

East Ayton Primary School

Scheme of Delegation (Governing Body) and policy

This scheme of delegation document was reviewed at a full governing body meeting held on 28th November 2024 and approved. The date of the next review is at the FGB meeting in the Autumn Term 2025.

The Scheme has been developed to clarify the responsibilities and powers of the school governing body or governors in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Education Authority Policies.

Delegations cannot be exercised other than by the designated person or subgroup unless otherwise directed and agreed by the Governing Body (GB).

In the absence or incapacity of the Headteacher, the delegations stand delegated to the appointed deputy, unless otherwise directed or agreed by the governing body. The Headteacher may delegate the work of his/her delegated items, but may not delegate the responsibility for the work.

Instead of exercising her/his delegated powers, an individual or a committee may refer the matter to the appropriate committee or governing body.

THE GOVERNING BODY

Composition of the Governing Body:

The total number of governors is 11.

- a. The headteacher
- b. 1 staff governors
- c. 3 parent governors
- d. 1 LEA governor
- e. 5 co-opted governors
- f. 1 associate governor (DHT)

The governing body will elect a chairperson and vice chairperson at the first meeting of each school year, using the procedures laid out in the 'Standing Orders of the Governing Body'.

The Governing body will establish committees to manage particular aspects of business as it sees fit. Each committee and its chair (where this is not the chair of Governors) shall be established by a Full Governors meeting. The committees will be reviewed on an annual basis and membership re-elected annually in accordance with the standing orders.

The oversight of performance management and pay recommendations of staff, including the performance management of the headteacher will always be a matter for a small committee of the Governing body.

A note or minutes of all committee meetings should be taken (and this cannot be undertaken by the headteacher). Committee minutes must be approved by the chair of the committee and be

circulated to all members of the Committee. A report in the agreed format shall be attached to the minutes and included in the GB Meeting agenda.

Committees and Terms of Reference

HT Performance Management Committee

Membership: 2 Governors plus SIA

Quorum: 1 Governor

Meetings: Termly

Purpose:

- **To set the objectives and undertake appraisal of the headteacher**
- **To assure themselves that the links between appraisal and pay recommendations for all teachers are being applied consistently**
- **To consider arrangements for appraisal and performance management across all staff in the school and ensure they are effective, provide value for money and in lien with the appraisal policy.**
- **To consider all matters relating to pay and grading within the school, for all staff and determine pay and grading for staff within the parameters set by the pay policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements.**

Delegated Power: To act on behalf of the Governing Body having regard to the governors' statutory responsibilities including employment responsibility and the school's personnel policy and practices.

Reporting: a summary of recommendations should be reported to the next full Governing Body meeting. It is likely to need to be confidentially minuted and that staff member be absent from the meeting at that time.

Appeals and Complaints Committee

Membership: 3 Governors

Quorum: 2 members of the committee

Meetings: as required

Purpose: **To receive representations on Complaints (as appropriate), Grievances (including Pay) and Disciplinary matters and to decide an appropriate outcome.**

Delegated Power: To act on behalf of the Governing Body having regard to the governors' statutory responsibilities including employment responsibility and the school's personnel policy and practices.

Reporting: To report the decision to the next full meeting of the governing body after either the period for appeal has elapsed or an appeal has been heard. (Should be confidentially minuted as a member of staff may be named).

Range of Responsibility: All complaints (as appropriate following use of the Complaints Procedure) Staff Grievances (including pay), Disciplinary matters

School Improvement Committee

Membership: 3 Governors plus head

Quorum : 2 Governors

Meetings: Termly

Purpose:

To provide detailed oversight of the SIP.

To hold the headteacher to account for progress against the school development plan and for the impact of actions taken.

Review of data in depth

Operate as thematic school improvement focus working groups involving links, lead governors, head, staff and other governors as required

Delegated power: To provide more detailed and regular scrutiny on behalf of the Governing body.

Reporting: a short summary report of the key points should be provided to the governing body with 21 days of a meeting.

Finance Committee

Membership: 3 Governors plus head

Quorum : 2 Governors

Meetings: Termly

Purpose:

To provide detailed oversight of the budget.

To undertake budget monitoring, review Start Budget, contracts

Review capital budget and planned works

Review SFVS, benchmarking

Delegated power: To provide more detailed and regular scrutiny on behalf of the Governing body. Financial delegations are set out in the finance policies. **(need to review these with this document)**

Reporting: a short summary report of the key points should be provided to the governing body with 21 days of a meeting.

