

## Higher Bebington Junior School Scheme of Delegation

The tasks and responsibilities are set out based on:

- > The rules on delegation as set out in Part 5 of the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)
- > [The Governance Handbook](#)
- > [The School Staffing \(England\) Regulations 2009](#)
- > Guidance on the [constitution of governing bodies of maintained schools](#)
- > Guidance on the [school suspensions and permanent exclusions](#)

The Governing Body, together with the Headteacher, Mrs Samantha Calveley, and the Senior Leadership Team oversee the running of the School. Governing Bodies are best placed to decide how they can work effectively in their own circumstances.

At Higher Bebington Junior School, the Full Governing Body meets once each half term and Governors are also members of standing committees which deal with specific issues- see HBJS Terms of Reference. These standing committees feed back to the Full Governing Body.

### 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

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
<b>Academy conversion</b>	Liaise with Department for Education (DfE) project lead			✓	✓	
	Set up a consultation and consider responses	✓		✓	✓	

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Manage the application process			✓	✓	
	Pass a resolution to convert	✓				
<b>Admissions</b>	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			
<b>Behaviour and exclusions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who has a suspension of more than 5 school days	✓			✓	
	Convene <a href="#">a meeting to consider reinstating an excluded pupil</a> and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓	✓		You can delegate this task to the chair or vice-chair in <a href="#">cases of urgency</a>
<b>Curriculum</b>	Make sure the school teaches the National Curriculum				✓	
<b>Extended services</b>	Approve the provision of extended services	✓	✓			
	Implement additional service provision				✓	

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Make sure services are delivered				✓	
	Cease providing extended school provision	✓				
<b>Finance and budgets</b>	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				While a finance committee can approve a budget, it's best practice for it to be approved by the full board
	Monitor school finances	✓				
	Decide how to spend the delegated school budget as authorised by your local authority (LA)	✓				
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Committees can make a recommendation, but it should be approved by the full board
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	
	Approve the Schools Financial Value Standard (SFVS)	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Monitor impact of pupil premium funding	✓			✓	Monitored by link Governor and fed back to FGB
	Monitor impact of PE and sport premium funding	✓			✓	
<b>Governing board procedures</b>	Draw up instrument of government and any amendments thereafter	✓				
	Appoint and remove the chair and vice chair of the governing board	✓				
	Appoint and remove the clerk to the governors	✓				
	Hold full governing board meetings at least 3 times a year	✓				
	Maintain a published register of interests, including the business and pecuniary interests of governors	✓				
	Approve a governors' allowances and expenses policy	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	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	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
<b>Health and safety</b>	Monitor the implementation of the health and safety policy	✓				Monitored by link Governor and fed back to FGB
	Organise health and safety checks in the school				✓	
	Make sure there is a competent person appointed to make sure the school meets its health and safety duties	✓			✓	
<b>Parents and the community</b>	Make sure the required information is published on the school website	✓			✓	Monitored by link Governor and fed back to FGB
	Approve a complaints procedure	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	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 Regulations ( <a href="#">UK GDPR</a> )	✓				
<b>Pupil wellbeing</b>	Make sure eligible pupils receive free school meals	✓			✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓			✓	
	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	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Make arrangements for supporting pupils with medical conditions	✓			✓	
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding	✓				Monitored by link Governor and fed back to FGB
	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	✓				Monitored by link Governor and fed back to FGB
	Make sure governors receive safeguarding training	✓			✓	
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓			✓	
<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	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness			✓	✓	Monitored by link Governor and fed back to FGB
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓			✓	
	Co-operate with the local authority in developing the local offer				✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	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	✓			✓	



Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
<b>Staff performance and pay</b>	Approve pay recommendations	✓	✓			
<b>Staffing matters</b>	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				
	Make sure the headteacher benefits from any statutory entitlements and complies with the duties imposed on them in the <a href="#">School Teachers' Pay and Conditions Document</a>	✓				
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				

Function	Task	FGB	Committee	Individual governor	Head-teacher	We have delegated this to:
	Establish procedures for: <ul style="list-style-type: none"> <li>• Regulation of staff conduct and discipline</li> <li>• Staff grievance</li> <li>• Capability of staff</li> </ul>	✓				
	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	✓	✓			
	Dismiss staff other than the Headteacher	✓				The governing board must notify the authority in writing of the decision and the reasons for it
	Suspend staff other than the Headteacher	✓			✓	