



Blanche Nevile School Governing Body scheme of delegation 2017/18

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to Committees and some to individual Governors.

The table below sets out the major areas of responsibility for governing bodies and who they are delegated to in Blanche Nevile School.

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Red box	Function cannot be legally carried out at this level.
✓	Action could be undertaken by this level.
x	Although legally possible to delegate to this level, the LA does not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is in line with the regulations governing bodies are free to decide for themselves.

Please note;

- 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	No	Function	Level				In our school this responsibility is delegated to:
			1	2	3	4	
Budgets	1	To approve the first formal budget plan each financial year (Whether this can be delegated to a Committee depends on the local scheme of financial delegation. Haringey's local scheme of financial delegation requires that the first formal budget is approved by the full Governing Body)	✓	x			Full Governing Body
	2	To agree annual action plans and monitor how school premiums are spent (ie PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and pupil premium)	✓	✓	x	x	Teaching and Learning Committee
	3	To monitor monthly expenditure	✓	✓	x	✓	Resources Committee
	4	To establish a charging and remissions policy	✓	✓	x	x	Resources Committee
	5	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	Resources Committee up to 25K otherwise Full Governing Body
	6	Approve local scheme of financial delegation	✓	✓			Resources Committee
Staffing	7	Appoint selection panel for headteacher	✓				Full Governing Body
	8	Appoint selection panel for deputy head	✓				Full Governing Body
	9	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	Chair and headteacher
	10	Ratify or reject decisions of appointed selection panel	✓				Full Governing Body
	11	Appoint other teachers	x	x	x	✓	Headteacher
	12	Appoint non-teaching staff	x	x	x	✓	Headteacher
	13	To agree to freeze a staff vacancy	✓	✓	✓	x	Resources Committee

Area	No	Function	Level				In our school this responsibility is delegated to:
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Staffing (cont)	14	To put in place a pay policy	✓	✓	x		Resources Committee
	15	To make pay decisions in line with the pay policy and legal requirements ¹ .	x	✓	x	✓	Resources Committee
	16	Dismissal of headteacher	x	✓	x		Specially convened group of governors chaired by CoG
	17	Initial dismissal of other staff	x	x	x	✓	Headteacher
	18	Suspending headteacher	x	✓	✓		Specially convened group of governors chaired by CoG
	19	Suspending staff (except headteacher)	x	x	x	✓	Headteacher
	20	Ending suspension (headteacher)	✓	✓	✓		Specially convened group of governors chaired by CoG
	21	Ending suspension (except headteacher)	✓	✓	✓		Chair of Governors
	22	Setting the overall staffing structure	✓	✓	x		Resources Committee
	23	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x		Not applicable
	24	Determining dismissal payments/ early retirement	✓	✓	x		Resources Committee
	25	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	Headteacher
	26	Establish and review procedures for addressing staff discipline, conduct and grievance.	✓				Full Governing Body
27	To consider and resolve stage 1 and 2 staff grievances	x	x	x	✓	Headteacher	
28	To consider and resolve stage 3 and 4 staff grievances and grievances against the head	x	✓	x	x	Resources Committee	

Area	No	Function	Level				In our school this responsibility is delegated to:
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		teacher					
Curriculum	29	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	✗	✓	Headteacher
	30	To consider any disapplication for pupil(s)	✗	✗	✗	✓	Headteacher
	31	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)	✓	✓	✗	✗	Teaching and Learning Committee
Curriculum (cont)	32	Establish and 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.	✗	✗	✗	✓	Headteacher
	33	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	✓	✓			Teaching and Learning Committee
	34	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed.	✓	✓	✗	✓	Headteacher
	35	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements.				✓	Headteacher
	36	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	Teaching and Learning Committee
Extra-curricular provision	37	To put into place the additional services provided	✗	✗	✗	✓	Headteacher
	38	To decide whether to stop providing additional activities.	✓	✗	✗	✗	Teaching and Learning Committee
	39	To adopt and review teacher appraisal policy	✓	✓	✗		Resources Committee
	40	To appoint the panel to carry out the appraisal of	✓	✓	✗		Resources

