

Burdett-Coutts & Townshend CE Primary School

Governing Body Scheme of Delegation Planner



Date: November 2018

Revision Date and Frequency: November 2020 (Every two years including Appendix 1: Delegation of Financial Authority)

Lead Person(s): Chair of Governors, Headteacher & Bursar (Delegation of Financial Authority)

Ratification by: FGB (at meeting on 29th November 2018)

Statutory Policy: Yes

Policy Author: R. Dyer & N. Cressy (adapted from National Governors' Association model)

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

This document sets out the major areas of responsibility for the Burdett-Coutts & Townshend Foundation CE Primary School Governing Body and who they have delegated each task to.

This scheme of delegation has been adapted from the National Governors Association model and reflects the revised GB structure of no committees with the exception of the Headteacher's Performance Management Committee, Pay Committee and Admissions Committee (formed as required).

At all times, it is noted that:

- The governing body is responsible for the strategic direction of the school
- Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The headteacher is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

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Area	Function	Responsibility delegated to:
Budgets*	To approve the first formal budget plan each financial year*	FGB
	To agree annual action plans and monitor how school premiums are spent (eg: PE and sports premium, service premium and the pupil premium) *	FGB
	To monitor monthly expenditure *	FGB
	To establish a charging and remissions policy*	FGB
	To enter into contracts* * Please refer to Appendix 1 for full Delegation of Financial Authority	HT: up to £5,000 FGB: over £5,000
Staffing	Appoint selection panel for headteacher	FGB
	Appoint selection panel for deputy head	FGB
	Appoint selection panel for other members of the senior leadership team (only for AHT & DHT positions)	FGB
	Ratify or reject decisions of appointed selection panels	FGB
	Appoint other teachers	HT
	Appoint non-teaching staff	HT
	To put in place a pay policy	FGB
	To make pay decisions in line with the pay policy and legal requirements	Pay
	Dismissal of headteacher	Pay
	Initial dismissal of other staff	HT
	Suspending head	ChoG
	Suspending staff (except head)	HT
	Ending suspension (head)	ChoG
	Ending suspension (except head)	ChoG/Vice ChoG
Setting the overall staffing structure	HT	



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Area	Function	Responsibility delegated to:
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	FGB
	Determining dismissal payments/ early retirement	Pay
	To produce and maintain a central record of recruitment and vetting checks	HT
	Establish and review procedures for addressing staff discipline, conduct and grievance	FGB
Curriculum	Ensure National Curriculum (NC) taught to all pupils	HT
	To consider any disapplication for pupil(s)	HT
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	FGB
	Establish and review a sex and relationships education policy and ensure that parents are informed of their right to withdraw their children	HT
	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	FGB
	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements	HT
Extra-curricular provision	To decide whether to offer additional activities and what form these should take	HT
	To put into place the additional services provided	HT
	To decide whether to stop providing additional activities	HT
Performance management	To adopt and review teacher appraisal policy	FGB
	To appoint the panel to carry out the appraisal of the head teacher	FGB
	To carry out appraisal of other teachers (or delegate to line managers in the school)	HT
Discipline/exclusions	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more	FGB

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Area	Function	Responsibility delegated to:
	than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	
	To produce a set of written principles for the school behaviour policy and present these for consultation	FGB
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.	HT
Admissions	To annually determine admission arrangements	Admissions
	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years	Admissions
	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level)	Admissions
	To establish and publish an admissions appeal timetable	Admissions
	To appeal against LA directions to admit pupil(s)	Admissions
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	Pay
Health & safety	To ensure a health and safety policy and procedures are in place	FGB
	To ensure that health and safety regulations are followed	HT
School organisation	To publish proposals to change category of school	FGB
	To decide whether to convert to academy status	FGB
	Propose to alter voluntary foundation or foundation special school	FGB
	Propose to discontinue voluntary foundation or foundation special school	FGB
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	FGB

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Area	Function	Responsibility delegated to:
	To ensure that school lunch nutritional standards are met	HT
	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	FGB
	Maintain a register of pupil attendance	HT
	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	HT
Information for parents	To determine whether to publish a home-school agreement (no longer a statutory requirement)	HT
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	FGB
	To establish, publish and review a complaints procedure	FGB
	To establish and publish a Freedom of Information scheme and ensure the school complies with it	FGB
GB roles, procedures and development	Ensure focus on three core strategic functions: <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff Overseeing the financial performance of the school and making sure its money is well spent 	FGB
	To draw up an instrument of government and any amendments thereafter	FGB
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	FGB
	To appoint and dismiss the clerk to governors	ChoG/VChoG
	To appoint and remove co-opted governors	FGB
	To appoint local authority governors	FGB
	To set up and publish a register of governors' business	FGB



Area	Function	Responsibility delegated to:
	and pecuniary interests	
	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	FGB
	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	VChoG
	To submit governor information to the DfE database of governors via Edubase	VChoG
	To approve and set up a governors' expenses scheme	FGB
	To consider whether or not to exercise delegation of functions to individuals or committees	FGB
	To regulate the GB procedures (where not set out in law)	FGB
	To agree governor induction and training programme	FGB
	To review progress against strategic plan and evaluate governing body performance	FGB
Formal Collaboration	To consider forming or joining a group of schools	FGB
Inclusion and equality	To establish and approve a special educational needs (SEN) policy	FGB
	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	SENCo & Inclusion Manager
	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	HT
	To appoint a designated teacher for looked-after children	HT
	To establish an accessibility plan and review it every three years	FGB

