



King's Oak Primary School Scheme of Delegation

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	FG B	Co m m i t t e e	I n d i v i d u a l g o v e r n o r	H e a d t e a c h e r	We have delegated this to:
Admissions	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	✓	✓	✓		Chair to appoint a panel of governors – should reflect in behaviour policy
Curriculum	Make sure the school teaches the National Curriculum				✓	HT, with TLC oversight
Extended services	Approve the provision of extended services	✓	✓			Depending on service and cost, TLC, P&R or FGB

Function	Task	FG B	Co m m i t t e e	Indi vid ual gov ern or	He adt eac her	We have delegated this to:
	Implement additional service provision				✓	HT
	Make sure delivery of services provided				✓	HT
	Cease providing extended school provision	✓				Depending on service and cost, TLC, P&R or FGB
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				Iterated by P&R Final approval by FGB
	Monitor school finances	✓	✓	✓		Link governor reporting to P&R
	Decide how to spend the delegated school budget as authorised by your local authority (LA)	✓				Iterated by P&R Final approval by FGB
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Currently P&R as part of finance policy - FGB in future
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	As per finance policy. Depends on size – on a scale. < £1k = head, >£50k = FGB.
	Approve the Schools Financial Value Standard (SFVS)	✓				Iterated by P&R Final approval by FGB
	Monitor impact of pupil premium funding	✓	✓		✓	Link governor reporting to FGB
	Monitor impact of PE and sport premium funding	✓	✓		✓	Link governor reporting to FGB (subject to vacancies)

Function	Task	FG B	Co m m i t t e e	Indi vid ual gov ern or	He adt eac her	We have delegated this to:
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 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	✓		✓	✓	In future, 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, TLC, P&R and Pay Committee – see Anne's separate document
	Delegate functions to committees and individuals	✓				FGB
Health & Safety [To add insurance?]	Monitor the implementation of the health and safety policy	✓	✓			Link governor reporting to P&R
	Organise health and safety checks in the school				✓	HT
	Make sure there is an appointed person in charge of first aid	✓	✓		✓	HT

Function	Task	FG B	Co m m i t t e e	Indi vidual gov ern or	He adt eac her	We have delegated this to:
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	HT (with oversight from FGB)
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				Chair of Governors
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB approves policy – reporting to P&R by DPO
	Make sure the school complies with the General Data Protection Regulations (GDPR)	✓	✓			FGB approves policy – reporting to P&R by DPO
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)	✓	✓		✓	TLC
	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	✓				Link governor reporting to FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	FGB approves policy, HT implements
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			Two link governors reporting to FGB, plus HT report
	Monitor the implementation of the child protection policy	✓				FGB

Function	Task	FG B	Co m m i t t e e	I n d i v i d u a l g o v e r n o r	H e a d t e a c h e r	We have delegated this to:
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training	✓	✓			Chair of Governors (who is one of two safeguarding governors)
	Make sure governors receive annual safeguarding training	✓	✓	✓	✓	Vice Chair of Governors (and safeguarding governors)
	Appoint a member of staff to be the designated safeguarding lead				✓	Governors (DSL is part of HT job description)
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	HT or Chair of Governors, depending on employee
School organisation	Set the times of school sessions	✓	✓		✓	HT
	Make sure that the school meets for 380 sessions in a school year Please note: for the 2021/22 academic year, this is 378 to account for the additional bank holiday				✓	HT
	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				FGB
Special Educational Needs and Disabilities (SEND)	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Link governor reporting to TLC
	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	✓	✓		✓	FGB

Function	Task	FG B	Co m m i t t e e	I n d i v i d u a l g o v e r n o r	H e a d t e a c h e r	We have delegated this to:
	Co-operate with the local authority in developing the local offer		✓		✓	HT
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HT with oversight from FGB?
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	HT with oversight from FGB
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	HT
	Approve pay recommendations	✓	✓			Pay Committee
Staff performance and pay	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				In future, FGB
Staffing matters	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	✓				In future, FGB with support from pay committee
	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, with support from link governor
	Make sure employment law and guidance is being followed	✓	✓			P&R / Pay Committee

Function	Task	FG B	Co m m i t t e e	I n d i v i d u a l g o v e r n o r	H e a d t e a c h e r	We have delegated this to:
						depending on which law / guidance
	Approve staffing structure changes	✓	✓			Pay Committee
	Dismissal and suspension of the headteacher and Deputy Headteacher	✓	✓			FGB
	Suspend other staff	✓			✓	HT