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Performance management		the head teacher.					Committee
	41	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher
	42	To review 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)	x	✓			Safeguarding Committee
	43	To produce a set of written principles for the school behaviour policy and present these to the headteacher, parents, staff and students for consultation.	✓	✓			Safeguarding Committee
Discipline/ exclusions	44	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Headteacher
	45	To annually determine admission arrangements (VA and foundation schools)	✓	✓			Not applicable
	46	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)	✓	✓			Teaching and Learning Committee
	47	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)	x	✓			Teaching and Learning Committee
	48	To establish and publish an admissions appeals timetable (VA and foundation and schools)	x	✓			Teaching and Learning Committee
Admissions	49	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the	x	✓			Teaching and Learning Committee

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		admissions authority)					
Premises & insurance	50	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	x	x		Resources Committee
	51	To ensure a health and safety policy and procedures are in place.	✓	✓			Resources Committee
Health & safety	52	To ensure that health and safety regulations are followed	x	x	x	✓	Headteacher
	53	To publish proposals to change category of school	✓	✓	x	x	Full Governing Body
	54	To decide whether to convert to academy status ²	✓	x	x	x	Full Governing Body
	55	Propose to alter voluntary foundation or foundation special school	✓	x	x	x	Full Governing Body
	56	Propose to discontinue voluntary foundation or foundation special school	✓				Full Governing Body
	57	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		Not applicable
School organisation	58	To ensure that school lunch nutritional standards ³ are met	x	x	x	✓	Headteacher
	59	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office.	x	✓	x	✓	Resources Committee
	60	Maintain a register of pupil attendance	x	x	x	✓	Headteacher
	61	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable).	x	x	x	✓	Headteacher
	62	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	x	✓	Safeguarding Committee


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Information for parents & careers	63	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met.	✓	✓	✗	✗	Teaching and Learning Committee				
	64	To establish, publish and review a complaints procedure.	✓	✓	✗	✗	Resources Committee				
	65	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	✗	✓	Headteacher				
	66	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.	✓					Full Governing Body			
	67	To draw up an instrument of government and any amendments thereafter	✓					Full Governing Body			
	68	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓					Full Governing Body			
	69	To appoint and dismiss the clerk to governors	✓					✓	✗	✗	Full Governing Body
	70	To appoint and remove co-opted governors	✓					Full Governing Body			
	71	To appoint local authority governor	✓					Full Governing Body			
	72	To set up and publish a register of governors' business and pecuniary interests	✓					✓	✗	Full Governing Body	
GB roles, procedures	73	To set and publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓					✗	✗	Full Governing Body	

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and development	74	To approve and set up a governors' expenses scheme	✓	✓	x	x	Resources Committee
	75	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				Full Governing Body
	76	To regulate the GB procedures (where not set out in law)	✓				Full Governing Body
	77	To agree governor induction and training programme	✓				Full Governing Body
Formal collaboration	78	To review progress against strategic plan and evaluate governing body performance	✓				Full Governing Body
	79	To consider forming or joining a group of schools	✓				Full Governing Body
Academies	80	To consider approach and timescale to academy conversion	✓				Full Governing Body
	81	To consider forming or joining an existing Multi-academy-trust (MAT)	✓				Full Governing Body
Federations	82	To consider forming a federation or joining an existing federation	✓				Full Governing Body
	83	Review of structure including any subsequent conversion to MAT status	✓				Full Governing Body
	84	To establish and review a special educational needs (SEN) policy.	✓				Full Governing Body
Inclusion and equality	85	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	x	✓	Headteacher
	86	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	x	x	x	✓	Headteacher
	87	To appoint a designated teacher for looked after children	x	x	x	✓	Headteacher
	88	To establish an accessibility plan and review it	✓	✓	x	✓	Headteacher

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every three years.

Safeguarding

89	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 on the <i>Prevent</i> duty into the child protection policy	✓					Full Governing Body
90	To adopt and review annually a child protection policy and relevant procedures	✓					Full Governing Body

Signed: 

Jonathan Duff, Chair of Governors

Date: 4 October 2017

