



Cardinal Primary School

Governing Board Scheme of Delegation

Key

✓	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	Exec Comm	Ind Gov	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	HT
	Set up a consultation and consider responses	✓	✓	✓	✓	FGB
	Manage the application process		✓	✓	✓	Exec
	Pass a resolution to convert	✓				FGB

Admissions	LA - on behalf of its schools Consult on admissions arrangements at least once every 7 years, or when changes are proposed	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
	Establish an independent appeals panel when there are admissions appeals	✓				FGB
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓	HT
	Make sure your school leaders fulfil expectations and statutory duties	✓	✓	✓		FGB
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it	✓	✓	✓		GFB/Exec
	Make sure school staff receive adequate training on attendance				✓	HT
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension of more than 5 school days	✓			✓	HT
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion	✓	✓			You can delegate this task to the chair or vice-chair in cases of urgency
Curriculum	Make sure the school teaches the National Curriculum				✓	HT
Extended services	Approve the provision of extended services	✓	✓			Exec
	Implement additional service provision				✓	HT
	Make sure services are delivered				✓	HT
	Cease providing extended school provision	✓				FGB

Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				While a finance committee can approve a budget, it's best practice for it to be approved by the full board
	Monitor school finances	✓	✓	✓		FGB+ Exec
	Decide how to spend the delegated school budget as authorised by your LA	✓				FGB
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Committees can make a recommendation, but it should be approved by the full board
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	FGB/Exec
	Approve the Schools Financial Value Standard (SFVS)	✓				FGB
	Monitor impact of pupil premium funding	✓	✓		✓	A pupil premium link governor or committee should report back to the full board who has overall responsibility
	Monitor impact of PE and sport premium funding	✓	✓		✓	FGB
Governing board procedures	Draw up instrument of government and any amendments thereafter	✓				FGB
	Appoint and remove the chair and vice chair of the governing board	✓				FGB
	Appoint and remove the governance professional to the governors	✓				FGB
	Hold full governing board meetings at least 3 times a year	✓				FGB

	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				FGB
	Approve a governors' allowances and expenses policy	✓		✓	✓	FGB
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB
	Delegate functions to committees and individuals	✓				FGB
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			Exec
	Organise health and safety checks in the school				✓	HT
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	✓	✓		✓	HT
Parents/carers and the community	Make sure the required information is published on the school website	✓	✓		✓	HT
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			A data protection champion should report back to the full board which has overall responsibility

Pupil wellbeing	Make sure eligible pupils receive free school meals (FSM) (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	HT
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training	✓	✓		✓	HT
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and publishes equality objectives and information about how it is doing this	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HT
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	HT
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	HT
	Appoint a member of staff to be the designated safeguarding lead (DSL)				✓	HT
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	HT
Special educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				FGB

	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	HT
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	✓	✓	✓	✓	While these functions can be delegated to a committee, individual governor or headteacher, it's the board's responsibility
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	HT
	Co-operate with the LA in developing the local offer		✓		✓	HT
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HT
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO), and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	HT
	Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching				✓	HT
Staff performance and pay	Approve pay recommendations	✓	✓			Exec
Staffing matters	Establish a selection panel to recruit a headteacher or deputy headteacher, and approve or appoint its recommendation	✓				FGB
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document (STPCD)	✓				FGB
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				FGB

	Establish procedures for: - Regulation of staff conduct and discipline - Staff grievance - Capability of staff	✓				FGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			Exec
	Dismiss the headteacher	✓	✓			FGB
	Dismiss other staff	✓				The governing board must notify the authority in writing of the decision and the reasons for it
	Suspend other staff	✓			✓	HT