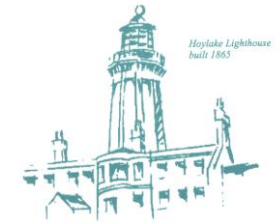




Hoylake Holy Trinity CE Primary School

'Learning for Life, Caring for All, Living each Day to the Full, Together as a Community'

Scheme of Delegation 2020-21



This framework is produced for use by governing bodies when reviewing their schemes of delegation annually, to help distribute 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 and to share the workload. 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 and hold senior leaders to account for all aspects of the school's provision, thus fulfilling its key purpose of ensuring that the school provides the best possible education for all pupils.

THIS SHOWS TO WHICH LEVEL THE GOVERNING BODY CAN DELEGATE FUNCTIONS

KEY

Level 1: Full governing body

Level 2: A committee of the governing body (SI = School Improvement, R&F = Resources & Finance, SDC – Staff Disciplinary Committee)

Level 3: An individual governor

Level 4: Head Teacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made at Levels 2 – 4

General and Procedural Responsibilities	1.FGB	2. Cttee	3. Ind. Gov.	4. H T
Draft instrument of government and any subsequent amendments	√			
Decide whether to introduce eligibility criteria for LA governor appointments (only permissible by governing bodies re-constituted under 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	√			
Determine the functions to be performed by the clerk to the governors	√			
Elect or appoint committee chairs	√			
Establish (and update annually) a register of governors' business interests	√			
Appoint (and remove) community and sponsor governors	√			
Appoint (and remove) associate members	√			
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)	√			
Establish and review committees annually	√			

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 3-5 year strategic plan (SDP)	√			
Approve 1 year school improvement plan, monitor its implementation and evaluate its impact	√			
Appoint governors for SEF categories, special needs, safeguarding 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
Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' Data Dashboard, accessible by the school from October		√ SI		
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis		√ SI		
Evaluate the school's performance against agreed targets including attendance and bullying		√ SI		

Discipline/ Exclusions Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Establish a behaviour policy and publicise to parents and carers		√ SI		
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		√ Excl. Panel		
Follow statutory exclusions guidance		√ Excl. Panel		

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	√			
Nominate a named governor for the staff whistle blowing policy	√			
Agree membership of selection panel for HT/DHT appointments	√			
Approve, and keep under review, a school pay policy		R & F		
Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, grievance, redundancy, termination of employment.		√ SI		
Approve applications for early retirement, secondment and leave of absence not covered by local agreements		√ R		
Approve, and keep under review, a teacher appraisal policy		√ R & F		
Consider report from head teacher on the operation of the appraisal policy and pay recommendations (to include information as outlined in the school's appraisal policy)		√ R & F		
Determine the school's staffing complement	√	√ SI		
Ensure safer recruitment requirements are met	√			
Ensure that required staffing policies and procedures are in place and implemented		√ R & F		
Monitor progress/impact of staffing related school improvement priorities	√	√ SI		
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training	√			

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)		√ F		
Approve annual budget	√			
Ensure that the budget is only spent for school purposes		√ F		
Agree the first budget plan, prioritised against school improvement priorities		√ F		
Agree an annual Best Value Statement		√ F		
Review contracts and services due for renewal (GB to determine levels of authorisation)		√ F & R /SI		
Monitor adequacy of financial management competency amongst staff and governors		√ F		
Approve signatories for authorising orders and payments		√ F		
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)		√ F		
Monitor income and expenditure reports and approve returns required by LA		√ F		
Establish (and keep under review) a charging and remissions policy		√ F		
Appoint (annually) auditors to conduct an audit of the School Fund		√ F		
Receive an annual report on the audited accounts of the School Fund		√ F		
Approve (and keep under review) ordering and payment systems		√ F		
Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)		√ F		

Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)		√ F		
Approve the disposal of surplus and damaged equipment				√
Consider annual financial benchmarking data and analyse outcomes		√ F		
Ensure the budget has allocated funds to support the school improvement plan and any agreed changes to staffing structure and any salary increases approved following appraisal outcomes		√ F		
Ensure all required finance policies and procedures are in place and implemented		√ F		
Agree end of year budget rollover		√ F		
Receive, and where appropriate respond to, reports from Local Authority Auditors		√ F		
Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning		√ SI		
Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision		√ SI		
Approve (and keep under review) a governors' allowances scheme		√ F		

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	√			

Premises Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree long term strategy for use of school premises		√ F & R		
Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation		√ F & R		
Arrange for regular monitoring and inspection of school premises		√ F & R		
Agree a funded asset management and maintenance plan		√ F & R		
Approve hiring policy and charges		√ F & R		
Ensure security of school premises and equipment		√ F & R		HT
Agre				
Ensure				

Health, Safety/ Safeguarding Responsibilities	FGB	Cttee	Ind. Gov.	H T
		√ R		
Approve a health and safety policy compliant with safeguarding legislation and monitor its implementation		√ R		
Approve Child Protection Policy and review its effectiveness at least annually		√ SI		
Ensure effectiveness of record keeping related to health, safety responsibilities		√ R		
Ensure effectiveness of record keeping related to safeguarding responsibilities		√ SI		
Consider school's annual safeguarding audit and monitor subsequent action plans		√ SI		

Curriculum Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Ensure that the national curriculum is provided		√ SI		
Decide which subject options should be taught, having regard to resources				√
Approve a written policy on sex education and publicise to parents and carers		√ SI		
Approve the school's SEN policy and publicise to parents and carers		√ SI		
Ensure the balanced treatment of political issues and prevent indoctrination.				√
Ensure that the school appoints a Special Educational Needs Coordinator (SENCO) and they have appropriate training				√
Ensure that the statutory requirements for Early Years Foundation Stage are implemented		√ SI		
Approve off-site visits and activities of up to one day				√
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea				√ plus COG
Report to parents annually on the provision provided for pupils with SEN		√ SI		
Ensure provision of RE in line with the school's basic curriculum				√
Decide RE syllabus (Foundation, VA, VC schools)				√
Make arrange arrangements for collective worship	√		√	

School Organisation Responsibilities	FGB	Cttee.	Ind. Gov.	HT
Publish proposals to change category of school	√			
Consider forming, joining or leaving a federation or academy	√			
Evaluate impact of changes to school class structure		√ SI		
Ensure the school meets for 380 sessions in a school year				√
Ensure lunches provided at the school meet required nutritional standards				√
Ensure provision of free school meals to pupils meeting the eligibility criteria				√

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.		√ SI		
Ensure legally required information is published online: including SEN policy, curriculum plan, pupil premium spending, reading schemes, links to DFE performance tables, OFSTED report				√
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		√ SI		HT
Consider matters relating to the role of the school in the community		√ SI		
Ensure the school has a published freedom of information scheme		√ R		
Ensure that the views of pupils, parents and other stakeholders inform school improvements	√			