

St Paul's Primary School Scheme of Delegation 2024-25

While some functions may be delegated, the governing body retains collective responsibility and should receive regular reports to stay informed and for assurance. Items in **bold** are legal duties. Shaded boxes show delegation not possible.

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Governing body structure and operation						
Draft instrument of government and any subsequent amendments	✓					
Appoint co-opted and associate governors	✓					
Appoint Local Authority governors	✓					
Organise parent elections				Chair		✓
Provide written expectations of governors before appointment or election				Chair		✓
Agree suspension or removal of governors	✓					
Appoint (and remove) the chair and vice chair of the governing body	✓					
Determine period of office of chair and vice chair	✓					
Chair's performance: 360 reviews	✓					
Appoint (and dismiss) the clerk to the governors	✓					
Determine any functions to be performed by the clerk to governors	✓					
Clerk appraisal				Chair		
Establish and review committees	✓					
Elect or appoint committee chairs	✓					
Annually review and publish Scheme of Delegation	✓					Publish
Approve agenda planner and policy schedule	✓					
Agree role descriptions for governors/chair/link roles/committee members	✓					

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Appoint governors for SEND, safeguarding, whistle-blowing and other roles	✓					
Agree governor monitoring schedule and terms of reference	✓					
Annually review and sign the Governors' Code of Conduct	✓					
Skills audit: complete annually and recruit to fill gaps	✓					
Annual self-review of governance - report via the website	✓					Publish
Approve a governor expenses policy		✓				
Establish any required GB procedures where not set out in law	✓					
Publish governor information on the school website						✓
Publish annually a register of governor interests						✓
Update governor information on Get Information About Schools website						✓
School Self Evaluation/School Improvement Planning						
Agree the outcomes of the School's Self Evaluation process	✓					
Agree long term vision and strategic plan and revisit annually	✓					
Agree and monitor School Development Plan	✓					
Data Analysis and Target Setting						
Scrutinise pupil performance data, including Analyse School Performance	✓			Data		
Agree challenging targets for pupil achievement/attainment, based on outcomes of robust data analysis and monitor performance against them	✓			Data		
Monitor analysis of results and key stage assessments against targets	✓			Data		
Ensure assessment processes are in place	✓					
Discipline/Exclusions Responsibilities						
Agree and publish a behaviour principles statement	✓				Publish	

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Approve a school behaviour policy and publicise to staff, students and parents	✓				✓	
Monitor exclusion rates to ensure it is appropriate and learning is enabled	✓					
Consider representations about an exclusion or reinstatement of permanent or fixed term exclusions exceeding 15 days in total in a term or where a child would lose the opportunity to sit a public examination			Exclusions	If urgent: Chair or Vice-Chair		
School organisation						
Publish proposals to change category of school	✓				Publish	
Decide whether to join or form a multi-academy trust or change school status	✓					
Set the times of school sessions	✓					
Ensure the school meets for 380 sessions in a school year	✓					
Maintain a register of pupil attendance and admissions					✓	
Monitor attendance data	✓			Attendance		
Risk Management						
Management of risk register		✓				
Staffing Responsibilities						
Appoint selection panel for headteacher and deputy headteacher appointments	✓					
Ensure that at least one person on the selection panel for headteacher appointment has completed safer recruitment training	✓					
Formally approve appointments of headteacher and deputy headteacher	✓					
Remove or suspend headteacher	✓			Chair in extremis		

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Appoint selection panel for other members of the senior leadership team		✓				
Determine the school's staffing complement and structure		✓				
Operational employment decisions including recruiting and managing staff below senior leadership level					✓	
Ensure safer recruitment requirements are met				Safeguarding	✓	
Approve annually a school pay policy/teachers' pay policy		✓				
Appoint an external adviser to assist with the head's performance management			HT Appraisal			
Appoint Head's performance management and pay award panel		✓				
Approve and review a teacher appraisal policy		✓				
Consider a report from the headteacher on the operation of the appraisal policy			Pay			
Make teachers' pay progression decisions			Pay			
Approve applications for early retirement, secondment and leave of absence not covered by local agreements.		✓				
Adopt procedures for the regulation of conduct and discipline of staff, staff grievance procedures and procedures for dealing with the capability of staff		✓				
Approve a procedure for dealing with allegations of abuse against staff		✓				
Finance Responsibilities						
Award contracts (GB to determine levels of authorisation)		✓			✓	
Approve transfers between budget headings (GB to set authorisation levels)		✓			✓	
Approve annual budget prioritised against school improvement priorities		✓				
Ensure the budget is only spent for school purposes		✓			✓	

