

A RESOURCE FOR GOVERNING BOARDS OF LOCAL AUTHORITY MAINTAINED SCHOOLS

This framework is produced for use by governing boards when conducting an annual review of their Scheme of Delegation. It has been compiled to help them distribute their responsibilities across the full governing board and its committees as well as, where deemed appropriate, to individual governors or the Head teacher.

It is likely that governing boards will want to add to the responsibilities listed under some of the headings with others that reflect their own priorities e.g. to nominate link governors as advocates for vulnerable groups of pupils. It is for each governing board to determine the Scheme of Delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the Head teacher to account for the performance of the school and its pupils and the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent.

The framework includes the key responsibilities expected to be undertaken by governing boards and indicates by **absence of tick in the boxes** where specific responsibilities **cannot** legally be undertaken. Schools and trusts are not always required to hold a specific policy for each requirement. It is possible to meet several requirements collectively, unless stated otherwise in the statutory guidance.

Whilst the framework allows for many responsibilities to be delegated to individual governors or to the Head teacher, it is expected that governing boards will want to fulfil most of their responsibilities at either full governing board or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing board retains overall responsibility. They do not include functions that fall within the Head teacher's school management responsibility e.g. responsibility for each pupil's education.

The framework draws on a number of sources of information including:-

- National Governance Association Local Authority Maintained Governing Board Decision Planner;
- Department for Education Governance Handbook;*
- OFSTED Handbook for School Inspection;**
- School Information (amendment) regulations 2018; ***
- The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013; ¹



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- School Governance Constitution Regulations 2012/The constitution of governing boards of maintained schools (statutory guidance for maintained schools and local authorities in England) August 2017;²
- Department for Education Statutory policies for Schools - September 2019³

General and Procedural Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Draft, approve and submit Instrument of Government (IoG) and any subsequent amendments ⁽²⁾	✓			
Appoint co-opted governors ⁽²⁾	✓			
Appoint nominated local authority governors ⁽²⁾	✓			
Review governor election materials to ensure that electorate understands what is required of governors	✓			
Agree suspension of governors ⁽¹⁾	✓			
Appointment and removal of the Chair and Vice Chair of the governing board ⁽¹⁾	✓			
Determine period of office of Chair and Vice Chair (between 1 and 4 years) ⁽¹⁾	✓			
Appointment and removal of the Clerk to Governors ⁽¹⁾	✓			
Perform such other tasks as may be determined by the governing board from time to time ⁽¹⁾	✓	✓		
Elect or appoint committee Chairs ⁽¹⁾	✓	✓		



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Appoint governors for Special Education Needs & Disability, Safeguarding (Child Protection), Whistle-blowing, Health & Safety and any others agreed by the governing board, e.g. Data, Pupil Premium, Finance, SMSC	✓			
Publication of Governor’s Details and the Register of Interests. Governing boards should publish up to date details of its governance arrangements. This must include structure and remit of the governing board and its committees with full names, who is Chair(s), dates of appointment, term of office, who appointed them, date they stepped down, relevant business and pecuniary interests, governance roles in other establishments, material interests arising from relationships between governors and school staff (including spouses, partners and close relatives) and attendance record at meetings. This criterion also applies to associate members. ⁽²⁾ Academy trusts must publish accessible and up to date details of governance arrangements.	✓			
Review the Governors’ Code of Conduct to ensure all governors and associate members are aware that their details (as per above) will be published and that all are required to provide the information ⁽²⁾ Governors explicit agreement to the Code of Conduct should be recorded in minutes.	✓			
General and Procedural Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Approve Annual Governance Statement ⁽¹⁾ – best practice advisory. Legal requirement for academies as per the Education Funding Agency (Academies Accounts Direction)	✓			
Approve all statutory policies and documents, as required by legislation ⁽³⁾ and also those recommended by the local authority which is considered best practice model policies. The governing board must ensure they monitor their ongoing effectiveness and review as per the prescribed obligation.	✓	✓	✓	✓
Determine level of delegation of functions to individuals or committees annually ⁽¹⁾	✓			
Establish any required governing board procedures (where not set down by legislation)	✓			
School Self Evaluation/School Improvement Planning Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓



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Agree the outcomes of the school's Self Evaluation process (SEF) and record in minutes	✓			
Agree long term vision for the strategic plan and review ongoing progress	✓			
Approve School Development Plan (SDP) and Raising Attainment Plan (RAP)	✓			
Monitor the progress and implementation of the SDP/RAP and evaluate the impact that the SDP/RAP has on raising standards	✓	✓	✓	
Ensure OFSTED recommendations are incorporated into the SDP/RAP	✓	✓	✓	✓

