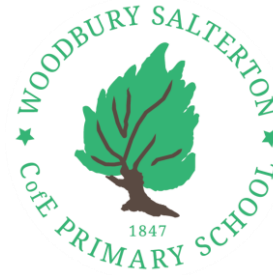




Pebblebed Heath Federation



Governing Body Scheme of Delegation 2016-17

The governing body is accountable in law for all major decisions about the schools and their future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can be delegated to individuals and committees.

The table below sets out the major areas of responsibility and which committee or individual a particular task will be delegated to.

Key

Level 1: The governing body

Level 2: A committee of the governing body

Level 3: An individual governor (Portfolio Holder)

Level 4: Headteacher.

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

Resources Portfolio Holders: Finance (F), Personnel (P), Premises (B). Health & Safety (H)

Teaching & Learning Portfolio Holders: Curriculum (C), School Improvement (S), Inclusion (I), Community & Parent Links (CP)

Committees: Resources (R), Teaching and Learning (T), Performance and Pay (P), Admissions (A), First (F) and Second (S).

Area		Function	Level			
			1	2	3	4
Budgets	1.	To approve the first formal budget plan each financial year	✓	✗	✗	✗
	2.	To agree annual action plans and monitor how school premiums are spent	✓	R T	F/I	✗
	3.	To monitor monthly expenditure	✓	R	F	✓
	4.	To establish a charging and remissions policy	✓	R	✗	✗
	5.	To enter into contracts (GB should agree financial limits)	✓	R	✗	✓

Area		Function	Level			
			1	2	3	4
Staffing	6.	Appoint selection panel for headteacher	✓			
	7.	Appoint selection panel for deputy head	✓			
	8.	Appoint selection panel for other members of the senior leadership team	✓			
	9.	Ratify or reject decisions of appointed selection panels	✓			
	10.	Appoint other teachers	x	x	x	✓
	11.	Appoint non-teaching staff	x	x	x	✓
	12.	To adopt a pay policy	✓			
	13.	To make pay decisions in line with the pay policy and legal requirements	✓	P	x	x
	14.	Dismissal of headteacher	x	R	x	
	15.	Initial dismissal of other staff	x	x	x	✓
	16.	Suspending head	x	R	✓	
	17.	Suspending staff (except head)	x	x	x	✓
	18.	Ending suspension (head)	✓	R	✓	
	19.	Ending suspension (except head)	✓	R	x	
	20.	Setting the overall staffing structure	✓	R	x	x
	21.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	x	x	
	22.	Determining dismissal payments/ early retirement	✓	R	x	x
	23.	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓
	24.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓			

Area		Function	Level			
			1	2	3	4
Curriculum	25.	Ensure National Curriculum (NC) taught to all pupils	✓	T	C	✓
	26.	To consider any disapplication for pupil(s)	✗	✗	✗	✓
	27.	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)	✓	T	C	✗
	28.	Review a sex and relationships education policy (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	✗	T	C	✓
	29.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	T	C	✓
	30.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓
Extra-curricular provision	31.	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗
	32.	To put into place the additional services provided	✗	✗	✗	✓
	33.	To decide whether to stop providing additional activities	✓	✗	✗	✗
Appraisal	34.	To adopt and review teacher appraisal policy	✓	P	✗	
	35.	To appoint the panel to carry out the appraisal of the head teacher	✓	✗	✗	
	36.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓
Discipline/ exclusions	37.	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a	✗	S		

Area		Function	Level			
			1	2	3	4
		term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)				
	38.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓			
	39.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓
Admissions	40.	To annually determine admission arrangements (VA and foundation schools)	✓	T		
	41.	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)	✓	T		
	42.	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	✗	A		
	43.	To establish and publish an admissions appeal timetable (VA and foundation schools)	✗	A		
	44.	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)	✗	A		
Premises & insurance	45.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	R	P	
Health & safety	46.	To ensure a health and safety policy and procedures are in place	✓	R	H	
	47.	To ensure that health and safety regulations are followed	✗	✗	H	✓

Area		Function	Level			
			1	2	3	4
School organisation	48.	To publish proposals to change category of school	✓	x	x	x
	49.	To decide whether to convert to academy status	✓	x	x	x
	50.	Propose to alter voluntary foundation or foundation special school	✓	x	x	x
	51.	Propose to discontinue voluntary foundation or foundation special school	✓			
	52.	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	x	x	
	53.	To ensure that school lunch nutritional standards are met	x	x	x	✓
	54.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	x	T	CP	✓
	55.	Maintain a register of pupil attendance	x	x	x	✓
	56.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	x	x	x	✓
Information for parents	57.	To determine a home-school agreement	✓	T	CP	✓
	58.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	T	CP	x
	59.	To establish, publish and review a complaints procedure	✓	x	x	x
	60.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	T	CP	✓

Area		Function	Level			
			1	2	3	4
GB roles & procedures	61.	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	✓			
	62.	To draw up an instrument of government and any amendments thereafter	✓			
	63.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	64.	To appoint and dismiss the clerk to governors	✓	R	x	x
	65.	To appoint and remove co-opted governors	✓			
	66.	To appoint local authority governors	✓			
	67.	To publish a register of governors' business and pecuniary interests	✓	x	x	
	68.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓			
	69.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	x	x	x	✓
	70.	To submit governor information to the DfE database of governors via Edubase	x	x	x	✓
	71.	To approve and set up a governors expenses scheme	✓	R	x	x
	72.	To consider whether or not to exercise delegation of functions to individuals or	✓			

Area	Function	Level			
		1	2	3	4
	committees				
	73. To regulate the GB procedures (where not set out in law)	✓			
	74. To agree governor induction and training programme	✓			
	75. To review progress against strategic plan and evaluate governing body performance	✓			
Formal Collaboration	76. To consider forming or joining a group of schools	✓			
Academies	77. To consider approach and time scale to academy conversion	✓	x		
	78. To consider forming or joining an existing Multi-academy-trust (MAT)	✓	x		
Federations	79. To consider forming a federation or joining an existing federation	✓	x		
	80. Review of structure including any subsequent conversion to MAT status	✓			
Inclusion and equality	81. To establish and approve a special educational needs (SEN) policy	✓			
	82. To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	T	I	✓
	83. To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	x	x	x	✓
	84. To appoint a designated teacher for looked-after children	x	x	x	✓
	85. To establish an accessibility plan and review it every three years	✓	R	P	✓
Safeguarding	86. To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary	✓			

Area		Function	Level			
			1	2	3	4
		procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy				
	87.	To adopt and review annually a child protection policy and relevant procedures	✓	✗	✗	