

Weston Favell CE Primary School

Scheme of Delegation



Approved by the Board of Trustees on: 14 December 2023

The board can delegate any functions **except the approval of the budget** (pages 20 and 21 of the [Academy Trust Handbook](#)). The governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee should therefore be reported back to the governing board in a timely manner.

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	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			Admissions committee
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			As above
	Establish an independent appeals panel when there are admissions appeals	✓				WNC
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓	HT
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓	✓		COG or vice CoG
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓				FTB

Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	HT
Finance and budgets	Make day-to-day spending decisions under the amount of: £100- teacher £100-£1000 Key stage leader £1000 Headteacher £50,000 Finance, Audit and Risk Committee and Headteacher				✓	HT
	Appoint senior executive leaders as an accounting officer and a chief financial officer of the trust (these must not be the same person)	✓				HT and SBM
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓			FTB
	Appoint an auditor	✓	✓			FTB
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓			
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				FTB
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			Have we opted for RPA?
	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)	✓				FTB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓				FTB
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees, local governors and senior employees	✓				FTB

	Monitor impact of pupil premium funding	✓	✓		✓	A pupil premium link governor or committee should report back to the full board who has overall responsibility
	Monitor impact of PE and sport premium funding	✓	✓		✓	HT
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				FTB
	Elect a chair and vice-chair of trustees	✓				FTB
	Appoint a clerk	✓				FTB
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓				FTB
	Check that all statutory policies and documents are in place	✓				FTB
	Delegate functions to committees and individuals	✓				FTB
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			FTB
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	FTB
	Make sure that the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓	FTB and H&S governor
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	HT
	Approve a complaints procedure	✓	✓	✓	✓	FTB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FTB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FTB delegated to HT

	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			A data protection committee or champion should report back to the full board which has overall responsibility
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	HT
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	HT
	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	✓				HT will report to FTB regularly
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HT
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FTB and safeguarding governor
	Make sure the school has effective safeguarding policies and procedures in place	✓				FTB
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FTB and safeguarding governor
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FTB and HT
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	HT
	Appoint a member of staff to be the designated safeguarding lead				✓	HT
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	HT and FTB

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	✓				FTB to SEND governor
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	HT
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child				✓	HT
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	HT and SEND governor
	Co-operate with the LA in developing the local offer		✓		✓	HT
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	HT and SEND governor
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	HT and SEND governor
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	HT
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				FTB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FTB and HT
	Make sure employment law and guidance is being followed	✓	✓			FTB and HT
	Approve staffing structure changes	✓	✓			FTB
	Dismiss the headteacher	✓				FTB