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Review contracts and services due for renewal (GB to set authorisation levels)		✓				
Monitor adequacy of staff and governors financial management competency		✓				
Approve signatories for authorising orders and payments		✓				
Ensure school is compliant with the Schools Financial Value Standards (SFVS)		✓				
Monitor income and expenditure reports and approve returns required by LA		✓				
Establish and review the charging and remissions policy		✓				
Appoint auditors to conduct an audit of the School Fund		✓				
Receive an annual report on the audited accounts of the School Fund		✓				
Approve and review ordering and payment systems		✓				
Approve purchase of services from LA and others (GB to set authorisation levels)		✓			✓	
Approve writing off irrecoverable debts up to £500 (LA approval required above this amount)		✓				
Approve the disposal of surplus and damaged equipment					✓	
Consider annual financial benchmarking data and analyse outcomes		✓				
Ensure the budget has allocated funds to support the school improvement plan, changes to staffing structure and salary increases approved following appraisal		✓				
Ensure all required finance policies and procedures are in place		✓				
Agree end of year budget rollover		✓				
Receive and respond to reports from Local Authority Auditors		✓				
Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision	✓					
Approve and review a governors' allowances scheme		✓				

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Agree budget for governor training and evaluate the impact of spending		✓				
GDPR/Freedom of Information/Equalities/Compliance						
Establish a data protection policy (GDPR)		✓				
Publish a freedom of information scheme and comply with it		✓			✓	
Establish and publish annually an Equality information and objectives statement and review equality objectives every four years	✓					
Ensure legally required information is published online					✓	
Extended Services						
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	✓					
Health and Safety						
Approve a health and safety policy and monitor its implementation		✓				
Ensure compliance with relevant health, safety and safeguarding legislation		✓		H & S	✓	
Ensure effectiveness of health and safety policy				H & S	✓	
Conduct inspections of buildings, plant and equipment				H & S	✓	
Ensure effective record-keeping related to health and safety				H & S	✓	
Premises Responsibilities						
Agree long term strategy for use of school premises	✓					
Establish all legally required and LA recommended premises related policies and monitor the effectiveness of their implementation		✓		H & S		
Arrange for regular monitoring and inspection of school premises					✓	
Agree a funded maintenance plan		✓				

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Approve hiring policy and charges		✓				
Ensure security of school premises and equipment					✓	
Agree level of maintenance service the school will buy from service providers		✓				
Ensure risk assessments of school site are conducted and considered as appropriate				H & S	✓	
Buildings insurance and personal liability – GB to seek advice from LA where appropriate		✓				
Curriculum						
Ensure national curriculum is followed					✓	
Establish a Sex and Relationships Education policy; ensure staff/parents/pupils have been consulted and parents know their right to withdraw children	✓					
Consider any disapplication of pupils from the national curriculum	✓					
Decide which subject options should be taught, and implement provision for flexibility in the curriculum (including activities outside the school day)					✓	
Ensure appropriate provision for gifted, more able and talented pupils	✓					
Ensure only approved external qualifications and syllabuses are offered					✓	
Ensure 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	✓					
Ensure that all pupils take part in a daily act of collective worship					✓	
Ensure that provision of religious education (RE) meets statutory requirements					✓	
Prohibit political indoctrination and ensure the balanced treatment of political issues					✓	

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Special Educational Needs						
Designate a qualified teacher to be the SENCO					✓	
Approve the school's SEND policy and publicise to parents and carers	✓				Publish	
Establish an accessibility plan and review it at least every three years	✓					
Ensure SEN Information Report published annually					✓	
Safeguarding and Welfare						
Approve Child Protection Policy, including Prevent Duty , and review its effectiveness at least annually	✓					
Ensure compliance with safeguarding legislation, including a nominated governor for safeguarding	✓			Safeguarding		
Designate staff to lead on Safeguarding in school					✓	
Ensure effective record-keeping related including the central record of recruitment and vetting checks				Safeguarding		
Consider school's annual safeguarding audit and monitor action plans	✓					
Ensure compliance with statutory guidance regarding pupils with medical needs					✓	
Ensure school meets national school food standards					✓	
Pupil Premium/children in care/forces children						
Designate a member of staff for Looked After Children					✓	
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.	✓				✓	
Evaluate the impact of pupil premium funding on overcoming barriers to learning	✓			Pupil Premium		
Ensure pupil premium funding strategy is published annually					✓	
Ensure provision of free meals to those pupils meeting the criteria	✓					
Pupils, Parents and Community						
Agree complaints procedure and publicise to parents	✓					

Action	FGB	Resources Committee	Panel	Governor	Head	Clerk
Determine school uniform policy and publicise to parents, including second-hand uniform	✓					
Ensure the governing body can demonstrate its accountability to parents	✓					
Consult pupils/parents as required on certain policies and views of the school	✓				✓	
Consider matters relating to the role of the school in the community	✓					
Operational Policies and Procedures						
Day to day operational policies/procedures identified in policy planner					✓	