

**CFS GOVERNORS**  
**SCHEME OF DELEGATION**

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## Allocation of major responsibilities between Board of Governors and Principal

RESPONSIBILITIES OF PRINCIPAL	RESPONSIBILITIES OF BOARD OF GOVERNORS
<b>SCHOOL BUDGET</b>	
To work with the SBM and the Resources Committee-to submit to the Board of Governors an annual budget plan which must conform to DfE regulations.	To consider the annual budget plan and to amend where appropriate. To approve the budget plan and to consider and approve any proposed revisions to the budget plan.
	To decide how to spend any additional grant paid to the establishment.
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Principal. If so, they should decide the amount to be delegated.
<b>STAFFING</b>	
To decide the number of staff at the school, and the levels of the posts	
To advertise all vacancies in the most appropriate media/way.	To advertise for a new Principal in the most appropriate media/way.
To set up selection panels for Head of School, Deputy Principal, Deputy Head & Assistant Head posts.	To support the Principal with the interview process
To advise the Board of Governors on the appointment of staff.	To conduct interviews and make recommendations on appointments of SLT.
To decide a specification for any vacant post.	To decide the overall procedures for appointing staff, including whether to delegate functions to the Principal.
To advise the Board of Governors on the specification for a vacant teaching post.	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To recommend appropriate pay levels.	
To advise the Board of Governors on adopting effective procedures to deal with incompetent teachers and to keep the Board of Governors informed of the general operation of such procedures and implement these.	



RESPONSIBILITIES OF PRINCIPAL	RESPONSIBILITIES OF BOARD OF GOVERNORS
	To decide whether any payment should be made in respect of dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the
To decide whether to grant early retirement to teachers.	
To advise the Board of Governors on payments to be made.	To dismiss the Principal
To advise the Board of Governors on whether anyone employed at the School should be dismissed.	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
To suspend staff in appropriate circumstances.	
To deploy, manage and lead all teaching and non-teaching staff to the academies and ensure that proper standards of professional performance are established and maintained.	
CURRICULUM	
To comply with the law regarding the curriculum.	To ensure that the curriculum is balanced and broadly based.
	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the School.
PERFORMANCE MANAGEMENT	
To draft a School performance management policy within the framework set by the Regulations.	To establish a school performance management policy within the framework set by the Regulations.
To consult all School teachers, if requested by the Board of Governors, before drafting a performance management policy.	To ensure that all teachers are consulted.
To implement the School performance management policy established by the Board of Governors.	To implement the School performance management policy. To review and, if necessary, amend the performance management policy annually.
To appoint/act as performance managers for teachers.	To ensure that all teachers receive a regular appraisal of their performance.
To review complaints by teachers about their performance manager where the Principal has not been the team leader.	



RESPONSIBILITIES OF PRINCIPAL	RESPONSIBILITIES OF BOARD OF GOVERNORS
	To appoint two or three governors to take responsibility for carrying out all aspects of the Principal's performance management.
To set the timing of the performance management cycle for other teachers.	To decide the exact timing of the performance review cycle for the Principal. To appoint one or more review officers where a complaint is made by the Principal about his/her performance review and the Chair of Governors has been involved in that review.
STANDARDS AND TARGET SETTING	
The Principal will set the standards and targets for the School.	To be responsible for reviewing and agreeing the standards and targets set by the Principal no later than 31December of each year the targets for the achievement of pupils at the end of KS2, KS3 and KS4 in the following academic year.
EXCLUSIONS	
The Principal can exclude pupils for fixed periods of not more than 45 days in total in a year or permanently.	In the event of a permanent exclusion a Governors panel must meet to review that decision within 15 school days. Parents of the pupil and the pupil themselves will be invited along with appropriate LA staff.
ADMISSIONS	
The Principal may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply. This applies to applications at both the normal time of entry and to in-year applications.	As School's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. All admissions must conform to DfE regulations.



RESPONSIBILITIES OF PRINCIPAL	RESPONSIBILITIES OF BOARD OF GOVERNORS
<b>RE</b>	
The Principal shall ensure that RE is provided, in accordance with each School's basic curriculum.	The Board of Governors shall ensure that RE is provided in accordance with each School's basic curriculum.
<b>COLLECTIVE WORSHIP</b>	
The Principal shall ensure that each pupil shall each day take part in an appropriate act of collective worship.	The Board of Governors shall ensure that each pupil shall each day take part in an appropriate act of collective worship.
<b>SCHOOL PREMISES</b>	
Day to day management of the School and day to day charge of who can enter School premises.	
<b>HEALTH AND SAFETY</b>	
To comply with statutory regulations and Board of Governors directions.	To prepare a health and safety policy, carry out risk assessments and set up arrangements to manage health and safety.
<b>MEDICAL CARE AND SCHOOL MEALS</b>	
To ensure pupils take advantage of medical care available. To ensure free meals provided for those pupils whose parents are in receipt of relevant benefit are paid meals on request.	



