

# Oxspring Primary School

Head Teacher: Mrs S. Irwin

Assistant Head Teacher: Mr P. West

Co-Chair of Governors: Mrs P. Heggie; Mr M. Cassidy

Date: September 2019

Review date: September 2020



*'Learn, Endeavour, Aspire, Respect, Nurture'*

# DELEGATION PLANNER 2019-20



# SCHEME OF DELEGATION

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Budgets	1.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			Full Governing Body (FGB)
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	x	x	Strategic Assessment and Monitoring Committee (SAM)
	3.	To monitor monthly expenditure	✓	✓	x	✓	Headteacher (HT)
	4.	To establish a charging and remissions policy	✓	✓	x	x	FGB
	5.	To enter into contracts (GB should agree financial limits)	✓	✓	x	✓	FGB
Staffing	6.	Appoint selection panel for headteacher	✓				FGB
	7.	Appoint selection panel for deputy head	✓				FGB
	8.	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	FGB
	9.	Ratify or reject decisions of appointed selection panels	✓				FGB
	10.	Appoint other teachers	x	x	x	✓	Option for HT plus one governor
	11.	Appoint non-teaching staff	x	x	x	✓	Option for HT plus one governor
	12.	To put in place a pay policy	✓	✓	x		FGB
	13.	To make pay decisions in line with the pay policy and legal requirements <sup>1</sup>	x	✓	x	✓	HT/Pay Committee
	14.	Dismissal of headteacher	x	✓	x		Appointed Committee (AC)

# SCHEME OF DELEGATION

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	15.	Initial dismissal of other staff	x	x	x	✓	AC
	16.	Suspending head	x	✓	✓		Chair of Governors (CoG) / Committee
	17.	Suspending staff (except head)	x	x	x	✓	HT
	18.	Ending suspension (head)	✓	✓	✓		AC
	19.	Ending suspension (except head)	✓	✓	✓		AC
	20.	Setting the overall staffing structure	✓	✓	x	x	AC
	21.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x		N/A
	22.	Determining dismissal payments/ early retirement	✓	✓	x	x	N/A
	23.	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	HT
	24.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				FGB
Curriculum	25.	Ensure National Curriculum (NC) taught to all pupils	✓	✓	x	✓	HT/FGB
	26.	To consider any disapplication for pupil(s)	x	x	x	✓	HT
	27.	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)	✓	✓	x	x	N/A
	28.	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children	x	x	x	✓	HT + CoG
	29.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	x	x	x	✓	N/A
	30.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any	✓	✓	x	✓	HT

# SCHEME OF DELEGATION

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	trust deed					
	31. To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	HT
Extra-curricular provision	32. To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	FGB
	33. To put into place the additional services provided	✗	✗	✗	✓	HT
	34. To decide whether to stop providing additional activities	✓	✗	✗	✗	FGB
Performance management	35. To adopt and review teacher appraisal policy	✓	✓	✗		HT + CoG
	36. To appoint the panel to carry out the appraisal of the head teacher	✓	✓	✗		FGB
	37. To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	HT
Discipline/exclusions	38. To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	✗	✓			AC
	39. To produce a set of written principles for the school behaviour policy and present these for consultation	✓				FGB
	40. To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	HT
Admissions	41. To annually determine admission arrangements (VA and foundation schools)	✓	✓			N/A
	42. To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			N/A
	43. Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	✗	✓			N/A

# SCHEME OF DELEGATION

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	44.	To establish and publish an admissions appeal timetable (VA and foundation schools)	x	✓			N/A
	45.	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	x	✓			N/A
<b>Premises &amp; insurance</b>	46.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	x	x		FGB
<b>Health &amp; safety</b>	47.	To ensure a health and safety policy and procedures are in place	✓	✓	x		FGB (reviewed by H+S Governor)
	48.	To ensure that health and safety regulations are followed	x	x	x	✓	HT
<b>School organisation</b>	49.	To publish proposals to change category of school	✓	✓	x	x	N/A
	50.	To decide whether to convert to academy status <sup>2</sup>	✓	x	x	x	FGB
	51.	Propose to alter voluntary foundation or foundation special school	✓	x	x	x	N/A
	52.	Propose to discontinue voluntary foundation or foundation special school	✓				N/A
	53.	To 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)	✓	x	x		FGB
	54.	To ensure that school lunch nutritional standards <sup>3</sup> are met	x	x	x	✓	HT
	55.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	x	✓	x	✓	HT + CoG
	56.	Maintain a register of pupil attendance	x	x	x	✓	HT
	57.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	x	x	x	✓	HT
<b>Information for parents</b>	58.	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	x	✓	FGB
	59.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	x	x	HT + CoG

# SCHEME OF DELEGATION

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	60.	To establish, publish and review a complaints procedure	✓	✓	✗	✗	FGB
	61.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	✗	✓	HT + CoG
GB roles, procedures and development	62.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				FGB
	63.	To draw up an instrument of government and any amendments thereafter	✓				FGB
	64.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				FGB
	65.	To appoint and dismiss the clerk to governors	✓	✓	✗	✗	N/A
	66.	To appoint and remove co-opted governors	✓				FGB
	67.	To appoint local authority governors	✓				FGB
	68.	To set up and publish a register of governors' business and pecuniary interests	✓	✓	✗		CoG + HT
	69.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				FGB
	70.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✗	✗	✗	✓	HT
	71.	To submit governor information to the DfE database of governors via Edubase	✗	✗	✗	✓	HT
	72.	To approve and set up a governors expenses scheme	✓	✓	✗	✗	FGB

# SCHEME OF DELEGATION

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	73.	To consider whether or not to exercise delegation of functions to individuals or committees	✓				FGB
	74.	To regulate the GB procedures (where not set out in law)	✓				FGB
	75.	To agree governor induction and training programme	✓				FGB
	76.	To review progress against strategic plan and evaluate governing body performance	✓				FGB
<b>Formal Collaboration</b>	77.	To consider forming or joining a group of schools	✓				FGB
<b>Academies</b>	78.	To consider approach and time scale to academy conversion	✓	✓			FGB
	79.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			FGB
<b>Federations</b>	80.	To consider forming a federation or joining an existing federation	✓	✓			FGB
	81.	Review of structure including any subsequent conversion to MAT status	✓				FGB
<b>Inclusion and equality</b>	82.	To establish and approve a special educational needs (SEN) policy	✓				FGB
	83.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	x	✓	HT
	84.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	x	x	x	✓	HT
	85.	To appoint a designated teacher for looked-after children	x	x	x	✓	HT
	86.	To establish an accessibility plan and review it every three years	✓	✓	x	✓	HT + CoG
<b>Safeguarding</b>	87.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child protection policy	✓				FGB
	88.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	x		FGB

**NB Where the delegation of policy review and approval is delegated to the HT and individual governors as recommended in the DfE Statutory policies for schools 2014, these policies are always circulated to all governors for information.**