

Banister Primary School Scheme of Delegation 2024-25

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	Action cannot be carried out at this level

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	Chair
	Set up a consultation and consider responses	✓	✓	✓	✓	FGB
	Manage the application process		✓	✓	✓	GP
	Pass a resolution to convert	✓				FGB
Admissions	Consult on admissions arrangements at least once every 7 years, or when changes are proposed	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than 5 school days				✓	HT
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		FGB/Chair
Curriculum	Make sure the school teaches the National Curriculum				✓	HT
	Approve the provision of extended services	✓	✓			GP

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Extended services	Implement additional service provision				✓	HT
	Make sure delivery of services provided				✓	HT
	Cease providing extended school provision	✓				FGB
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				FGB
	Monitor school finances	✓	✓	✓		GP
	Decide how to spend the delegated school budget as authorised by your local authority (LA)	✓				FGB
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				FGB
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	HT
	Approve the Schools Financial Value Standard (SFVS)	✓				FGB
	Monitor impact of pupil premium funding	✓	✓		✓	GP/FGB
	Monitor impact of PE and sport premium funding	✓	✓		✓	GP/FGB
Governing board procedures	Draw up instrument of government and any amendments thereafter	✓				FGB
	Appoint and remove the chair and vice chair of the governing board	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Appoint and remove the clerk to the governors	✓				FGB
	Hold full governing board meetings at least 3 times a year	✓				FGB
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				FGB
	Approve a governors' allowances and expenses policy	✓		✓	✓	FGB
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB
	Delegate functions to committees and individuals	✓				FGB
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓			GP
	Organise health and safety checks in the school				✓	GP/H&S Gov/HT
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	HT
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	HT
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			GP
	Make sure the school complies with the General Data Protection Regulations (GDPR)	✓	✓			GP
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	HT
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	HT
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HT
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Monitor the implementation of the child protection policy	✓				FGB
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FGB
	Appoint a member of staff to be the designated safeguarding lead				✓	HT
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	FGB/HT

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
School organisation	Set the times of school sessions	✓	✓		✓	HT
	Make sure that the school meets for 380 sessions in a school year				✓	HT
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				FGB
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	HT
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	HT
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	HT/FGB
	Co-operate with the local authority in developing the local offer		✓		✓	HT
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HT/FGB
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	HT
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	HT
Staff performance and pay	Approve pay recommendations	✓	✓			Pay
Staffing matters	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document	✓				FGB
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				FGB
	Establish procedures for: <ul style="list-style-type: none"> Regulation of staff conduct and discipline Staff grievance Capability of staff 	✓				FGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓	✓			FGB
	Suspend other staff	✓			✓	HT