



## Handsworth Governing Body Scheme of Delegation

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
<b>Admissions</b>	Foundation and voluntary aided schools must consult on the school admissions policy every seven years, or when proposing changes, for example changes to the published admission number and the oversubscription criteria	✓	✓			Full Governing Body
<b>Behaviour and exclusions</b>	Make a written statement of general principles to guide the head teacher in determining measures to promote good behaviour and discipline	✓				Full Governing Body
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances (can be delegated to the chair or vice-chair in cases of urgency)	✓	✓			Delegated to exclusion panel of three non-staff governors as required.
<b>Collective worship</b>	In community and non-faith foundation schools, the head teacher is responsible for collective worship after consulting the governing board				✓	Head Teacher. Collective Worship Policy agreed by FGB
<b>Curriculum</b>	Make sure National Curriculum is taught to all pupils and to consider any disapplication for pupil(s)				✓	Head Teacher. Reviewed by T&L committee

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
	Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements				✓	Head Teacher. Reviewed by T&L Committee
	Decide (together with the head teacher) whether to provide sex education beyond what is set out in the statutory science National Curriculum, and keep a record of the decision	✓	✓			Full Governing Body taking advice from the LA on new guidance
	Make sure assessment arrangements are implemented	✓	✓		✓	Full Governing Body
<b>Extended services</b>	Approve the provision of extended services	✓	✓			Full Governing Body
	Implement additional service provision				✓	Head Teacher. Reviewed by Resources Committee
	Make sure delivery of services provided				✓	Head Teacher. Reviewed by Resources Committee
	Cease providing extended school provision	✓				Full Governing Body
<b>Finance and budgets</b>	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				Reviewed by Resources committee for FGB ratification
	Monitor school finances		✓			Resources Committee
	Decide how far to delegate spending power to the head teacher and set financial limits	✓				Reviewed by Resources committee for FGB ratification
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	Reviewed by Resources committee for FGB ratification
	Complete the Schools Financial Value Standard (SFVS)	✓	✓			Reviewed by Resources committee for FGB ratification

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
	Monitor impact of pupil premium funding	✓	✓		✓	Full Governing Body
	Primary schools: Monitor impact of PE and sport premium funding	✓	✓		✓	Full Governing Body
<b>Governing board procedures</b>	Draw up instrument of government and any amendments thereafter	✓				Full Governing Body
	Appoint and remove the chair and vice chair of the governing board	✓				Full Governing Body
	Appoint and remove the clerk to the governors	✓				Full Governing Body
	Hold a full governing board meeting at least 3 times every year	✓				Full Governing Body
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				Full Governing Body. On website
	Approve a governors' allowances and expenses policy	✓	✓			Full Governing Body
	Delegate functions to individuals or committees	✓				Full Governing Body (see terms of reference on website).
Determine the constitution, membership and terms of reference of committees and review this annually. Appoint or elect a chair for each committee	✓				Full Governing Body	
<b>Health &amp; Safety</b>	Monitor implementation of the health and safety policy	✓	✓	✓		Delegated to H&S Link Governor – ratified by FGB
	Organise health and safety checks in the school				✓	Head Teacher. Reviewed by H&S Link Governor
	Make sure there is an appointed person in charge of first aid	✓	✓	✓		Full Governing Body (first aider pictures displayed around school)

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
<b>Parents and the community</b>	Make sure that all required information is published on the website and it's up to date				✓	Head Teacher. Reviewed by individual governor
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓			Delegated to a panel of three governors as required.
	Make sure the school complies with the Freedom of Information Act 2000				✓	Head Teacher. FOI policy agreed by FGB
<b>Pupil wellbeing</b>	Make sure the provision of free school meals to those pupils meeting the criteria				✓	Head Teacher. Reviewed by Resources committee
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and previously LAC on the school roll and make sure they undertake appropriate training				✓	Head Teacher. Angela Struthers
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publish equality objectives and information about how it is doing this	✓	✓	✓	✓	Agreed by Full Governing Body annually. On website
	Make arrangements for supporting pupils with medical conditions				✓	Head Teacher. Statutory policy agreed by Full Governing Body
<b>Safeguarding</b>	Make sure that the school complies with statutory guidance on safeguarding	✓	✓		✓	Full Governing Body. All governors attend training.
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	Head Teacher. Model LA Safeguarding Policy with key contacts updated. Reviewed by Link Governor. Agreed by FGB.

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
	Make sure a member of the governing board (usually the chair) is nominated to liaise with the designated officer(s) from the relevant LA and partner agencies if allegations are made against the head teacher	✓				Agreed by Full Governing Body. Link Governor for Safeguarding – Alina Harris
	Monitor the implementation of the child protection policy	✓	✓			Reviewed by Link Governor – ratified by FGB
	Appoint a member of staff to be the designated safeguarding lead				✓	Head Teacher. (Claire Nairne, Afua Addai, Angela Struthers)
	Make sure that effective support is provided for any employee facing an allegation				✓	Head Teacher. Buy in to LA HR. LA policies.
<b>School Model - Academy conversion</b>	Liaise with Department for Education (DfE) project lead			✓	✓	Head Teacher supported by Working Party (Committee)
	Set up a consultation and consider responses	✓	✓	✓	✓	Full Governing Body
	Manage the application process		✓	✓	✓	Head Teacher supported by Working Party (Committee)
	Pass a resolution to convert	✓				Full Governing Body
<b>School Organisation</b>	Set the times of school sessions and the dates of school terms and holidays	✓	✓		✓	Full Governing Body
	Make sure that the school meets for 380 sessions in a school year				✓	Full Governing Body agree dates/INSET dates.
<b>Special Educational Needs and Disabilities (SEND)</b>	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				Full Governing Body. Link Governor for Inclusion – Jenny Smith

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Head Teacher. Reviewed by Resources Committee and FGB
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Head Teacher.
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	Head Teacher. See website
	Co-operate with the LA in developing the local offer		✓		✓	Head Teacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Full Governing Body
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	Head Teacher (Angela Struthers)
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	Head Teacher. INSET training – full school
<b>Staff performance and pay</b>	Approve pay recommendations		✓			Pay Committee
<b>Staff recruitment, management and structure</b>	Establish a selection panel to recruit a head teacher or deputy head teacher	✓				Agreed by FGB - Panel of three non-staff governors
	Make sure safer recruitment procedures are applied	✓				Full Governing Body - Safer Recruitment undertaken by GB members and staff.
	Dismiss the head teacher	✓				Full Governing Body
	Dismiss other staff				✓	HT supported by Governors as necessary

Function	Task	FGB	Committee	Individual governor	Head teacher	We have delegated this to:
	Suspend the head teacher	✓				Full Governing Body
	Suspend other staff				✓	Head Teacher supported by governors as necessary.
	Approve staffing structure changes	✓	✓			Reviewed by Resources Committee for ratification by FGB
	Determine dismissal payments/early retirement	✓	✓		✓	Resources Committee