## DECISION PLANNER

The following table sets out all the main School functions. For each function it suggests a decision level. The decision levels are:

**BOARD OF GOVERNORS** - Decisions made by the Board of Governors.

A star ☐ indicates that decisions are made without advice from the Principal.

**COMM** - Decisions made by one of the Committees of the Board of Governors. E.g. Finance Committee, Staffing Committee, Pay Committee

N.B. Actions taken by a constituted committee, or delegated to an individual governor or to the Headteacher are taken on behalf of the Board of Governors, and they remain accountable for them.

**PRINCIPAL** - Decisions delegated to the Principal.

**BM** - Decisions delegated to the Business Manager.

**STAFF** - Decisions delegated to other members of staff.

The table below concentrates on the division of responsibility between the Board of Governors (whether as a whole or in committee or through an individual governor) and the Principal of the School. Those decisions which have to be taken by the whole Board of Governors and cannot be delegated are asterisked on the Decision Planner.

Where the law means that a particular function cannot be carried out at a particular level, or it is not considered good practice to do so, the relevant column is crossed. The Decision Planner indicates the appropriate level with a tick.

The Board of Governors may review their delegations annually or if circumstances change.

## BOARD OF GOVERNORS DECISION PLANNER

### Key

Cross	X	Function cannot legally be carried out at this level or it is not considered good practice to do so.
Tick	☑	Recommended level(s) of delegation or where law assigns specific responsibility
Blank		Action could be carried out at this level if the Board of Governors so decides but is not generally recommended.
Asterisk	*	Functions which the whole Board of Governors must consider.
Star	☐	Decisions are made without advice from the Principal.



## SCHOOL BUDGETS

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
<b>Accounting</b>	Adhering to accounting policies and guidelines issued by the DfE	▪	▪	▪	✓	▪
	Maintaining accurate, reconciled and up to date records to provide financial and statistical information			▪	✓	▪
<b>Assets</b>	Arranging security of buildings, furniture, equipment, stock, stores and cash	▪	▪	▪	▪	✓
	Maintaining an inventory of all movable items of equipment and security marking such items	▪	▪	▪	▪	✓
	Checking annually the inventory to verify the location and condition of each item of equipment	▪	▪	▪	▪	✓
	Authorising the disposal of unusable or obsolete equipment included in the inventory	▪	✓			
	Maintaining a record of all property borrowed by staff	▪	▪	▪	▪	✓
	Implementing recommendations arising from an audit inspection	▪	✓	▪	▪	
<b>Audit</b>	Receiving the report from an audit inspection and the response to the Action Plan	▪	✓			
	Maintain a Risk Register and use this, amongst other things, to identify key areas for the auditors to focus upon to ensure we comply with the Academies Handbook Part 3		✓			
	Adopting and promoting a Whistle Blowing Policy	✓	▪			
	Maintaining a register of pecuniary and business interests for governors	✓	▪			
	Maintaining a register of pecuniary and business interests for staff	✓	▪	▪	▪	▪
	Providing reconciled bank statements	▪	▪	▪	✓	▪
	Maintaining a record of all cash holdings in the School	▪	▪	▪	✓	▪

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
<b>Budget</b>	Overseeing the preparation of the annual budget plan and ensuring it links to the priorities established by the School self-evaluation form (SEF) and the Asset Management and Premises Development plans	▪	▪	▪	✓	▪
	To approve the first formal budget plan each financial year	✓▪				
	Notifying the approved budget to the DfE	▪	▪	▪	✓	▪
	Keep under review the School's actual financial performance throughout the year, including a review at the end of the Financial Year	▪	✓	▪	▪	▪
	Approving transfer between budget headings (virements) within agreed limits (specified in finance manual)	▪	✓	▪	▪	▪
<b>Governor Expenses</b>	Establishing procedures for governors to claim expenses	▪	▪	▪	✓	▪
<b>Income (incl. lettings)</b>	Approving a lettings policy/PFI contributions, and fees	✓	▪			
	Rendering accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another	✓	▪			
	Notifying Chief Internal Auditor of receipts > £10,000	▪	▪	▪	✓	▪
	Writing off of debts	▪	✓▪	▪		▪
	Controlling systems, security and privacy of data	▪	✓			
<b>ICT Systems</b>	Registering under Data Protection legislation	▪	▪	▪	▪	✓
	Reviewing insurance cover in the light of a risk assessment	▪	▪	▪	✓	▪
<b>Insurance</b>	Setting aside funds in Accumulating Fund	▪	▪	▪	✓	▪
<b>Investments</b>		▪	✓			





KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF	
<b>Orders and Paying for Goods/Services</b>	Ensuring that all contracts and agreements conform with the Standing Orders	▪	▪	▪	✓	▪	
	Accepting tenders and authorising contracts for goods, works and services over £25,000 in value	▪	✓				
	Receipting and custody of all tenders	▪	✓	▪	▪	▪	
	Authorising staff to open tenders	▪	✓	▪	▪	▪	
	Making payments only when goods have been received to the correct price, quantity and quality standard		▪	▪	▪✓	▪	
	Paying the correct person and the correct amount supported by an invoice		▪	▪	▪✓	▪	
	Retaining and storing invoices, vouchers and other financial records in a secure way for the defined period		▪	▪	▪✓	▪	
	Approving applications for Business/Credit Cards	▪	✓				
	<b>Salaries, Wages and Pensions</b>	Notifying the RESOURCES committee of any matters affecting payments to employees	▪	▪	▪	✓	▪
		Certifying pay documents and other time records		▪	▪	✓	▪
	Approving salary policy and annually reviewing Principal's salary	⚙	▪				
<b>Taxation</b>	Complying with VAT and CIT regulations		▪	▪	✓	▪	
<b>Voluntary Funds</b>	Administering of voluntary funds	▪	▪	▪	✓	▪	
	Appointing an independent Examiner / Auditor	▪	✓				



KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
	Receiving audited annual accounts	✓	▪			
	Miscellaneous financial decisions	▪	✓	▪	▪	▪
<b>Voluntary Funds Continued</b>	To investigate financial irregularities (involving Principal)	⚙	▪			
	To investigate irregularities (other)	▪	▪	✓	▪	▪
	To make payments	▪	▪	▪	✓	▪

## OTHER

<b>Staffing</b>	Principal appointment	⚙	▪			
	Business Manager, Deputy Head & Assistant Head appointments and other members of SLT		▪	✓		
	Head of Subject & Head of Year appointments	▪	▪	✓	▪	▪
	Appoint other teachers	▪	▪	✓	▪	▪
	Appoint non-teaching staff	▪	▪	✓		
	Pay discretions	▪	✓	▪		
	Establishing disciplinary/capability procedures	▪	✓	▪		
	Dismissal of Headteacher*	⚙	▪			



KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
	Dismissal (other staff)	▪		✓		
	Suspending Headteacher	⚙	▪			
	Suspending other staff	▪	▪	✓	▪	
	Ending suspension of Headteacher	⚙	▪			
	Ending suspension of other staff	▪	▪	✓		
	Determining dismissal payments/early retirement	▪	✓	▪	▪	▪
<b>Curriculum</b>	Ensure curriculum fulfils legal requirements	▪	▪	✓	▪	▪
	To draft curriculum policy	▪	▪	✓	▪	▪
	To implement curriculum policy	▪	▪	✓	▪	▪
	To agree or reject and review curriculum policy		▪✓			
	Responsible for standards of teaching	▪		✓	▪	▪
	To decide which options are to be taught having regard to resources and implement provision for flexibility in the curriculum	▪	▪	✓	▪	▪
	Responsibility for individual child's education	▪	▪	✓	▪	▪
	Provision of sex education - make and keep up to date a written policy*	▪✓				
	To draw up a charging and remissions policy for activities		✓	▪	▪	▪

KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
	To prohibit political indoctrination and ensuring the balanced treatment of political issues*		•✓	•		
<b>Performance Management</b>	To establish a performance management policy	•	✓	•	•	•
	To implement the performance management policy	•	•	✓	•	•
	To review the annual performance management policy	•	•	✓		
<b>Target Setting</b>	To set and publish targets for pupil achievement	•	•	✓		
<b>Behaviour</b>	To establish & agree a Behaviour Policy*		•	✓		
<b>Exclusions</b>	To exclude a pupil for one or more fixed terms or permanently		•	✓	•	•
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination	✓	•			
<b>Admissions</b>	To establish an Admissions Policy annually and consult with the Governing Board if necessary *		•	✓		
	Admission application decisions	•	✓			
<b>Religious</b>	Responsibility for ensuring a provision of RE in line with the curriculum	✓	•	•	•	•
<b>Collective Worship</b>	Ensure that the school holds an appropriate daily act of collective worship*	✓	•			
<b>Premises</b>	Buildings insurance	•		•	✓•	•
	Strategy (including budgeting and repairs etc.)	•		•	•✓	•
	To ensure Health and Safety issues are met	•	•	✓	•	•