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Area	Function	Responsibility delegated to:
Safeguarding	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy	FGB
	To adopt and review annually a child protection policy and relevant procedures	FGB

Key of abbreviations	
FGB	Full Governing Body
ChoG	Chair of Governors
VChoG	Vice Chair of Governors
HT	Headteacher
DHT	Deputy Headteacher
AHT	Assistant Headteacher
SENCo	Special Educational Needs Coordinator
HTPM	Headteacher's Performance Management Committee



Appendix 1: Delegation of Financial Authority

The Full Governing Body will:

- Consider and approve the budget for the year as presented at the Full Governing Body budgetary meeting.
- Take appropriate action, as far as possible, to avoid overspending the budget.
- Report any possible budget deficit to the Local Authority.
- Determine a policy on charging and remissions.
- Maintain a register of pecuniary/business interests.
- Approve a written document on the financial roles and responsibilities of Governors and school staff.
- Consider the budget monitoring position of the school each term and outturn position at the end of the year, as reported by the Bursar.
- Have the authority to open bank accounts for Unofficial Funds and to approve or vary signatories to the accounts.
- Have approval of personnel issues.
- Endeavour to provide guidance and assistance to the Headteacher in all matters relating to finance.
- Contribute towards and monitor, the School Improvement Plan (SIP), School Evaluation Form (SEF), Section 48 and/or Post OFSTED action plan in respect of finance issues.
- Approve the first budget plan of the financial year
- Receive a report at each meeting on the income and expenditure of all public funds
- Review financial policy statements including consideration of long-term planning and resourcing
- Enter into contracts above £5,000
- Agree virements between budget headings during the financial year above £5,000
- Authorise writing off bad debts up to £500 (debts above this must be referred to **Westminster Finance Department**)
- Receive all reports of all staff salaries (anonymised) agreed by the Pay Committee.
- Receive and consider reports and consultation from the LA and other bodies concerning finance issues.
- To liaise with other committees through the Chair



The Headteacher will:

- Prepare the draft budget for the school, in accordance with LA timetables, in consultation with relevant staff for consideration by the Full Governing Body
- Approve placement of all orders up to £5,000. (or Deputy Headteacher in the absence of Headteacher)
- Authorise virements up to £5,000.
- Set suitable controls for recording and collection of monies due and movement and banking of monies.
- Ensure the physical security of assets and the maintenance of an up to date inventory.
- Authorise payments including employee related expenses up to £50
- Maintain comprehensive financial accounts and full supporting financial records.
- Ensure compliance with Data Protection Act (2018) that encompasses the GDPR (General Data Protection Regulation, which came into force on 25th May 2018).
- Ensure maintenance of adequate insurance cover.
- Authorise invoices for payment via FMS and otherwise.
- Have the authority to write off bad debts up to £200 (debts above this must be referred to the Full Governing Body)
- Authorise Petty Cash disbursements except those to the Headteacher (maximum £50)
- Ensure compliance with Financial Regulation for schools.

The Bursar will:

- Monitor and control spend against the approved budget in consultation with relevant staff with termly reports made to the Full Governing Body. These reports should consider the current and projected position to year end and propose corrective action if necessary to ensure the budget does not overspend.
- Prepare timely and comprehensive reports on financial matters to the Full Governing Body.
- Close school accounts at the year-end in consultation with relevant staff and in accordance with LA timescales, reporting position to the Full Governing Body.
- Prepare financial returns as required by the LA in consultation with relevant staff.
- Approve bank reconciliations for both the main school account and unofficial funds on a monthly basis.
- Comply with Financial Regulation for schools.
- Prepare and submit financial returns to be authorised by the Headteacher. (To include VAT return, Budget Monitoring Reports and Bank reconciliations on a monthly basis)



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together with any other report that Westminster Council may request from time to time.)

- Maintain comprehensive financial records in respect of all the above matters, including budget monitoring -i.e. proper recording of payments and commitments via FMS.

Deputy Headteacher will:

- In the absence of the Headteacher, authorise payment of invoices.
- Authorise Petty Cash disbursements to the Headteacher (maximum £50)

Budget Holders (Teaching Staff) will:

- Control and monitor budgets delegated to them and report their position each term to the Headteacher.
- Have authorisation to raise orders within the limits of their specific delegated budget, to a maximum of £500. Orders above this must be referred to the Headteacher.
- Ensure preparation of draft budget for areas delegated to them and report estimated costs to the Headteacher.
- Ensure maintenance of comprehensive financial records in respect of the above matters.

Office Manager will:

- Ensure administration of the school account, updating of pupil records, banking and safe custody of monies (dinner monies, uniforms, lettings & after-school clubs etc)
- Ensure the checking of invoices and arranging for their payment in consultation with the Headteacher, authorised cheque signatories being two members of the Leadership Team.
- Ensure the maintenance of inventory/asset register
- Ensure the maintenance of Unofficial Funds records including reconciliation of bank accounts each month.
- Have the authorisation to approve placement of all orders up to £500