Certain pieces work may require a sub-group or working group to be formed, which the Governing body can do at its discretion on an ad-hoc basis. These groups have no formal power to make decisions on behalf of the Governing body and all recommendations will need to be discussed and agreed at a full Governing body meeting.

In addition to serving on the GB and attending committees, the Governing Body may choose to have link or lead Governors to take particular responsibility for the oversight of an area of school business. These will be agreed annually and set out in the Governor handbook, along with the roles and responsibilities.

All over decision may be delegated within the restrictions in the decision planner overleaf

GOVERNING BODY DECISION PLANNER

Decision Level Key:

1. Full Governing Body
2. Relevant sub-committee
- 3, Chair of Governors or Chair of Sub-group
4. Head Teacher

Grey shading denotes function which cannot be carried out at this level.

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Strategy		Agree strategic objectives and action plan				
		Review implementation of action plan				
Budgets		To approve annual budget				
		Identify priorities in line with Strategic Plan				
		To monitor monthly expenditure				
		Monitoring of Monthly Review of spend against budget				
		Monitoring and reporting of potential under/over spend				
		To agree necessary budget virements				
		To establish/review charging and remissions policy				
		Miscellaneous financial decisions				
		To enter into contracts below £5,000				
		To enter into contracts above £5,000				
		Approve cheque signatories				
		Incorporating income into budget planning				
		Control and reporting of income raised				
		Establish/review use of any rollover/deficit and impact on budget planning				
		Deployment of any additional funds raised				
Staffing		Head or deputy head teacher appointments				
		Appoint other teachers				
		Appoint non-teaching staff				
		Agreement of pay discretions / thresholds				
		Establishment /review of disciplinary/capability procedures				

		Suspension/end suspension of head teacher				
		Dismissal of head teacher				
		Suspension/end suspension of other staff				
		Dismissal of other staff				
		Determining dismissal payments/ early retirement				
		Determining staff complement				
Curriculum		Ensure National Curriculum (NC) taught to all				
		To establish/review curriculum policy				
		To implement curriculum policy				
		Responsible for standards of teaching				
		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)				
		Responsibility for individual child's education				
		To establish/review sex education policy				
		To prohibit political indoctrination and ensuring the balanced treatment of political issues				
Performance Management		To establish/review a performance management policy				
		To implement the performance management policy				
Target Setting		To set and publish targets for pupil achievement				
		To establish/review the discipline policy				
		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 5 days in total in a term				
		To exclude a pupil for 1 or more fixed terms (not exceeding 45 days in total in a year) or permanently				
		To direct the reinstatement of excluded pupils				
Admissions		To appeal against LEA directions to admit pupil(s)				

Religious Education/ collective worship		Responsibility for ensuring provision of RE in line with school's basic curriculum Agree arrangements for collective worship				
Premises & Insurance		Buildings insurance – to seek advice from LEA where appropriate				
		Develop a school buildings strategy/master plan				
		Contribute as required to LA asset management planning arrangements				
		To establish/review a health and safety plan				
		To establish/review a building maintenance plan				
		To ensure that health and safety issues are met				
		To set a charging and remissions				
		Maintaining buildings in line with the maintenance and health and safety plans				
		To ensure health and safety regulations are followed				
School Organisation		To draw up instrument of government and any amendments thereafter				
		To draft a school Action Plan following Ofsted inspection and distribute copies to parents				
Information for parents		To approve the School Profile				
		To approve the School Curriculum				
		To ensure provision of free school meals to those pupils meeting the criteria				
		To provide information to be published by the FGB				
		To provide information on school activities and day to day issues				
		Establishment and review of home-school agreements				
FGB procedures		To agree/review and implement the School's Standing Orders and Code of Practice for Governing Bodies				
		To appoint and dismiss the clerk to the governors				
		To discharge duties in respect of pupils with special needs by appointing a "responsible person"				
		To agree the delegation of functions to individuals or committees as appropriate				

		To regulate the FGB procedures (where not set out in law)				
		To consider forming a federation or joining an existing federations or joint working schemes				
		To consider requests from other schools to join a federation or joint working schemes				
		To leave a federation or joint working scheme				
		To decide on committee structure if any				
		To establish/review terms of reference for Committees				
		To appoint chair and clerk of Committees				
		To determine meeting dates of Committees				
Extended Schools		To decide to offer additional activities and what form these should take				
		To put in place the additional services provided				
		To ensure delivery of services				
		To cease providing extended school provision				