



## Wensley Fold CE Primary Academy

### Governing Body Scheme of Delegation

| ✓                 | Action can be taken at this level                                                                                                         |     |               |                 |             |                            |
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|                   | Not recommended for action to be taken at this level                                                                                      |     |               |                 |             |                            |
|                   | Action cannot be carried out at this level                                                                                                |     |               |                 |             |                            |
| Function          | Task                                                                                                                                      | FGB | QED Committee | FARCO Committee | Headteacher | We have delegated this to: |
| <b>Admissions</b> | Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria | ✓   | ✓             |                 |             |                            |
|                   | Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective                   | ✓   | ✓             |                 |             |                            |
| <b>Attendance</b> | Recognise the importance of school attendance and promote it across the school's ethos and policies                                       | ✓   | ✓             |                 | ✓           |                            |
|                   | Make sure your school leaders fulfil expectations and statutory duties                                                                    | ✓   | ✓             |                 |             |                            |

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|                                 | Regularly review attendance data and help leaders focus improvement efforts on pupils who need it                                                                          | ✓ | ✓ |  |   |                                                                                                                                                                                 |
|                                 | Make sure school staff receive adequate training on attendance                                                                                                             |   |   |  | ✓ |                                                                                                                                                                                 |
| <b>Behaviour and exclusions</b> | Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days                                               | ✓ |   |  | ✓ |                                                                                                                                                                                 |
|                                 | Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider any representations from parents/carers about a suspension or permanent exclusion | ✓ | ✓ |  |   | You might be able to delegate this task to the chair or vice-chair in <a href="#">cases of urgency</a> – check your articles of association, and outline your arrangements here |
|                                 | Arrange an <a href="#">independent review panel</a> to consider a permanent exclusion, where requested by parents/carers                                                   | ✓ |   |  |   |                                                                                                                                                                                 |
| <b>Curriculum</b>               | Make sure the school teaches a broad and balanced curriculum to the age of 16                                                                                              |   |   |  | ✓ |                                                                                                                                                                                 |
| <b>Finance and budgets</b>      | Make day-to-day spending decisions under the amount of £30k                                                                                                                |   |   |  | ✓ |                                                                                                                                                                                 |
|                                 | Appoint senior executive leaders as an accounting officer <b>and</b> a chief financial officer of the trust (these must not be the same person)                            | ✓ |   |  |   |                                                                                                                                                                                 |

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|  | Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and the Department for Education (DfE)'s Accounts Direction | ✓ | ✓ |  |  |  |
|  | Appoint an auditor                                                                                                                                                                                                        | ✓ | ✓ |  |  |  |
|  | Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)                                                                                                              | ✓ | ✓ |  |  |  |
|  | Refer novel, contentious and/or repercussive transactions to Department for Education (DfE) for explicit prior authorisation                                                                                              | ✓ |   |  |  |  |
|  | Make sure the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)                                                                                                        | ✓ | ✓ |  |  |  |
|  | Establish an <a href="#">audit and risk committee</a> (If your trust's annual income is less than £50 million, you can combine it with another committee)                                                                 | ✓ |   |  |  |  |
|  | Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DfE                                                                                                  | ✓ |   |  |  |  |

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|                                   | Maintain a published <a href="#">register of interests</a> , including the business and pecuniary interests of members, trustees, local governors and senior employees                 | ✓ |   |  |   |                                                                                                                |
|                                   | Monitor impact of pupil premium funding                                                                                                                                                | ✓ | ✓ |  | ✓ | A pupil premium link governor or committee should report back to the full board who has overall responsibility |
|                                   | Monitor impact of PE and sport premium funding                                                                                                                                         | ✓ | ✓ |  | ✓ |                                                                                                                |
| <b>Governing board procedures</b> | Hold full governing board meetings at least 3 times a year                                                                                                                             | ✓ |   |  |   |                                                                                                                |
|                                   | Elect a chair and vice-chair of trustees                                                                                                                                               | ✓ |   |  |   |                                                                                                                |
|                                   | Appoint a clerk                                                                                                                                                                        | ✓ |   |  |   |                                                                                                                |
|                                   | Determine the constitution, membership and terms of reference of any committee it decides to establish, and review this at least annually. Appoint or elect a chair for each committee | ✓ |   |  |   |                                                                                                                |
|                                   | Check that all statutory policies and documents are in place                                                                                                                           | ✓ |   |  |   |                                                                                                                |
|                                   | Delegate functions to committees and individuals                                                                                                                                       | ✓ |   |  |   |                                                                                                                |
|                                   | Monitor the implementation of the health and safety policy                                                                                                                             | ✓ | ✓ |  |   |                                                                                                                |

