



Governing Body delegation planner for King's Oak Primary School

February 2025

This delegation planner is based on the National Governance Association (NGA) document which was reviewed by the NGA in September 2023. It has been expanded by taking specific areas of responsibility applicable to King's Oak Primary School from the Governor Hub's current Scheme of Delegation template. It details the legal responsibilities that all Governing Bodies have as well as wider responsibilities that are fundamental to effective governance. The document is divided into three main areas of responsibility:

- Legal and compliance
- Wider
- Governing Body business

While some functions may be delegated to committees or individuals, the governing body retains collective responsibility and will receive regular reports in order to stay informed.

The following key, provided by National Governance Association (NGA), is used for the tasks based on the NGA document but not for those taken from the Governor Hub template.

✓	Delegation recommended
	Delegation not recommended
x	Cannot delegate to this level

P&R = Premises and Resources Committee

TLC = Teaching, Learning and Community Committee

Legal and compliance responsibilities

Area of responsibility		Task	Full governing body	Committee	Individual governor	Headteacher	Resources
Admissions	1.	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓			https://www.kingston.gov.uk/schools-education/school-admissions-arrangements Delegated to P&R Committee
Attendance	2.	Regularly review pupil attendance data and patterns		✓			Delegated to TLC Committee
Behaviour	3.	Make/review a written statement of behaviour principles (upon which the behaviour policy is based)	✓		X	X	
Budget and finance	4.	Scrutinise the draft budget		✓			Delegated to P&R Committee
	5.	Approve the budget	✓		X	X	
	6.	Monitor expenditure against the budget		✓			Delegated to P&R Committee (Finance Governor submits regular monitoring reports)–
	7.	Agree matrix for setting financial limits		✓			Delegated to P&R Committee and contained in the Finance Policy
	8.	Approve contracts in relation to the financial limits matrix	✓				P&R/TLC committees also do this in line with financial limits matrix
	9.	Approve the schools financial value standard (SFVS)	✓	X	X	X	Scrutinised at P&R Committee, approved at FGB
	10.	Monitor and oversee the impact of pupil premium and other targeted funding streams In primary schools, this includes PE and sport premium		✓			Monitoring of PPG impact at TLC Committee PPG and PE strategies approved at FGB
Complaints	11.	Approve a procedure for dealing with complaints	✓				Complaints Policy is approved at FGB at KOP

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	12. Make clear to parents where the complaints procedure can be found (usually published on school website)				✓	
	13. Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides			✓		Chair of Governors to appoint panel in accordance with the Complaints Policy
Curriculum	14. Ensure that the school has a broad and balanced curriculum that covers the national curriculum and (where applicable) delivers the EYFS statutory framework		✓			Delegated to TLC Committee
	15. Monitor and evaluate pupil progress and attainment and make appropriate recommendations to the finance/resource committee		✓			Delegated to TLC Committee
Data protection	16. Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information belonging to pupils, staff, parents and governors		✓			At KOP, this is delegated to the P&R Committee
Equalities	17. Ensure that the school and governing body complies with The Equality Act 2010 , which includes a distinct public sector equality duty	✓				
Exclusions	18. Review the headteacher's decision to exclude pupils in certain cases		✓	x	x	The governing body usually appoints a panel of governors to carry out this function
	19. Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances			✓		Chair of Governors to initiate arrangements in accordance with Suspension and Permanent Exclusion Policy
	20. 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				✓	In accordance with Suspension and Permanent Exclusion Policy
	21. Monitor data on pupil suspension and exclusion		✓			Delegated to TLC Committee

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Health and safety	22.	Monitor the effectiveness of the school's health and safety policy and procedures		✓			Delegated to P&R Committee with input from H&S Governor
	23.	Undertake health and safety inspections				✓	Headteacher may delegate responsibility to the Site Manager in accordance with the approved health & safety or other relevant policies.
	24.	Ensure there is a competent person appointed to make sure the school meets its health and safety duties				✓	In accordance with the Health & Safety Policy
Information	25.	Make sure the school complies with the Freedom of Information Act 2000	✓				FGB approves school's Model Publication scheme
Parents	26.	Have regard to the view of parents/carers (consult and listen to the parent body)	✓				Parent survey report comes to FGB
Pupil wellbeing	27.	Make sure eligible pupils receive free school meals				✓	With oversight from TLC
	28.	Ensure a designated teacher is appointed to promote the educational achievement of looked after children (LAC) and post LAC and that they undertake appropriate training				✓	In accordance with Designated Teacher for LAC and PLAC Policy
	29.	Ensure the school complies with the Equality Act 2010 and Public Sector Equality Duty and publishes equality objectives and information about how it is doing this				✓	FGB approves Equality Objectives and Link governor monitors and reports to FGB
	30.	Make arrangements for supporting pupils with medical conditions				✓	Headteacher implements policy approved by FGB
Pupils with SEND	31.	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness		✓			Delegated to TLC Committee, although SEND Policy is approved by FGB
	32.	Have specific oversight of the school's arrangements for SEND, ensuring the school follows the statutory SEND Code of Practice		✓			Delegated to TLC Committee and SEND Governor monitors