Data Analysis and Target Setting Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Scrutinise a range of pupil performance data to evaluate the school's performance, including using; <ul style="list-style-type: none"> • OFSTED Inspection Dashboard (http://dashboard.ofsted.gov.uk/) • Compare school and college performance (https://www.compare-school-performance.service.gov.uk/) □ Nexus (http://www.nexus.org.uk/) • 16-19 Inspection Dashboard (Advanced Level Performance –ALPS (https://alps-va.co.uk/ and 	✓	✓	✓	✓
Information Systems - ALIS (http://www.cem.org/post-16) – ALL SECONDARY <ul style="list-style-type: none"> □ Internal data provided by the HT 				
Agree challenging targets for pupil achievement /attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them	✓	✓	✓	✓
Scrutinise analysis of examination results and key stage assessments against agreed targets	✓	✓	✓	✓
Ensure rigorous assessment processes are in place	✓	✓	✓	✓



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Discipline/Exclusions Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Agree a Behaviour Principles Statement and ensure this is posted on the school website. An annual review is recommended.	✓	✓		
Approve a School Behaviour Policy and publicise to staff, students and parents, and on the school website. An annual review is recommended, HT can delegate approval.				✓
Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination	✓	✓		
Consider parents' representation about exclusions		✓		
Approve a School Exclusion Policy. An annual review is recommended.	✓	✓	✓	✓

Premises Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Arrange for regular monitoring and inspection of school premises	✓	✓	✓	✓
Ensure risk assessments are in place and reviewed regularly	✓	✓	✓	✓
Ensure the level of security provision for the school premises and equipment is appropriate for its need				✓
Agree a funded maintenance plan	✓	✓		



Agree level of maintenance service the school will buy from service providers	✓	✓		
Approve Lettings Policy and charges	✓	✓	✓	

Staffing Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Formally approve appointments of Head teacher and Deputy Head teacher	✓			
Appoint an external adviser to assist with the Head teacher's Performance Management	✓	✓		
Nominate 2/3 governors to conduct Head teacher's Performance Management	✓	✓		
Approve, and keep under review, a school Pay Policy	✓	✓	✓	
In voluntary aided and foundation schools, decide whether to give advisory rights to Diocese/Local Authority when involved in appointments and any other staffing matter e.g. dismissal	✓	✓	✓	
Fulfil role expected of governing boards, in adopted procedures, for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment (capability can be delegated if separate policy)	✓			
Approve a Statement of Procedures for Dealing With Allegations of Abuse Against Staff. An annual review is recommended.	✓	✓		✓
Approve a Policy for Induction for newly qualified teachers (NQTs). An annual review is recommended.	✓			
Approve applications for early retirement, secondment and leave of absence not covered by local agreements	✓	✓	✓	
Approve, and keep under review, a Teacher Appraisal policy	✓	✓	✓	



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Approve Teachers' Pay decisions following recommendations of the Head teacher (by end of October)		✓		
Consider a report from the Head teacher on the operation of the Appraisal policy (to include information as outlined in the school's Appraisal policy)	✓	✓		
Approve the school's staffing structure	✓			
Ensure that required staffing policies and procedures are in place and implemented	✓	✓	✓	✓
Delegate a selection panel for Head teacher and Deputy Head teacher appointments (Head teacher Appointment Panel (HAP))	✓			
Ensure that at least one person on the selection panel for Head teacher appointment has completed safer recruitment training	✓	✓	✓	

Finance Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Approve annual budget	✓			
Ensure the budget is only spent for school purposes	✓	✓		
Ensure the budget has allocated funds to support the School Improvement Plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes	✓	✓	✓	✓
Ensure the school is compliant with the Schools Financial Value Standards (SFVS)	✓	✓	✓	
Approve transfers between budget headings (governing board to determine levels of authorisation)	✓	✓		



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Ensure proper systems are in place for ordering and payments and that the governing board have given approval to the appropriate signatories for authorising such ordering and payment actions	✓	✓		
Appoint auditors to conduct an audit of the School Fund on an annual basis	✓	✓	✓	✓
Receive said annual report of the audited accounts of the School Fund	✓	✓	✓	
Maintain and review a Charging and Remissions Policy ⁽³⁾ and publish on the school website. An annual review is recommended.	✓	✓	✓	✓
Maintain and review a Governors' Allowances Scheme ⁽³⁾ . An annual review is recommended.	✓	✓	✓	✓
Ensure all other required finance policies and procedures are in place and implemented	✓	✓	✓	✓
Award contracts (governing board to determine levels of authorisation)	✓	✓		
Review contracts and services due for renewal (governing board to determine levels of authorisation)	✓	✓	✓	✓
Approve purchase of services from local authority and other sources (governing board to determine levels of authorisation)	✓	✓	✓	✓
Approve the Asset Register and consider outcome for approved disposal where appropriate	✓	✓	✓	✓
Receive, and where appropriate respond to, reports from local authority auditors	✓	✓	✓	✓
Consider annual financial benchmarking data and analyse outcomes	✓	✓		
Evaluate the impact of the allocation of Early Years Pupil Premium and Pupil Premium funding in overcoming barriers to learning (Early Years, Primary, and Secondary). Schools must publish a strategy for the school's use of the pupil premium on the school website.	✓	✓	✓	



