

## Scheme of Delegation

Policy / Function	Policy?	Sub-Cttee?	Function?	Statutory?	Website?	Approval - DfE allow delegation to:				Delegated to	Review Frequency (as set by DfE for statutory policies)	Review Frequency (as agreed by governors / school)	Date of Last review	Next Review Due	Notes
						FGB	Committee	Individual Governor	Headteacher						
Governors' code of conduct	✓					✓	✓	✓	✓	A&S	GB to determine	1	21/09/21	21/09/22	
Register of business interests of headteachers and governors	✓			✓		✓	✓	✓	✓	A&S	Live Document	1	21/09/21	21/09/22	
Governor skills & experience audit			✓							A&S					
Governor training needs, including skills required for appeals panels etc.			✓							A&S					
Maintain and review Governor database including attendance & profiles			✓							A&S		Ongoing			
New Governor induction, mentoring & support			✓							A&S		As needed			
Consider appeals against other staffing decisions on matters such as; pay, appraisal, the grievance procedure, flexible working etc.			✓							Appeals		As needed			
Consider disciplinary, other matters and dismissals where not delegated to the Headteacher or, where the Headteacher has had detailed prior involvement or the case involves the Headteacher.			✓							Appeals		As needed			
Consider Stage 3 Complaints			✓	✓						Appeals		As needed			
Consider student exclusions			✓	✓						Appeals		As needed			
Monitoring Single Central Record			✓	✓		✓	✓	✓		Chair of P&T	N/A	3 times per year	17/01/23	21/07/23	Report in P&T folder for that date
GB & committee minutes & papers	✓			✓		✓	✓			Clerk	N/A	Ongoing	N/A	N/A	
Accounting	✓			✓		✓				FGB	GB to determine				Not listed by DfE, but has statutory grounding
Admissions Arrangements	✓			✓	✓	✓	✓			FGB	1 Year	1	09/12/21	09/12/22	Must consult every 7 years even if no changes (last consultation Dec 2020)
Child protection & Safeguarding policy and procedures	✓			✓		✓				FGB	1 Year	1	04/10/21	04/10/22	
Children with health needs who cannot attend school	✓			✓		✓				FGB	Recommended annually	1			
<a href="#">Complaints Procedure Statement</a>	✓			✓	✓	✓	✓	✓		FGB	Recommended annually	3	06/05/21	05/05/24	
Designated teacher for looked-after and previously looked-after children	✓			✓		✓				FGB	Recommended annually	1			
Early Career Teachers (ECTs)	✓			✓		✓				FGB	Recommended	1			
Investment	✓			✓		✓				FGB	GB to determine				Not listed by DfE, but has statutory grounding
Protection of childrens' biometric information	✓			✓		✓				FGB	Recommended annually		N/A	N/A	N/A - we do not use biometric information