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	33. Make sure that the necessary SEND provision is made for any pupil who has SEND and monitor its effectiveness				✓	Monitoring by SEND Governor, with TLC oversight
	34. Make sure the school produces and publishes online its school SEND information report				✓	With oversight by TLC/FGB
	35. Make sure that there is a qualified teacher as the SENCo for the school				✓	With oversight from FGB
Safeguarding and child protection	36. Promote the welfare of children and comply with the DfE's statutory guidance on Keeping Children Safe in Education and the Prevent duty	✓				
	37. Ensure the school has effective safeguarding policies and procedures in place and that these are monitored	✓				
	38. Comply with the requirement for the governing body to complete safeguarding training (KCSiE paragraph 81)	✓				
	39. Make sure two governors takes leadership responsibility for safeguarding arrangements and that they receive training			✓		
	40. Appoint a member of staff to be the designated safeguarding lead				✓	
	41. Ensure the school has appropriate filtering and monitoring systems in place to protect pupils when they access the internet at school		✓			TLC via IT governor monitoring
	42. Make sure that effective support is provided for any employee facing an allegation				✓	
Staffing	43. Oversee staff pay, progression and CPD		✓			Delegated to Pay Committee
	44. Headteacher recruitment and appointment		✓	X	X	Process managed by a board-appointed panel, with the Full board ratifying their decision

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	45. Headteacher suspension		✓		X	If necessary, the decision to suspend may be taken as a Chair's action
	46. Headteacher reinstatement and dismissal		✓		X	
	47. Conduct headteacher performance management (appraisal) and review their pay		✓		X	Delegated to Pay Committee
	48. Operational employment decisions including recruiting and managing staff below senior leadership level				✓	
	49. Make sure HT benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document		✓			Delegated to the Pay Committee
	50. Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				Chair of Governors in first instance
	51. Establish procedures for: Regulation of staff conduct and discipline Staff grievance Staff capability		✓			Delegated to Pay Committee
	52. Make sure safer recruitment procedures are applied	✓				Monitoring by Safeguarding Governor
	53. Make sure employment law and guidance is being followed		✓			P&R/Pay Committee
	54. Approve staffing structure changes		✓			P&R/Pay Committee
	55. Suspend other staff				✓	

Wider responsibilities

Area of responsibility		Task	Full board	Committee	Individual governor	Headteacher	Resources
Extended services	56.	Approve the provision or cessation of extended services	✓				Depending on service and cost this could be delegated to TLC or P&R
Policies	57.	Ensure that the policies required by law are in place, have been formally approved (by the governing body/committee) and are readily accessible	✓				
	58.	Draft school policies				✓	
Risk management	59.	Understand the main areas of risk associated with the board's strategic priorities and the school's improvement plans, ensuring these are captured within a risk register	✓				Confirmation required on status of risk register
	60.	Maintain a risk register to document risks and control measures				✓	
School self-evaluation	61.	Use evidence gathered from data and surveys to inform a process of self-evaluation that identifies what the school does well, and what areas require improvement				✓	SEF is regularly reviewed by the Full Board
School website	62.	Ensure that required information is published on the school website and that school leaders have effective systems and routines in place to remain compliant	✓				
Strategic direction	63.	Set the strategy for the school (based on a clear vision for the future, with defined strategic priorities and a plan to monitor progress)	✓				

Governing body business

Area of responsibility		Task	Full board	Committee	Individual governor	Headteacher	Resources
Organisation and constitution	64.	Appoint governance professional (clerk to the board)	✓				
	65.	Review/establish committees and panels and maintain terms of reference	✓	X	X	X	
	66.	<u>Elect/remove a governing body chair and vice chair</u>	✓	X	X	X	
	67.	Hold full governing body meetings at least 3 times a year	✓				
	68.	Maintain and publish a register of pecuniary and business interests	✓				
	69.	Approve a governors' expenses policy		✓			Delegated to P&R Committee
	70.	Determine governing body constitution, ensuring up to date Instrument of Government, membership and terms of reference of any committee it decides to establish, electing a chair for each committee	✓	X	X	X	
	71.	Draft schedule of governor monitoring visits to school	✓				
	72.	Ensure that the school and governance information is correct on Get Information about Schools	✓				
Development	73.	Adopt/review a code of conduct	✓				
	74.	Complete skills and diversity audits (and create action plans)	✓				
	75.	Conduct governing body self-evaluation	✓				