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| <b>Health and safety</b>                | Make sure there is an appointed person to make sure the school meets its health and safety duties                                                             | ✓ | ✓ |   | ✓ |                                                                                                               |
|                                         | Make sure the estate is managed strategically and is maintained in a safe working condition                                                                   | ✓ | ✓ |   | ✓ |                                                                                                               |
| <b>Parents/carers and the community</b> | Make sure the required information is published on the school website                                                                                         | ✓ | ✓ |   | ✓ |                                                                                                               |
|                                         | Approve a complaints procedure                                                                                                                                | ✓ | ✓ | ✓ | ✓ |                                                                                                               |
|                                         | Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides                              | ✓ |   |   |   |                                                                                                               |
|                                         | Make sure the school complies with the Freedom of Information Act 2000                                                                                        | ✓ | ✓ |   |   |                                                                                                               |
|                                         | Make sure the school complies with the UK General Data Protection Regulation ( <a href="#">UK GDPR</a> )                                                      | ✓ | ✓ |   |   | A data protection committee or champion should report back to the full board which has overall responsibility |
| <b>Pupil wellbeing</b>                  | Make sure eligible pupils receive free school meals (FSM) (this includes all pupils in reception, year 1 and year 2)                                          | ✓ | ✓ |   | ✓ |                                                                                                               |
|                                         | Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training | ✓ | ✓ |   | ✓ |                                                                                                               |

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|                     | Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED), and publishes equality objectives and information about how it is doing this | ✓ |   |   |   |  |
|                     | Make arrangements for supporting pupils with medical conditions                                                                                                                   | ✓ | ✓ |   | ✓ |  |
| <b>Safeguarding</b> | Check that the school complies with statutory guidance on safeguarding                                                                                                            | ✓ | ✓ |   |   |  |
|                     | Make sure the school has effective safeguarding policies and procedures in place                                                                                                  | ✓ |   |   |   |  |
|                     | Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training                                                                  | ✓ | ✓ |   |   |  |
|                     | Make sure governors receive safeguarding training                                                                                                                                 | ✓ | ✓ | ✓ | ✓ |  |
|                     | Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school                                                     | ✓ | ✓ |   | ✓ |  |
|                     | Appoint a member of staff to be the designated safeguarding lead (DSL)                                                                                                            |   |   |   | ✓ |  |
|                     | Make sure effective support is provided for any employee facing an allegation                                                                                                     | ✓ | ✓ |   | ✓ |  |

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| <b>Special educational needs and disabilities (SEND)</b> | Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND                                                                                  | ✓ |   |   |   |                                                                                                                            |
|                                                          | Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness                                                                            |   | ✓ | ✓ | ✓ |                                                                                                                            |
|                                                          | Make sure parents/carers are notified by the school when special educational provision is being made for their child                                                                              |   |   |   | ✓ | While these functions can be delegated to a committee, individual governor or headteacher, it's the board's responsibility |
|                                                          | Make sure the school produces its school SEN information report and publishes it online                                                                                                           | ✓ | ✓ |   | ✓ |                                                                                                                            |
|                                                          | Co-operate with the LA in developing the local offer                                                                                                                                              |   | ✓ |   | ✓ |                                                                                                                            |
|                                                          | Make sure the school follows the statutory SEND Code of Practice                                                                                                                                  | ✓ |   |   | ✓ |                                                                                                                            |
|                                                          | Make sure there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school, and that they have sufficient time and resources to carry out their role effectively | ✓ | ✓ |   | ✓ |                                                                                                                            |
|                                                          | Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching                                                        |   |   |   | ✓ |                                                                                                                            |

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| <b>Staffing matters</b> | Appoint a senior executive leader (who should be the academy's headteacher)                     | ✓ |   |  |  |  |
|                         | Make sure safer recruitment procedures are applied (for example, disclosure and barring checks) | ✓ |   |  |  |  |
|                         | Make sure employment law and guidance is being followed                                         | ✓ | ✓ |  |  |  |
|                         | Approve staffing structure changes                                                              | ✓ | ✓ |  |  |  |
|                         | Dismiss the headteacher                                                                         | ✓ |   |  |  |  |