies.

This document contains clarification on the following areas:

* Our Structure
* Our Committees
* Our Good Practice
* Our Panels and Working Groups
* Our Link Governors
* Our Levels of Delegation

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing board. In the absence of the Headteacher, the delegated decisions may be taken by the nominated deputy, unless otherwise directed and agreed by the governing board. In the absence or incapacity of a post holder, other than the Headteacher, the delegated decisions shall be taken by the Headteacher unless otherwise directed or agreed by the governing board. If a post holder or committee feels unable to exercise the delegated decisions they may refer the matter to the appropriate committee or the full governing board.

The scheme of delegation will be reviewed at the first meeting of the Full Governing Board (FGB) at the start of each academic year – and as required throughout the course of the academic year. It is made without prejudice to the powers and duties of the governing board and its committees.

* 1. **Our Structure**

At full strength the Governing Board has 11 governors with voting rights, and according to our Instrument of Government, is made up as follows:

* 1 Headteacher Staff Governor
* 1 Staff Governor
* 2 Foundation Governors (inc exofficio)
* 1 Authority Governor (LA)
* 4 Co-Opted Governors
* 2 Parent Governors
* Associate Governors (as elected) (non voting at FGB)
* 1 Clerk to the Governors (non voting)

The Governing Board must act as a ‘corporate body’. It must also act at all times with integrity, objectivity, honesty and in the best interests of the school. Our Code of Conduct is to be used as a basis for clarifying the behaviour and conduct expected of all our school governors.

**Powers to be exercised only by the Full Governing Board**

The governing board will

* Elect the Chair & Vice Chair
* Approve the school budget
* Review & agree the School Improvement Action Plan
* Agree any general principles on pupil discipline
* Decide any changes in the times of school sessions
* Set the Governors objectives for the year
* Ensure all pupils can take part in a daily act of worship

The governing board has a duty to

* Hold a meeting at least three times a year
* Ensure that the national curriculum is implemented
* Ensure that RE and daily collective worship are provided

The following functions cannot be delegated by the FGB to any committee/working group:

* The constitution of the governing board
* The appointment or removal of the Chair or Vice Chair
* The appointment of the clerk
* The suspension of governors
* The establishment of committees and delegation of functions

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

* The alteration, discontinuance or change of category of maintained schools,
* School discipline policies
* The exclusion of pupils (except in an emergency when the Chair has the power to exercise these functions)
* Admission matters

**Quorum and Voting**

For all meetings of the full governing board, the quorum will be 50% of the total number of governors (excluding vacancies and rounded up). All matters are decided by a majority vote and in the event of a tie, the Chair (or Acting Chair) has an additional casting vote.

**Good Practice for the Full Governing Board**

**Election of Chair/Vice Chair**

* The governing board has agreed that the minimum length of office of the Chair and Vice Chair is 1 year.
* No employee of the school may be Chair or Vice Chair.
* The election process for both positions will be managed by the clerk. Nominations can be made in writing to the Clerk. If necessary, the election may be taken in secret. In the event of a tie, a second vote will be taken and in the event of a further tie, the decision will be based on the toss of a coin.
* If the Chair or Vice Chair resigns mid-term, the election process should be started as soon as possible.

**Full Governing Board Meetings**

* These meetings will be convened by the Clerk to the Governors and, where possible, the dates will be agreed and published at the beginning of the academic year.
* In line with best practice the agenda/reports/papers should be sent to the governors by the Clerk at least **seven** days before the meeting, except in exceptional circumstances.
* Minutes should be prepared by the Clerk following each meeting and will be circulated to all governors within 14 days of the meeting. The previous minutes will be agreed at the next meeting and must be approved and signed off by the Chair. The minutes should not include any confidential items such as names of staff, pupils or parents.
* All approved minutes must be made available for public inspection on the notice board in the foyer and on the school website.
* A register of pecuniary interests or conflicts of interests must be completed at the first FGB meeting of a new school year and updated at all other FGB meetings, including committee meetings. Governors should withdraw from the meeting if a conflict of interest arises.
* Each Governor is required to abide by the Code of Conduct and sign this at the first FGB meeting of a new school year.
* Each meeting should be started with a short prayer, either led by Chair, Vice Chair, Exofficio or any other willing member of the Governing Board.

