

## Scheme of Delegation for Governance Functions

- Shaded columns indicate that the function cannot be legally delegated to the Headteacher
- Functions allocated solely to the FGB cannot be delegated to a committee (except the statutory committees, i.e., Pupil Discipline, Staff Dismissal and Staff Dismissal Appeal)

Key function	No.	Tasks	Head	FGB	Finance and Premises	Strategic	Standards	Discipline	Pay Review
School	1	To approve the first formal budget plan each financial year			✓				
Budgets	2	To monitor monthly expenditure.			✓				
	3	Miscellaneous financial decisions (e.g. writeoffs)	✓		✓				
	4	To enter into contracts (above set financial limit)		✓	✓				
	5	To enter into contracts (below set financial limit)	✓						
	6	To make payments	✓		✓				
Staffing	7	Headteacher appointments (selection panel)		✓					
	8	Deputy appointments and Assistant Headteacher appointment (selection panel)		✓					
	9	Appoint other teachers	✓						
	10	Appoint non teaching staff	✓						
	11	To put in place a pay policy	✓			✓			✓
	12	Pay discretions				✓			✓

Key function	No.	Tasks	Head	FGB	Finance and Premises	Strategic	Standards	Discipline	Pay review
	13	Establishing disciplinary/capability procedures				✓			
		To produce and maintain a central record of recruitment and vetting checks	✓						
	14	Dismissal of Headteacher (GB must act through Dismissal Committee)		✓					
	15	Dismissal of other staff (GB must act through Dismissal Committee but normally delegated to head)	✓	✓					
	16	Suspending head		✓					
	17	Suspending staff (except head)	✓						
	18	Ending suspension (head)		✓					
	19	Ending suspension (except head)				✓			
	20	Determining staff complement	✓			✓			
	21	Determining dismissal payments/ early retirement				✓			✓
Curriculum	22	Ensure appropriate Curriculum taught to all pupils and to consider any disapplication for pupil(s)	✓				✓		
	23	To draft curriculum policy	✓						
	24	To implement curriculum policy	✓						
	25	To agree or reject and monitor curriculum policy		✓			✓		

Key function	No.	Tasks	Head	FGB	Finance and Premises	Strategic	Standards	Discipline	Pay Review
	26	Responsible for standards of teaching	✓						
	27	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)	✓						
	28	Responsibility for individual child's education	✓						
	29	Provision of sex education - make and keep up to date a written policy					✓		
	30	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓						
	31	To draw up a charging and remissions policy for activities (non NC based)			✓				
Appraisal	32	To establish an Appraisal policy				✓			✓
	33	To implement an Appraisal policy	✓			✓			
	34	To review annually the Appraisal policy		✓		✓			✓
Target Setting	35	To approve targets for pupil achievement					✓		

Key function	No.	Tasks	Head	FGB	Finance and Premises	Strategic	Standards	Discipline	Pay review
Exclusions	36	To decide a Management of Behaviour Policy -		✓			✓		
	37	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	✓						
	38	To review the use of exclusion and to decide whether or not to confirm 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. NB the GB must act through their pupil discipline committee						✓	
	39	To direct reinstatement of excluded pupils						✓	

Key function	No.	Tasks	Head	FGB	Finance and Premises	Strategic	Standards	Discipline
Religious Education	40	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)	✓				✓	
Collective Worship	41	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)	✓	✓				
	42	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)	✓				✓	
	43	Arrangements for collective worship (schools without religious character (after consulting GB)	✓				✓	
Premises	44	Buildings insurance -			✓			
	45	Strategy (including budgeting for repairs etc.) and Asset Management Plans	✓		✓			
	46	To ensure health and safety issues are met	✓		✓			
	47	To set a charging and remissions policy			✓			

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School Organisation	48	Amend Memorandum and Articles of Association		✓				
	49	To publish proposals to change category of school		✓				
	50	To set the times of school sessions and the dates of school terms and holidays.				✓		
	51	To establish a data protection policy and review it at least every two years		✓	✓			
Information for parents	52	To provide information to be published by governing bodies. (in so far as approval of the school prospectus)		✓				
	53	To ensure provision of free school meals to those pupils meeting the criteria			✓			
GB procedures	54	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body		✓				
	55	To appoint and dismiss the clerk to the Governors		✓				
	56	To hold a governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require		✓				

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	57	To appoint and remove co-opted, including temporary additional governors.		✓				
	58	To set up a Register of Governors' Business Interests		✓				
	59	To approve and set up an Expenses Scheme			✓			
	60	To discharge duties in respect of pupils with special needs by appointing a "responsible person		✓				
	61	To consider whether or not to exercise delegation of functions to individuals or committees		✓				
	62	To regulate the GB procedures (where not set out in law)		✓				
Safeguarding	63	To promote the well-being of children and protect them from harm, and respond to child abuse.	✓	✓			✓	
Inclusion and Equality	64	To establish and review a special education needs (SEN) Policy					✓	
	65	To establish and publish annually an "Equality Information and Objectives statement" and review equality objectives every four years					✓	
	66	To designate a 'responsible person' for children with SEN					✓	
	67	To designate a 'responsible person' for looked after children.					✓	
	68	To establish an accessibility plan and review it every three years			✓			
	69	To establish and review annually a child protection policy and relevant procedures					✓	