

SOUTHWICK GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK 2020-21
APPROVED ON 23RD SEPTEMBER 2020

General and Procedural Responsibilities	FGB	Cttee	Ind. Gov.	H T
Draft instrument of government and any subsequent amendments	X			
Co-opt governors (<i>School Governance Constitution regulations 2012</i>) and appoint (and remove) associate members	X			
Appoint Local Authority governors (<i>School Governance Constitution regulations 2012</i>)	X			
Review governor election materials to ensure that electorate understands what is required of governors. <i>Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015</i>	X			
Agree suspension of governors	X			
Appoint (and remove) the chair and vice chair of the governing body	X			
Determine period of office of chair and vice chair (between 1 and 4 years)	X			
Appoint (and dismiss) the clerk to the governors	X			
Determine any functions to be performed by the clerk to governors <i>that are additional to those laid out in regulations</i>	X			
Establish and review committees	X			
Elect or appoint committee chairs		SCC & RC		
<i>Publication of governors' details on school website. As a minimum this should include: each governor's (or associate member's) name; category; appointing body; term of office; any committees they serve on; positions they hold such as Chair, Vice Chair, Chair of a Committee. Associate members' voting rights on any committees should also be included. Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015</i>		SCC		
<i>Effective September 2015: Establish, publish on website, (and update annually) a register of headteachers' and governors' business interests. The register must set out details of any</i>		RC		

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<i>relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives. Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015</i>				
<i>Review the Governors' Code of Conduct to ensure that all governors and associate members are aware that their details as identified in the preceding 2 points will be published and that all are required to provide the information. Governors' explicit agreement to the Code of Conduct should be recorded in minutes. Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) March 2015</i>	X			
Approve Annual Governance Statement <i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</i>			Chair	
Determine level of delegation of functions to individuals or committees annually	X			
Establish any required GB procedures (where not set out in law)	X			
School Self Evaluation/School Improvement Planning Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree the outcomes of the School's Self Evaluation process	X			
Agree long term vision and strategic plan	X			X
Approve school improvement plans and evaluate their impact	X			
Appoint governors for SEN, safeguarding, whistle blowing and any others agreed by GB	X			
Ensure OFSTED recommendations are incorporated into the school improvement plan		SCC		X

Data Analysis and Target Setting Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' and OFSTED data Dashboards		SCC		X

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Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them		SCC		X
Scrutinise analysis of examination results and key stage assessments against agreed targets		SCC		X
Ensure rigorous assessment processes are in place				X

Extended Services Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Decide whether to offer additional services and what form these should take	X			
Decide whether to cease provision of additional services	X			
Review provision and impact of additional services	X			

Discipline/Exclusions Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree a behaviour principles statement and ensure that this is posted on the school website	X			
Draft a school behaviour policy and publicise to staff, students and parents				X
Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination	X			
Consider parents' representation about exclusions		SCC		

Premises Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Agree long term strategy for use of school premises	X			

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Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation		RC		
Arrange for regular monitoring and inspection of school premises		RC		
Agree a funded maintenance plan				X
Approve hiring policy and charges		RC		
Ensure security of school premises and equipment				X
Agree level of maintenance service the school will buy from service providers				X
Ensure risk assessments of school site are conducted and considered as appropriate		RC		X

Staffing Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Formally approve appointments of head teacher and deputy head teacher	X			
Appoint an external adviser to assist with the head teacher's performance management		SCC		
Nominate 2/3 governors to conduct head teacher's performance management	X	Pay panel		
Approve, and keep under review, a school pay policy		SCC	Chair	
In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority				
Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, <i>capability</i> , grievance, redundancy, termination of employment		SCC		
<i>Approve a Statement of procedures for dealing with allegations of abuse against staff</i>				X
Approve applications for early retirement, secondment and leave of absence not covered by local agreements		SCC		
Approve, and keep under review, a teacher appraisal policy		SCC		

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Make teachers' pay progression decisions following recommendations of head teacher (by end of October)		Pay panel		
Consider a report from the head teacher on the operation of the appraisal policy (to include information as outlined in the school's appraisal policy)		SCC		
Determine the school's staffing complement	X			
Ensure safer recruitment requirements are met				X
Ensure that required staffing policies and procedures are in place and implemented				X
Appoint selection panel for head teacher and deputy head teacher appointments	X			
Appoint selection panel for other members of the senior leadership team	FGB			
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training		SCC		

Finance Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Award contracts (GB to determine levels of authorisation)		£5,000 and over by RC		Less than £5,000
Approve transfers between budget headings (GB to determine levels of authorisation)		£3,000 and over by RC		Less than £3,000
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)	X			
Ensure that the budget is only spent for school purposes		RC		
Agree the first budget plan, prioritised against school improvement priorities	X			

