



Governing Board Scheme of Delegation

Harpole Primary School's Vision

"Prepared for life – in all its fullness"

John 10:10

Our aspiration is for all pupils to leave Harpole Primary School with a love of learning and the academic and personal skills that will enable future success.

They will be resourceful, independent thinkers with the resilience and confidence to adapt to change and rise to challenges. They will excel in communication in its many forms.

Through the exploring of Christian teachings pupils will reflect upon their own spirituality and have the confidence to live by these values.

As members of the school, local and wider communities, Harpole pupils will know that they belong, understand their responsibilities, and be prepared for life.

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

Note: 'FGB' stands for 'full governing board' throughout this document.

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Admissions arrangements are set by the Local Authority. Consult when required by the LA	✓	✓			FGB
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension of more than 5 school days	✓			✓	Head teacher
	Convene a meeting to consider reinstating an excluded <u>pupil</u> and consider any representations from parents about a suspension or permanent exclusion	✓	✓			FGB or external governors if not enough of our own.
Curriculum	Make sure the school teaches the National Curriculum				✓	Head teacher
Extended services	Approve the provision of extended services	✓	✓			FGB
	Implement additional service provision				✓	Head teacher
	Make sure services are delivered				✓	Head teacher
	Cease providing extended school provision					FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	√				FGB
	Monitor school finances	√	√	√		FGB
	Decide how to spend the delegated school budget as authorised by your LA	√				FGB
	Decide how far to delegate spending power to the headteacher and set financial limits	√				FGB
	Enter into contracts and make payments (depending on financial limits set by governing board)	√	√		√	Head teacher
	Approve the Schools Financial Value Standard (SFVS)	√				FGB
	Monitor impact of pupil premium funding	√	√		√	FGB
	Monitor impact of PE and sport premium funding	√	√		√	FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	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	√		√	√	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
	Delegate functions to committees and individuals	√				FGB
Health and safety	Monitor the implementation of the health and safety policy	√	√			FGB
	Organise health and safety checks in the school				√	Head teacher
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	√	√		√	Head teacher

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	Head teacher
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB or external governors
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			FGB
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Head teacher
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	Head teacher
	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	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Head teacher

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FGB
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	Head teacher
	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

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
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
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		√	√	√	Head teacher
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	√	√	√	√	Head teacher feeds back to FGB
	Make sure the school produces its school SEN information report and publishes it online	√	√		√	FGB
	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) and that they have sufficient time and resources to carry out their role effectively	√	√		√	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	√	√			FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Staffing matters	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				FGB
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the <u>School Teachers' Pay and Conditions Document</u>	✓				FGB
	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
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓	✓			FGB
	Dismiss other staff	✓				FGB
	Suspend other staff	✓			✓	Head teacher

Policy reviewed: March 2026
Policy reviewed by Resources Committee: March 2026
Ratified by the Full Governors on: March 2026

Next Review Date: March 2027