**Our Committees**

There are 2 committees. The governing board will determine the membership of these committees and remains accountable for any decisions taken:

**Leadership and Resources (L&R)**

The function of this committee is to recommend an annual budget to support the development plan objectives, to monitor spending, make any necessary virements and to exercise internal financial control.

Also a function of this committee is to review the appropriate policies annually, or as required.

The committee should also develop, initiate and prioritise programmes to maintain, improve and develop the school premises in accordance with the health and safety policy and SIP.

A function of this committee is also to make decisions concerning the deployment, recruitment, appointment and staff development for all staff and to review the assessment and appraisal policy.

**Standards and Performance (S&P)**

This committee should ensure that the national curriculum is taught in school, that standards of achievement for each child are set and reviewed and that all children have access to a high standard of education. The committee is also responsible for adoption and review of home-school agreements.

**Quorum**

The quorum for a meeting of a committee shall be any three members of that committee (if at any time the headteacher and CoG are not allocated to committees they can be counted in the quorum).

* 1. **Good Practice**

**Chair**

* Each committee has a Chair who is appointed at the first committee meeting of the year.
* Where there is a change of personnel in the role, the outgoing Chair maintains the responsibility until the new Chair has been appointed at the next available meeting.
* Committee members may nominate themselves or be nominated by another member.
* The term of office has been agreed at one year.
* Governors may be invited to participate in 2 committees.

**Minutes/Agendas/Papers**

* Meetings should be held as often as necessary – but at least every term and where possible prior to the full governors meeting.
* At least 7 days notice must be given for a committee meeting; ideally the meeting date will have been agreed at the previous meetings.
* Extraordinary meetings may be held at short notice or at the wish of three members provided it is in writing, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
* Agendas and papers required for the meeting should be circulated at least 7 days before the meeting, except in exceptional circumstances.
* Minutes should be taken during the meeting by an agreed person – ideally not the chair.
* Minutes should be written up and circulated to all committee members within 14 days of the meeting. The minutes should not include any confidential items such as names of staff, pupils or parents.
* Minutes of previous meetings should be reviewed at the next meeting and signed as a true record by the chair. The minutes should then be filed in the office. The minutes should not include any confidential items such as names of staff, pupils or parents
* Delegated decisions taken by committees and key points should be reported to the clerk prior to the next meeting of the full governing board
  1. **Our Panels and Working Groups**

In order to support the work of the committees, we have the following Panels and Working Groups:

**Christian Distinctiveness Panel**

Composed of Head teacher, Foundation Governor and Church representative. This panel will meet periodically to review the Christian Distinctiveness of the School and essentially act as the Church Link Governor.

**Performance Management Panel**

Composed of Chair of Governors, a second governor and School Improvement Partner. The compliment of this committee will not include members of staff or those with a conflict of interest. Where this may occur the FGB will appoint another person. This panel undertakes the Headteacher’s annual performance review and recommending any Headteacher’s pay increment.

**Pay Panel**

Composed of the Chair of Governors and two other non-parent governors.

**Appeals/Complaints Panel**

Composed of 2 other non staff governors, has the delegated power to hear appeals/complaints, ensure the policy for Appeals and complaints is adhered to.

* 1. **Our Link Governors**

In order to better understand and monitor key areas of the school and provide a link between the governing board and staff we have appointed link governors for the following areas:

* Literacy
* Mathematics
* Early Years
* Child Protection (safeguarding)
* Special Educational Needs (SEN)
* Health & Safety