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<a href="#">Provider access policy statement (Careers Guidance)</a>	✓			✓	✓	✓				FGB	Recommended annually	1	12/11/19	11/11/20	
<a href="#">Relationships and Sex Education</a>	✓			✓		✓				FGB	Recommended annually	1	20/02/23	20/02/24	
Risk Register	✓			✓		✓				FGB	1 Year	1	28/02/22	28/02/23	Not listed by DfE, but has statutory grounding Live document, reviewed at least annually
SEN Policy	✓			✓		✓				FGB	Recommended annually	1	02/10/18	02/10/19	
SEND Information Report	✓			✓	✓	✓				FGB	1 Year	1	09/12/21	09/12/22	
Supporting pupils with medical conditions	✓			✓		✓				FGB	Recommended annually	1			
Virtual Meetings Policy	✓									FGB		1	01/11/20	01/11/21	
Whistleblowing procedures	✓			✓		✓				FGB	GB to determine	3	11/05/20	11/05/23	Not listed by DfE, but has statutory grounding
Agree, monitor and review the school improvement plan			✓							FGB		Ongoing			
Appoint Headteacher and senior leaders			✓							FGB					
Appoint Secretary (Clerk)				✓	✓	✓				FGB		As needed			
Approve Annual Budget			✓	✓		✓				FGB	1 Year	1		30/12/00	
Decide on and review scheme of delegation			✓	✓		✓				FGB	1 Year	1	11/09/19	10/09/20	
Establish committees, review committee terms of reference & membership.			✓			✓				FGB	1 Year	1	12/09/18	12/09/19	
Accessibility Plan	✓			✓	✓	✓	✓	✓	✓	FPGP	3 Years	3	01/01/21	01/01/24	
Competitive tendering	✓			✓		✓	✓	✓	✓	FPGP	GB to determine	N/A	N/A	N/A	This is covered under the Financial Regulations
Data Protection Policy & Privacy Notices	✓			✓		✓	✓	✓	✓	FPGP	Recommended annually	1	29/11/21	29/11/22	Under review with OneWest
First aid	✓			✓		✓	✓	✓	✓	FPGP	Recommended annually	3	04/07/22	03/07/25	
Freedom of Information Publication Scheme	✓			✓		✓	✓	✓	✓	FPGP	GB to determine	3	01/06/20	01/06/23	Not listed by DfE, but has statutory grounding
Health & Safety	✓			✓		✓	✓	✓	✓	FPGP	Recommended annually	1			Review in progress - due to come to Jan 23 FPGP
Premises Management Documents	✓			✓		✓	✓	✓	✓	FPGP	See link	1			<a href="#">Compliance Monitoring for Council Buildings report</a>
Risk assessment	✓			✓		✓	✓	✓	✓	FPGP	GB to determine				Not listed by DfE, but has statutory grounding
Abuse, Threats and Violence Policy	✓									FPGP		1	27/01/20	26/01/21	Not currently prioritised due to focus on statutory policies
Governor Expenses Policy	✓					✓	✓	✓	✓	FPGP	Recommended annually	3	29/03/21	28/03/24	Not a requirement, but strongly advised by the DfE
Security Policy inc. Section 547 information	✓									FPGP		3	27/01/20	26/01/23	Section 547 Information details who can legally ask someone to leave school premises
Charging & Lettings Policy	✓									FPGP		3	29/11/21	28/11/24	
Financial Regulations	✓									FPGP		3	28/02/22	27/02/25	Includes competitive tendering

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Charging & Remissions	✓			✓	✓	✓	✓	✓	✓	FPGP	Recommended annually	1	28/11/22	28/11/23	
Audit - act as a catalyst for risk management activity		✓	✓	✓						FPGP			N/A	N/A	
Audit - advise the Governing Body on the appointment, re-appointment,		✓	✓	✓						FPGP			N/A	N/A	
Audit - review and agree a programme of work to provide assurance on financial controls and risks for both internal and external audit		✓	✓	✓						FPGP			N/A	N/A	
Audit - Commission appropriate audit		✓	✓	✓						FPGP			N/A	N/A	
Audit - consider the reports of the auditors/scrutineers and, when appropriate, advise the Governing Board of material control issues		✓	✓	✓						FPGP			N/A	N/A	
Audit - ensure that all significant losses have been properly investigated and reported as appropriate		✓	✓	✓						FPGP			N/A	N/A	
Audit - monitor arrangements to secure value for money		✓	✓	✓						FPGP			N/A	N/A	
Audit - monitor the effectiveness of the internal and external audit services and ensure co-ordination between the two		✓	✓	✓						FPGP			N/A	N/A	
Audit - review auditors' findings and monitor the implementation of approved recommendations relating to both internal and external audit		✓	✓	✓						FPGP			N/A	N/A	
Audit - oversee the policy on fraud and irregularity		✓	✓	✓						FPGP			N/A	N/A	
Audit - receive and review relevant reports relating to audit from external bodies such as the National Audit Office and the ESFA		✓	✓	✓						FPGP			N/A	N/A	
Audit - review all information which affects funding and ensure its accuracy and compliance with the relevant criteria		✓	✓	✓						FPGP			N/A	N/A	
Audit - review the effectiveness of financial and other control systems		✓	✓	✓						FPGP			N/A	N/A	
Audit - oversee annual review of the trisk register		✓	✓	✓						FPGP			N/A	N/A	
Consider requests for expenditure additional to those budgeted			✓							FPGP			N/A	N/A	

