



Delegation agreed at the Full Governing Body meeting on Monday 10th September 2018

Headteacher day-to-day management

Collective Worship	In all maintained schools to provide a daily act of collective worship (after consulting GB)
Curriculum	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)
Curriculum	To consider any disapplication from National Curriculum for pupil(s)
Curriculum	To implement curriculum policy
Curriculum	To ensure that the school meets for 380 sessions in a school year.
Curriculum	To ensure that only approved external qualifications and syllabuses are offered to pupils of compulsory school age.
Curriculum	To monitor standards of teaching
Curriculum	To take responsibility for individual child's education
Curriculum	To prohibit political indoctrination and ensure the balanced treatment of political issues
Curriculum	To discharge other duties in respect of pupils with special educational needs.
Finance	To approve/make payments according to approved systems
Finance	To ensure provision of free school meals to those pupils meeting the criteria (where delegated by LA to GB)
Finance	To ensure that school funding is properly audited for presentation to the GB
Health & Safety	To implement health and safety arrangements
Parents	To respond to Freedom of Information requests
Pupil Behaviour	Headteachers have powers to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.
Pupil Behaviour	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently in consultation with Governors
Religious Education	To provide RE in line with school's basic curriculum (implementation)

Staffing	To implement disciplinary procedures
Staffing	To suspend staff (except head) in consultation with <i>Governors</i>
Staffing	To implement the performance management of staff

Delegated to the Headteacher

Collective Worship	To make application to the Standing Advisory Council for Religious Education (SACRE) to disapply the Christian requirements for collective worship (after consulting GB)
Curriculum	To draft curriculum policy
Curriculum	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)
Curriculum	To review and amend curriculum policies
Curriculum	To ensure that the school appoints a trained Special Educational Needs Coordinator (SENCO)
Curriculum	To ensure that the school has appointed a designated teacher to support achievement of looked after children
Curriculum	To ensure that statutory assessments are carried out for eligible children
Curriculum	To ensure that the Foundation Stage Profile assessments and Key Stage 1 teacher assessments results are sent to the LA.
Curriculum	To approve off-site visits and activities of up to 1 day
Extended Services	To research and review the opportunities/challenges arising from extended school provision (from a pupil learning perspective)
Extended Services	To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective)
Extended Services	To put into place and ensure delivery of any additional services provided
Finance	To monitor monthly expenditure
Finance	To enter into contracts (below set financial limit)
Health & Safety	To ensure that suitable risk assessments are prepared and action taken to minimise risk.
Parents	To ensure that parents are provided with a Privacy Notice (formerly called Fair Processing Notice) explaining how the school will use information provided by parents. Model privacy notice on DCSF website

Parents	To publish a Freedom of Information Scheme
Parents	To ensure that school lunch nutritional standards are met
Planning	To collect, analyse and present data to inform school self-evaluation
Planning	To publish Ofsted report following inspection
Planning	To prepare and review a school development plan on agreed priorities in consultation with Governors
Premises	To develop a school buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements in consultation with the Resources Committee
Premises	To review security of school premises and equipment.
Premises	To agree level of maintenance service the school will buy from service providers.
Premises	To research and be involved in drawing up an Accessibility Plan for the school
Premises	To recommend a hiring policy to the governing body and to oversee its implementation
Pupil Behaviour	To decide that it is appropriate for a particular pupil to receive educational provision off-site intended to improve behaviour (for example, attending anger management)
Pupil Behaviour	To arrange for requested pupil(s) to be directed off-site in order for them to receive educational provision which is intended to improve their behaviour
Pupil Behaviour	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary) and to direct reinstatement of all excluded pupils
Pupil Welfare	To monitor and review pupil attendance and implement parent contracts in line with the attendance policy
Pupil Welfare	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.
Religious Education	To decide RE syllabus
Staffing	To appoint other teachers
Staffing	To appoint non teaching staff outside the leadership group
Staffing	To ensure that qualifying volunteers have DBS and List 99 checks in place
Staffing	To agree disciplinary/capability procedures NB <i>Will usually be based on Local Authority models agreed with unions</i>
Staffing	To dismiss other staff (GB must act through Dismissal Committee but normally delegated to head)
Staffing	To draft and review a policy on absence management.

Delegated to Chair of Governors

Staffing	To suspend head
-----------------	-----------------

Delegated to Staff Discipline Committee

Organisation of the Governing Body	To appoint and dismiss a clerk to each committee (not head)
Staffing	To dismiss headteacher (GB must act through Dismissal Committee)
Staffing	To end suspension (head)
Staffing	To end suspension (except head)

Delegated to Resources Committee

Organisation of the Governing Body	To appoint and dismiss a clerk to each committee (not head)
Finance	To prepare the first formal budget plan having regard to Best Value principles
Finance	To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment in line with the disposal and write off policy
Finance	To establish and review ordering and payment systems
Finance	To set a charging and remissions policy
Finance	To approve transfer between budget headings (virement) within the limits defined in the internal financial procedures manual
Finance	To ensure that school meets Financial Management Standards
Health & Safety	To monitor health & safety arrangements
Health & Safety	To monitor accident book and agree appropriate action
Premises	To agree the buildings insurance with cover at appropriate levels - GB to seek advice from Local Authority, diocese or trustees where appropriate
Premises	To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan

Premises	To approve hiring policy and charges
Staffing	To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)
Staffing	To ensure that at least one person on the selection panel for head or deputy post has completed Safer Recruitment training
Staffing	To ensure that at least one person on every selection panel for other posts has completed Safer Recruitment training
Staffing	To ensure that all staff have necessary checks and are on a fully completed Single Central Register
Staffing	To monitor that the staff safeguarding checks are complete and up-to-date
Staffing	To draft/amend and review whole school pay policy
Staffing	To decide on recommendations relating to the pay of all members of staff.
Staffing	To implement the performance management of head considering the advice of an external adviser
Staffing	To agree and monitor a training strategy for teachers, support staff and governors.

Delegated to Performance and Standards Committee

Organisation of the Governing Body	To appoint and dismiss a clerk to each committee (not head)
Collective Worship	To monitor arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)
Community	To consider matters relating to the role of the school in the community, including public relations
Curriculum	To monitor, evaluate and review implementation of the curriculum policy
Curriculum	To review, amend and monitor an up to date a written policy on Sex and relationships Education
Curriculum	To review, amend and monitor the school's SEN policy.
Curriculum	To review, amend and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality, disability discrimination, religion, sexuality, age).
Curriculum	To monitor pupil achievement.
Parents	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community

Parents	To adopt and review home-school agreements
Planning	To consider evidence and agree judgements for school self-evaluation
Planning	To monitor the School Development Plan
Pupil Behaviour	To review, amend and monitor a discipline and behaviour policy
Pupil voice	To plan and coordinate strategies to collect and consider pupil views
Religious Education	To ensure provision of RE in line with school's basic curriculum. (Monitoring)

Delegated to Complaints Committee

Organisation of the Governing Body	To appoint and dismiss a clerk to each committee (not head)
Parents	To hear complaints