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Agree an annual Best Value Statement		RC		
Review contracts and services due for renewal (GB to determine levels of authorisation)		RC		X
Monitor adequacy of financial management competency amongst staff and governors		RC		
Approve signatories for authorising orders and payments	X			
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)		RC		
Monitor income and expenditure reports and approve returns required by LA	X			
Establish (and keep under review) a charging and remissions policy		RC		
Appoint (annually) auditors to conduct an audit of the School Fund				X
Receive an annual report on the audited accounts of the School Fund		RC		
Approve (and keep under review) ordering and payment systems		RC		
Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)				Less than £5,000
Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)	X			
Approve the disposal of surplus and damaged equipment		RC up to £5,000		Up to £3,000
Consider annual financial benchmarking data and analyse outcomes		RC		
Ensure the budget has allocated funds to support the school improvement plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes				X
Ensure all required finance policies and procedures are in place and implemented				X
Agree end of year budget rollover	X			
Receive, and where appropriate respond to, reports from Local Authority Auditors		RC		

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Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning			PP gov	X
Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision (primary schools)				X
Evaluate the impact of the allocation of year 7 catch up funding (secondary schools)				
Approve (and keep under review) a governors' allowances scheme			Chair	
Agree <i>budget</i> allocation for governor training and evaluate the impact of spending	X			

School Organisation Responsibilities	FGB	Cttee.	Ind. Gov.	HT
Publish proposals to change category of school	X			
Consider forming, joining or leaving a federation or academy	X			
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				
Ensure the school meets for 380 sessions in a school year				X
Health, Safety/Child Protection/ Safeguarding Responsibilities	FGB	Cttee	Ind. Gov.	H T
Ensure compliance with health, safety and safeguarding legislation applied to schools		RC		
Approve a health and safety policy and monitor its implementation		RC		
Ensure effectiveness of health and safety policy		RC		
Conduct inspections of buildings, plant and equipment		RC		
Approve Child Protection Policy and review its effectiveness at least annually	X			
Ensure effectiveness of record keeping related to health, safety and safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks		RC		

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Consider school's annual safeguarding audit and monitor subsequent action plans		RC		
Ensure school meets national school food standards (new standards in force from Jan 2015)				X
Ensure compliance with statutory guidance regarding pupils with medical needs (came into force Sept 2014)				X

School Admission Responsibilities (voluntary aided and foundation schools)	FGB	Cttee.	Ind. Gov.	HT
Establish an admissions policy and publish				
<i>Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.)</i>				
Consider admissions applications				
Appeal against Local Authority direction to admit pupils				

Curriculum/Inclusion/ Equality Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Ensure that (from September 2014) the relevant national curriculum programmes of study are taught		SCC		X
Establish (and keep under review) a policy on sex education and publicise to parents and carers		SCC		X
Consider any disapplication for pupils (from the National Curriculum)				X
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)				X
Approve the school's SEN policy and publicise to parents and carers and report annually to parents on provision for pupils with SEN	X			

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Ensure appropriate provision is provided for gifted, more able and talented pupils				X
Ensure that only approved external qualifications and syllabuses are offered to pupils				
Prohibit political indoctrination and ensure the balanced treatment of political issues				X
Designate a “responsible person” (<i>staff</i>) for pupils with SEN				X
Designate a “responsible person” (<i>staff</i>) for Looked After Children				X
Establish an accessibility plan and review it <i>at least every three years</i>				X
Ensure that the September 2014 statutory requirements for Early Years Foundation Stage are implemented				X
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea				X
Establish and publish annually an “Equality information and objectives statement” and review equality objectives every four years				X
Ensure provision of RE in line with the school’s basic curriculum				X
Decide RE syllabus (Foundation, VA,VC schools)				X
Review provision of careers education, information and advice (secondary schools)				

Pupils, Parents and Community Responsibilities	FGB	Cttee.	Ind. Gov.	H T
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Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.				X
Ensure legally required information is published online, including annually required information e.g. report on SEN, pupil premium funding				X
Agree parental complaints procedure and publicise to parents	X			
Consider parental complaints against head teacher (as outlined in complaints procedure)		Panel of 3 govs		
Ensure the governing body can demonstrate its accountability to parents	X			
Adopt (and keep under review) home-school agreements (<i>does not apply to nursery schools</i>)		SCC		
Consider matters relating to the role of the school in the community	X			
Ensure the school has a published freedom of information scheme	X			
<i>Annually register with the Information Commissioner's Office</i>				
Establish a data protection policy and review it at least every two years	FGB			
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)				X