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Consider requests for expenditure of any income accrued that was not budgeted			✓							FPGP			N/A	N/A		
Decide on terms and conditions, and advise on the acceptance, of outside contracts in excess of £20,000			✓							FPGP			N/A	N/A		
Manage & oversee assets & properties of the school			✓							FPGP			N/A	N/A		
Set annual budget for FGB approval				✓						FPGP			N/A	N/A		
Register of pupils' admission to school	✓			✓		✓	✓	✓	✓	HT	Live	Ongoing	N/A	N/A		
Register of pupils' attendance	✓			✓					✓	HT	Live	Ongoing	N/A	N/A		
School Information on Website	✓			✓		✓	✓	✓	✓	HT	1 Year	Ongoing	N/A	N/A	Information should be updated after a change	
Single Central Record	✓			✓		✓	✓	✓	✓	HT / P&T	Live	Ongoing	N/A	N/A	Live document covering staff currently employed	
Anti-Bullying Policy	✓									LWB			3	26/01/21	26/01/24	
Equality information and objectives (public sector equality duty) statement for publication	✓			✓	✓	✓	✓	✓	✓	LWB	4 Years		4	16/03/21	15/03/25	Equality information updated and published at least every year
Examination contingency plan	✓			✓		✓	✓	✓	✓	LWB	1 Year		1	10/05/22	10/05/23	
Exclusions	✓			✓		✓	✓	✓	✓	LWB	Recommended annually		1	N/A	N/A	Included in Behaviour Policy
Non-examination assessment	✓			✓		✓	✓	✓	✓	LWB	1 Year		1	10/05/22	10/05/23	
<a href="#">Behaviour</a>	✓			✓	✓				✓	LWB / HT	Recommended annually		1	04/10/22	04/10/23	
Consider concerns and make recommendations concerning issues of student behaviour and discipline			✓							LWB						
Ensure that a summary of the curriculum offer appears in the school prospectus			✓							LWB						
Ensure that the school maintains a broad and balanced curriculum in line with National Curriculum requirements, including the teaching of RE.			✓							LWB						
Ensure, in consultation with senior staff, that appropriate targets for pupil achievement are set at the end of all Key Stages			✓							LWB						
Monitor curriculum delivery through regular reports from curriculum areas			✓							LWB						

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Monitor developments and changes in the curriculum at all Key Stages			✓							LWB					
Receive feedback from the Appeals Committee as and when appropriate		✓								LWB					
Receive reports from senior staff on learning and wellbeing matters at all key stages			✓							LWB					
Report assessment and examination results to FGB, highlighting any significant points			✓							LWB					
Acceptance of gifts, hospitality, awards, prizes or benefits	✓			✓		✓	✓	✓	✓	P&T	GB to determine				Not listed by DfE, but has statutory grounding
Capability of staff	✓			✓		✓	✓	✓		P&T	Recommended annually	3	23/01/23	22/01/26	
Car Parking Policy	✓									P&T	N/A	3	11/05/21	10/05/24	
Pay Policy - Teachers and Associate Staff	✓									P&T	N/A	1	16/05/22	16/05/23	
Staff Code of Conduct	✓			✓		✓	✓	✓	✓	P&T	Recommended annually	3	15/05/17	14/05/20	
Staff Grievance Procedure	✓			✓		✓	✓	✓	✓	P&T	Recommended annually	3	30/04/18	29/04/21	
Disciplinary Policy (staff)	✓			✓		✓	✓	✓	✓	P&T	Recommended annually	3	24/01/22	23/01/25	
Statement of procedures for dealing with allegations of abuse against staff	✓			✓		✓	✓	✓	✓	P&T	Recommended annually	1	17/10/22	17/10/23	
Joint Staff & Governors Committee		✓								P&T					
Performance Management of staff			✓							P&T					
Receive reports on each year performance review			✓							P&T					
Recognition of and enagement with Recognised Teachers Professional Associations (RTPAs) and Trades Unions			✓							P&T					
Staff qualifications and continuing professional development			✓							P&T					
Staffing levels, support and wellbeing			✓							P&T					

Key: **NGA Advises against**

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Columns B-D allow sorting of items by whether they are policies, functions or sub-committees, columns E & F tell you whether they are statutory items and whether they must be published on the website. Columns G-J tell you who statutory items can be approved by, K where it is delegated to. Column L is the statutory review frequency of there is one, M, statutory deadline if there is one, N is the review frequency we have decided on.