KEY FUNCTION	ACTION SHEET TASKS	BOARD OF GOVERNORS	COMM	PRINCIPAL	BM	STAFF
<b>Organisation</b>	To draft a School Action Plan following OFSTED inspection and distribute copies to parents	✓	▪	▪	▪	▪
	To set the times of School sessions and the dates of School terms and holidays	✓	▪			
	To provide information to be published by the Board of Governors*	✓	▪			
	To ensure the provision of free school meals to those pupils meeting criteria	▪	▪	✓		
	Adoption and review of home-School agreements		▪✓			
<b>Complaints</b>	First stage of complaints, as per Complaints Policy	▪	▪	✓		
	Second stage of complaints	✓	▪			
<b>SEN Information Report</b>	To produce, maintain and to review and re-approve each year		✓			
<b>Board of Governors</b>	To appoint (and remove) the chair and vice-chair of the Board of Governors*	✓	▪			
	To appoint and dismiss the clerk to the governors	✓	▪			
	To appoint the Chair of a Committee	✓	▪	▪	▪	▪
	To hold a Board of Governors meeting once a term or as often as occasion may require*	✓	▪			
	To appoint and remove co-opted, including temporary additional co-opted governors*	✓	▪			
	To approve and set up an expenses scheme	▪	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees*	✓	▪			
	To review at least once a year the establishment, terms of reference and membership of committees	✓	▪			



## STATUTORY POLICIES AND DOCUMENTS 2020 -2021

### Admissions

Policy/Document	Review Frequency	Approval Level
Admissions arrangements	Annually You must consult on changes, and must consult at least every 7 years even if you make no changes during that period [You don't need to consult on an increase to your published admission number (PAN) or any changes needed to comply with the admissions code, according to page 7 of the code]	Resources Committee

### Administration and Data

Policy/Document	Review Frequency	Approval Level
Charging and remissions	Annually	The Principal
Data protection	2 Years	The Principal
Protection of children's biometric information	Annually	Resources
Admission register	Live document	The Principal
Pupil Premium Report	Annually	Education Committee



Attendance register	Live document; you must update it daily	The Principal
School complaints	Annually	The Principal
<b>Staffing and Human Resources</b>		
<b>Policy/Document</b>	<b>Review Frequency</b>	<b>Approval Level</b>
Capability of staff	Annually	Resources Committee
Newly qualified teachers (NQT)	3 Years	Governing board
Staff discipline, conduct and grievance	Annually	Resources Committee
Single central record	Live document	The Principal
Statement of procedures for dealing with allegations of abuse against staff	Annually	The Principal



## Pupil Wellbeing and Safeguarding

Policy/Document	Review Frequency	Approval Level
Accessibility plan	Every 3 years	The Principal
Child protection policy and procedures	Annually	Governing board
Children with health needs who cannot attend school	Annually	Governing board
Designated teacher for looked-after and previously looked-after children	2 Years	Governing board
Early Years Foundation Stage (EYFS) policies	3 Years	The Principal
Special educational needs (SEN) policy and SEN information report	Annually	Governing board
Supporting pupils with medical conditions	Annually	Governing board



## Relationships and Sex Education

Policy/Document	Review Frequency	Approval Level
Relationships and sex education (RSE)	Annually	Governing board [The DfE's list hasn't yet been updated to reflect this requirement for academies and free schools, so this approval info may be subject to change. It may be best to assume the governing board needs to approve the policy, until we hear otherwise]

## Behaviour

Policy/Document	Review Frequency	Approval Level
Behaviour policy including Exclusions	2 Years	The Principal

## Facilities

Policy/Document	Review Frequency	Approval Level
Health and safety	Annually	The Principal
First aid	Annually	The Principal



Premises management documents	Annually	The Principal
<b>Governance</b>		
Policy/Document	Review Frequency	Approval Level
Equality information and objectives statement	Equality information updated and published at least every year Equality objectives at least every 4 years	The Principal
Register of business interests	Live document; you should update this as soon as possible after a change	Governing board
<b>Careers Guidance</b>		
Policy/Document	Review Frequency	Approval Level
Careers and Provider access statement	Annually	Governing board

## Not included in current DfE list but do have a statutory grounding

Policy/Document	Review Frequency	Approval Level
Acceptance of gifts, hospitality, awards, prizes or benefits	2 Years	Governing Board
Competitive tendering	2 Years	Resources Committee
Examination contingency plan – only required for schools acting as exam centres	Annually	Assistant Principal: Secondary Pupil Progress
Non-examination assessment – only required for schools acting as exam centres	Annually	Assistant Principal: Secondary Pupil Progress
Freedom of information publication scheme	2 Years	Resources
Risk register	Live document, and reviewed at least annually	Governing board
Whistle-blowing procedures	2 Years	Governing board
Governing Expenses	Annually	Principal