



**GOVERNING BODY
SCHEME OF DELEGATION**

2025 /26

GOVERNING BODY – GENERAL SCHEME OF DELEGATION⁶:

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (but this is a recommendation only)
	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			✓	✓	Head Teacher
	Set up a consultation and consider responses	✓	✓	✓	✓	Head Teacher
	Manage the application process		✓	✓	✓	Head Teacher
	Pass a resolution to convert	✓				FGB
Admissions	Foundation and voluntary aided schools must consult on the school admissions policy every seven years, or when proposing changes, for example changes to the published admission number and the oversubscription criteria	✓	✓			N/A
	Foundation and voluntary aided schools must establish an independent appeals panel relating to admission decisions	✓	✓			N/A
Behaviour and exclusions	Make a written statement of general principles to guide the headteacher in determining measures to promote good behaviour and discipline	✓				FGB
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances (can be delegated to the chair or vice-chair in cases of urgency)	✓	✓			Ad Hoc Panel to be appointed by FGB as required
Collective worship	In community and non-faith foundation schools, the headteacher is responsible for collective worship after consulting the governing board				✓	Head Teacher

⁶ The William Hogarth's Scheme of Delegation is based on the recommended template produced by *The Key for School Governors*

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	In voluntary aided, voluntary controlled and foundation schools with a religious character, the governing board is responsible for collective worship (after consulting with headteacher)	✓	✓			N/A
Curriculum	Make sure National Curriculum is taught to all pupils and to consider any disapplication for pupil(s)				✓	Head Teacher
	Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements				✓	Head Teacher
	Decide (together with the headteacher) whether to provide sex education beyond what is set out in the statutory science National Curriculum, and keep a record of the decision	✓	✓			FGB
	Make sure assessment arrangements are implemented	✓	✓		✓	Head Teacher
	Secondary schools: Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓		✓	N/A
Extended services	Approve the provision of extended services	✓	✓			FGB
	Implement additional service provision				✓	Head Teacher
	Make sure delivery of services provided				✓	Head Teacher
	Cease providing extended school provision	✓				FGB
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				FGB, following scrutiny by and recommendation from Budget Panel
	Monitor school finances		✓			FGB, with Budget Panel also to consider annually
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				FGB – See Financial Delegations

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	See Financial Delegations
	Complete the Schools Financial Value Standard (SFVS)	✓	✓			FGB to approve, following preparation and recommendation from Budget Panel
	Monitor impact of pupil premium funding	✓	✓		✓	Head Teacher
	Secondary schools: Monitor impact of year 7 catch-up funding	✓	✓		✓	N/A
	Primary schools: Monitor impact of PE and sport premium funding	✓	✓		✓	Head Teacher
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
	Appoint and remove the clerk to the governors	✓				FGB
	Hold a full governing board meeting at least 3 times every 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
	Delegate functions to individuals or committees	✓				FGB
	Determine the constitution, membership and terms of reference of committees and review this annually. Appoint or elect a chair for each committee	✓				FGB
Health & Safety	Monitor implementation of the health and safety policy	✓	✓	✓		FGB, with support from Link Governors

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Organise health and safety checks in the school				✓	Head Teacher
	Make sure there is an appointed person in charge of first aid	✓	✓	✓		FGB
Parents and the community	Make sure that all required information is published on the website and it's up to date				✓	Head Teacher
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓			Ad Hoc Panel to be appointed by FGB as required
	Make sure the school complies with the Freedom of Information Act 2000				✓	Head Teacher
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria				✓	Head Teacher
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and previously LAC on the school roll and make sure they undertake appropriate training				✓	Head Teacher
	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	✓	✓	✓	✓	Head Teacher
	Make arrangements for supporting pupils with medical conditions				✓	Head Teacher
Safeguarding	Make sure that the school complies with statutory guidance on safeguarding	✓	✓		✓	Head Teacher
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	Head Teacher
	Make sure a member of the governing board (usually the chair) is nominated to liaise with the designated officer(s) from the relevant LA and partner agencies if allegations are made against the headteacher	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Monitor the implementation of the child protection policy	✓	✓			FGB, with support from Link Governors
	Appoint a member of staff to be the designated safeguarding lead				✓	Head Teacher
	Make sure that effective support is provided for any employee facing an allegation				✓	Head Teacher
School organisation	Set the times of school sessions and the dates of school terms and holidays	✓	✓		✓	Head Teacher
	Make sure that the school meets for 380 sessions in a school year				✓	Head Teacher
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, with LINK Governors appointed
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Head Teacher
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Head Teacher
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	Head Teacher
	Co-operate with the LA in developing the local offer		✓		✓	Head Teacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Head Teacher
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	Head Teacher
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	Head Teacher
Staff performance and pay	Approve pay recommendations		✓			Ad Hoc Panel to be appointed by FGB as required

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Staff recruitment, management and structure	Establish a selection panel to recruit a headteacher or deputy headteacher	✓				FGB
	Make sure safer recruitment procedures are applied	✓				FGB
	Dismiss the headteacher	✓				FGB
	Dismiss other staff				✓	Head Teacher
	Suspend the headteacher	✓				FGB
	Suspend other staff				✓	Head Teacher
	Approve staffing structure changes	✓	✓			FGB
	Determine dismissal payments/early retirement	✓	✓		✓	Head Teacher