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| **General and Procedural Responsibilities** | **FGB** | **Cttee** | **Ind. Gov.** | **H T** |
| Draft instrument of government and any subsequent amendments |  |  |  |  |
| Co-opt governors *(School Governance Constitution regulations 2012)* and appoint (and remove) associate members |  |  |  |  |
| Appoint Local Authority governors *(School Governance Constitution regulations 2012)* |  |  |  |  |
| Review governor election materials to ensure that electorate understands what is required of governors.  *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015* |  |  |  |  |
| 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 |  |  |  |  |
| Determine any functions to be performed by the clerk to governors *that are additional to those laid out in regulations* |  |  |  |  |
| Establish and review committees |  |  |  |  |
| Elect or appoint committee chairs |  |  |  |  |
| Publication of governors’ details on school website. As a minimum this should include: each governor’s (or associate member’s) name; category; appointing body; term of office; any committees they serve on; positions they hold such as Chair, Vice Chair, Chair of a Committee. Associate members’ voting rights on any committees should also be included.  *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015* |  |  |  |  |
| Establish, publish on website, (and update annually) a register of headteachers’ and governors’ business interests. The register must set out details of any relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives.  *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015* |  |  |  |  |
| Review the Governors’ Code of Conduct to ensure that all governors and associate members are aware that their details as identified in the preceding 2 points will be published and that all are required to provide the information. Governors’ explicit agreement to the Code of Conduct should be recorded in minutes.  *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015* |  |  |  |  |
| Approve Annual Governance Statement (no longer statutory)  *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013* |  |  |  |  |
| Determine level of delegation of functions to individuals or committees annually |  |  |  |  |
| Establish any required GB procedures (where not set out in law) |  |  |  |  |
| *Submit governor information to the DfE database of governors via Edubase* |  |  |  |  |
| **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 and evaluate their impact |  |  |  |  |
| Appoint governors for SEND, safeguarding, whistle blowing and any others agreed by GB |  |  |  |  |
| Ensure OFSTED recommendations are incorporated into the school improvement plan |  |  |  |  |

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| **Data Analysis and Target Setting Responsibilities** | **FGB** | **Cttee.** | **Ind. Gov.** | **H T** |
| Scrutinise a range of pupil performance data to evaluate the school’s performance, *especially the DfE’s compare school performance tables, Analyse School Performance and the Inspection Dashboard Summary Report* |  | S&P |  |  |
| 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 |  | S&P |  |  |
| Ensure rigorous assessment processes are in place |  | S&P |  |  |

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| **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 |  |  |  |  |

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| **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 |  |  |  |  |
| * Consider parents’ representations about an exclusion (can be delegated to a sub-committee of at least 3 governors) * Consider the reinstatement of 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) |  |  |  |  |

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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 |  | L&R |  |  |
| Arrange for regular monitoring and inspection of school premises |  | L&R |  |  |
| Agree a funded maintenance plan |  | L&R |  |  |
| Approve hiring policy and charges |  | L&R |  |  |
| Ensure security of school premises and equipment |  | L&R |  |  |
| Agree level of maintenance service the school will buy from service providers |  | L&R |  |  |
| Ensure risk assessments of school site are conducted and considered as appropriate |  |  |  |  |
| *Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate* |  |  |  |  |

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| **Staffing Responsibilities** | **FGB** | **Cttee.** | **Ind. Gov.** | **H T** |
| Formally approve appointments of head teacher and deputy head teacher |  |  |  |  |
| Appoint an external adviser to assist with the head teacher’s performance management |  |  |  |  |
| Nominate 2/3 governors to conduct head teacher’s performance management |  |  |  |  |
| Approve, and keep under review, a school pay policy/teachers’ pay policy |  |  |  |  |
| In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority |  |  |  |  |
| Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment |  |  |  |  |
| Approve a Statement of procedures for dealing with allegations of abuse against staff |  |  |  |  |
| Approve applications for early retirement, secondment and leave of absence not covered by local agreements |  |  |  |  |
| Approve, and keep under review, a teacher appraisal policy |  | S&P |  |  |
| *Carry out appraisal of other teachers (or delegate to line managers in the school)* |  |  |  |  |
| 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 and structure |  |  |  |  |
| Ensure safer recruitment requirements are met |  |  |  |  |
| Ensure that required staffing policies and procedures are in place and implemented |  | S&P |  |  |
| Appoint selection panel for head teacher and deputy head teacher appointments |  |  |  |  |
| Appoint selection panel for other members of the senior leadership team |  |  |  |  |
| Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training |  |  |  |  |

