St John and St Nicolas Schools Federation | For the good of all through curiosity, creativity and love

Policy Title:	**Governing Board Scheme of Delegation**
Policy Reference:	**SJN067**
Description:	Governing board / executive headteacher decision planner
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Annually
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.3**
Other relevant policies:	Standing Orders and Committee Terms of References
Date for Review:	**May 2027**

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	*20.10.21*	*FGB Minutes 20.10.21*	*Prepared by executive headteacher and ratified by FGB*	*Oct 2022*
1.1	*17.10.22*	*FGB Minutes 17.10.22*	*No changes recommended, ratified by FGB*	*Oct 2023*
1.2	*04.12.23*	*FGB Minutes 04.12.23*	*No amendments identified as necessary; ratified by FGB*	*Nov 2024*
1.3	*19.5.26*	*FGB minutes 19.5.26*	*Update version number, dates and delegated committee names*	*May 2027*
1.4				

St John and St Nicolas Schools Federation
Governing Board Scheme of Delegation

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

It is important to note that the governing board as a whole remains responsible for any decision delegated. Any decisions taken must therefore be reported back to the governing board at the first available opportunity.
The planner sets out various tasks and indicates where responsibility for each can be delegated. The key for the boxes is set out in the following table:

Planner key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

A tick indicates where a final decision will be taken. The letter W indicates where the work prior to the final decision will be done.

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead				✓	Headteacher
	Set up a consultation and consider responses	✓	W			Decision: FGB; Work: Academy working party
	Manage the application process		✓			Academy working party
	Pass a resolution to convert	✓				Decision: FGB

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Foundation and voluntary aided schools must consult on the school admissions policy every seven years, or when proposing changes (this does not apply to community or voluntary controlled schools)	✓	W			Decision: FGB; Work: Admissions Committee
	Foundation and voluntary aided schools must establish an independent appeals panel relating to admission decisions		✓			Admissions Committee
Behaviour and exclusions	Approve a behaviour policy	✓	W			Decision: FGB; Work: Standards and Curriculum committee
	Make a written statement of general principles to guide the headteacher in determining measures to promote good behaviour and discipline	✓				Decision: FGB
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances.		✓			Disciplinary Committee
Collective worship						
	In voluntary aided, voluntary controlled and foundation schools with a religious character, the governing board is responsible for collective worship (after consulting with headteacher)	✓				Decision: FGB
Curriculum	Ensure National Curriculum taught to all pupils and to consider any disapplication for pupil(s)				✓	Decision: Headteacher

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
	Establish a curriculum policy				✓	Decision: Headteacher
	Ensure high standards of teaching				✓	Decision: Headteacher
	Approve and maintain a written sex and relationship education policy	✓	W			Decision: FGB; Work: Standards and Curriculum committee
	Set targets for pupil achievement		✓			Decision: Standards and Curriculum committee
	Ensure provision of religious education				✓	Decision: Headteacher
Extended services	Approve the provision of extended services		✓			Decision: Finance Committee
	Implement additional service provision				✓	Decision: Headteacher
	Ensure delivery of services provided				✓	Decision: Headteacher
	Cease providing extended school provision	✓				Decision: FGB
Finance and budgets	Approve the formal budget plan each financial year	✓	W			Decision: FGB; Work: Finance Committee

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
	Monitor school finances		✓			Decision: Finance Committee
	Approve a charging policy	✓	W			Decision: FGB; Work: Finance Committee
	Decide how far to delegate spending power to the headteacher and set financial limits	✓	W			Decision: FGB; Work: Finance Committee
	Enter into contracts and make payments (depending on financial limits set by governing board)		✓			Decision: Finance Committee
	Complete the Schools Financial Value Standard (SFVS)		✓			Decision: Finance Committee
	Ensure pupil premium funding is being spent on improving attainment for eligible pupils				✓	Decision: Headteacher
Governing body procedures	Draw up instrument of government and any amendments thereafter	✓				Decision: FGB
	Appoint (and remove) the chair and vice chair of the governing board	✓				Decision: FGB
	Appoint and remove the clerk to the governors	✓				Decision: FGB
	Hold a full governing board meeting at least three times every year	✓				Decision: FGB

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
	Set up and maintain a governing board register of interests	✓				Decision: FGB
	Approve a governors' allowances and expenses policy	✓	W			Decision: FGB; Work: Finance Committee
	Delegate functions to individuals or committees	✓				Decision: FGB
Health & Safety	Approve a health and safety policy	✓				Decision: FGB
	Organise health and safety checks in the school				✓	Headteacher
	Ensure health and safety policy is being implemented			✓		Decision: Individual Governor
Parents and the community	Ensure information on the website is up to date and compliant with the School Information Regulations				✓	Decision: Headteacher
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				Decision: FGB
	Approve a complaints procedure	✓				Decision: FGB
	Make sure the school complies with the Freedom of Information Act 2000				✓	Headteacher
Pupil wellbeing	Ensure the provision of free school meals to those pupils meeting the criteria				✓	Headteacher

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
	Ensure school food standards are being met				✓	Headteacher
	Appoint a designated teacher to promote the educational achievement of looked after children on the school roll				✓	Headteacher
	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	✓				Decision: FGB
	Make arrangements for supporting pupils with medical conditions				✓	Headteacher
	Approve a policy on supporting pupils with medical conditions	✓				Decision: FGB
School organisation	Set the times of school sessions and the dates of school terms and holidays	✓				Decision: FGB
	Ensure that the school meets for 380 sessions in a school year				✓	Headteacher
Staff performance and pay	Approve a performance management policy	✓	W			Decision: FGB; Work: Finance Committee
	Implement the performance management policy				✓	Headteacher
	Review the performance management policy annually		✓			Finance Committee

Function	Task	Full governing board	Committee	Individual governor	Headteacher	We have delegated this to:
	Approve a pay policy	✓	W			Decision: FGB Work: Finance Committee
	Approve pay recommendations		✓			Decision: Finance Committee
Staff recruitment, management and structure	Establish a selection panel to recruit a headteacher or deputy headteacher	✓				FGB
	Appoint other teachers				✓	Headteacher
	Appoint non-teaching staff				✓	Headteacher
	Ensure safer recruitment procedures are applied	✓				FGB
	Approve disciplinary/capability procedures	✓				FGB
	Dismiss the headteacher	✓				FGB
	Dismiss other staff				✓	Headteacher
	Suspend the headteacher			✓		Chair of Governors
	Suspend other staff				✓	Headteacher
	Approve staffing structure changes	✓				Decision: FGB
	Determine dismissal payments/early retirement		✓			Finance Committee