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Evaluate the impact of the allocation of the Sport Premium Grant in improving the quality and breadth of physical education and sport provision (Primary specific). Schools must publish a report on the school website.	✓	✓	✓	
Evaluate the impact of the allocation of Year 7 Literacy & Numeracy Catch Up Premium (Secondary specific). Schools must publish a report on the school website.	✓	✓	✓	

School Organisation Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Publish proposals to change category of school	✓			
Consider forming, joining or leaving a federation Consider forming or joining an Academy/Multi Academy Trust	✓			
Set the times of school sessions and the dates of school terms and holidays (<i>Voluntary Aided Schools only</i>)	✓	✓		
Ensure the school meets for 380 sessions in a school year (190 school days)	✓	✓	✓	✓

Health, Safety/Child Protection/Safeguarding Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Ensure compliance with health, safety and safeguarding legislation is applied to all relevant areas	✓	✓	✓	✓
Approve a Health & Safety Policy and monitor its implementation. The policy should include detailed First Aid arrangements, if not a separate First Aid Policy is advised. Review annually.	✓			
Conduct inspections of buildings, plant and equipment			✓	✓



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Approve off-site visits and activities (administration conducted through EVOLVE - Hampshire County Council)	✓			
Approve Child Protection Policy, plus its' appendices, and review annually to ensure that the robust measures in safeguarding children are met. Review annually.	✓			
Ensure effectiveness of record keeping related to safeguarding responsibilities including maintenance of the Single Central Record (SCR)	✓	✓	✓	✓
Consider school's annual safeguarding audit and monitor subsequent action plans	✓	✓	✓	
Ensure safer recruitment requirements are met	✓	✓	✓	✓
Approve a Policy for Supporting pupils with medical conditions, an annual review is recommended.	✓			
Approve a Policy for Education for children with health needs who cannot attend school, an annual review is recommended.	✓			
Those delivering the EYFS are required to have policies and procedures on a range of issues covering safeguarding and welfare. Schools are not required to have separate policies to cover EYFS requirements where they are already met through an existing policy. An EYFS profile assessment is required for each child during the academic year they reach the age of 5 (for most children this is the reception year in primary school). Nursery settings catering for children under 3 must complete a summary check when a child is aged 2. Review frequency varies, details are in the statutory guidance. (Early Years)	✓	✓	✓	✓

School Admission Responsibilities (Voluntary Aided and Foundation schools ONLY)	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
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Establish an Admissions Policy. Admissions arrangements must be determined annually and be published on the school website.	✓	✓		
<i>Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.)</i>	✓	✓		
Consider admissions applications	✓	✓		
Appeal against local authority direction to admit pupils	✓	✓		

Curriculum/Inclusion/Equality Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Establish, and keep under review, a policy on Sex Education and publicise to parents and carers. An annual review is recommended.	✓	✓	✓	✓
Approve the school's Special Educational Needs & Disability (SEND) Policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND. Review policy annually.	✓			
Prohibit the ideological challenge of terrorism, threat and also that of political indoctrination and ensure the PREVENT strategic objectives work in an appropriate way for your school	✓			✓
Designate a “responsible person” (<i>staff</i>) for pupils with SEND				✓
Designate a “responsible person” (<i>staff</i>) for Looked After Children (LAC)				✓
Ensure that the statutory requirements for Early Years Foundation Stage have been implemented				✓



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Establish an Accessibility Plan and review it at least every three years	✓	✓	✓	✓
Establish and publish annually an “Equality information and objectives statement” and review equality objectives every four years	✓	✓	✓	✓
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day) (Secondary specific)	✓	✓	✓	✓
Ensure provision of Religious Studies in line with the school’s basic curriculum				✓
Decide upon Religious Studies syllabus (Foundation, VA,VC schools)				✓
Review provision of careers education, information and advice. Schools must publish information about the school’s careers programme on the school website. (Secondary specific)	✓	✓	✓	✓

Pupils, Parents and Community Responsibilities	FGB ✓	Comm ✓	Indv Gov ✓	HT ✓
Ensure that school policy and procedure for looked after children (LAC) are consistent with the measures set out in statutory guidance. The Governing Board must approve the Policy. An annual review is recommended.	✓			✓
Ensure legally required information is published online, including annually required information e.g. report on SEND, Pupil Premium funding	✓	✓	✓	✓
Agree parental Complaints Procedure and publicise to parents and on the school website. An annual review is recommended.	✓	✓	✓	✓
Consider parental complaints against Head teacher (as outlined in Complaints Procedure)	✓	✓		
Ensure the governing board can demonstrate its accountability to parents	✓	✓	✓	✓



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Adopt (and keep under review) home-school agreements <i>(does not apply to nursery schools)</i>	✓	✓	✓	
Consider matters relating to the role of the school in the community	✓	✓	✓	✓
Establish a Data Protection policy and review it at least every two years. Ensure the school has a published Freedom of Information scheme	✓			✓
Agree a Policy for the Protection of biometric information of children in schools and colleges. An annual review is recommended.	✓			✓
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals (where applicable)	✓	✓	✓	✓