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| **Finance Responsibilities** | **FGB** | **Cttee.** | **Ind. Gov.** | **H T** |
| Award contracts (GB to determine levels of authorisation) |  | L&R |  |  |
| Approve transfers betweenbudget headings (GB to determine levels of authorisation) |  | L&R |  |  |
| 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 – it is still considered good practice that a Best Value Statement is completed alongside the financial documents for the school. |  | L&R |  |  |
| Review contracts and services due for renewal (GB to determine levels of authorisation) |  | L&R |  |  |
| Monitor adequacy of financial management competency amongst staff and governors |  | L&R |  |  |
| Approve signatories for authorising orders and payments |  |  |  |  |
| Ensure that the school is compliant with the Schools Financial Value Standards (SFVS) |  | L&R |  |  |
| Monitor income and expenditure reports and approve returns required by LA |  |  |  |  |
| Establish (and keep under review) a charging and remissions policy |  | L&R |  |  |
| Appoint (annually) auditors to conduct an audit of the School Fund |  | L&R |  |  |
| Receive an annual report on the audited accounts of the School Fund |  | L&R |  |  |
| Approve (and keep under review) ordering and payment systems |  | L&R |  |  |
| Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation) |  | L&R |  |  |
| Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount) |  | L&R |  |  |
| Approve the disposal of surplus and damaged equipment |  |  |  |  |
| Consider annual financial benchmarking data and analyse outcomes |  | L&R |  |  |
| 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 |  | L&R |  |  |
| Agree end of year budget rollover |  |  |  |  |
| Receive, and where appropriate respond to, reports from Local Authority Auditors |  | L&R |  |  |
| Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning |  | S&P |  |  |
| 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) |  | L&R |  |  |
| Evaluate the impact of the allocation of year 7 catch up funding (secondary schools) | N/A |  |  |  |
| Approve (and keep under review) a governors’ allowances scheme |  |  |  |  |
| Agree budget allocation for governor training and evaluate the impact of spending |  |  |  |  |

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| **School Organisation Responsibilities** | **FGB** | **Cttee.** | **Ind. Gov.** | **HT** |
| Publish proposals to change category of school |  |  |  |  |
| Consider forming, joining or leaving a federation *or multi-academy trust* |  |  |  |  |
| Set the times of school sessions and the dates of school terms and holidays.  NB: The government included a change of responsibility in the 2015 Deregulation Act - but it was never enforced – so this responsibility still lies with the LA and not the school. |  |  |  |  |
| 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 |  |  |  |  |
| 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) |  |  |  |  |
| Ensure compliance with statutory guidance regarding pupils with medical needs (came into force Sept 2014) |  |  |  |  |
| *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 Prevent duty into the child protection policy* |  |  |  |  |

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| **School Admission Responsibilities (voluntary aided and foundation schools)** | **FGB** | **Cttee.** | **Ind. Gov.** | **HT** |
| Establish and publish an admissions policy | N/A |  |  |  |
| Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.) |  |  |  |  |
| Consider admissions applications |  |  |  |  |
| Appeal against Local Authority direction to admit pupils |  |  |  |  |

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| Curriculum/Inclusion/ Equality Responsibilities | **FGB** | **Cttee.** | **Ind. Gov.** | **H T** |
| Ensure that the relevant national curriculum programmes of study are taught |  |  |  |  |
| Establish (and keep under review) a policy on *sex and relationships education* *(including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children* |  |  |  |  |
| Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based – link to the national guidance:  <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools> |  |  |  |  |
| Consider any disapplication for pupils (from the National Curriculum) |  |  |  |  |
| 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 SEND policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND |  |  |  |  |
| 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 qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)* |  |  |  |  |
| Designate a “responsible person” *(staff)* for Looked After Children |  |  |  |  |
| Establish an accessibility plan and review it *at least every three* years |  | L&R |  |  |
| Ensure that the 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 |  | S&P |  |  |
| Establish and publish annually an “Equality information and objectives statement” and review equality objectives every four years |  | S&P |  |  |
| *Ensure that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed* |  |  |  |  |
| 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* |  |  |  |  |

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| **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 *(no longer statutory and does not apply to nursery schools)* |  | S&P |  |  |
| Consider matters relating to the role of the school in the community |  |  |  |  |
| Ensure the school has a published freedom of information scheme and complies with it |  | L&R |  |  |
| Annually register with the Information Commissioner’s Office if desired. Schools are exempt, as non-profit organisations. |  | L&R |  |  |
| *Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually* |  | L&R |  |  |
| Ensure provision of free meals to those pupils meeting the criteria |  |  |  |  |
| *Maintain a register of pupil attendance* |  |  |  |  |