



# Woodbridge Primary School Scheme of Delegation

	<b>Signed</b>	<b>Date</b>
<b>Approved by</b>	<b>Matthew Gowen Chair of Governors</b>	<b>July 2022</b>
<b>Last reviewed</b>		<b>July 2022</b>
<b>Next review due on</b>		<b>July 2023</b>

**Signed by:** MATTHEW GOWEN

A handwritten signature in black ink, appearing to read 'M Gowen', with a long horizontal stroke extending to the right.

**Chair of Governors**

**Signed by:** KATE DALY

A handwritten signature in black ink, appearing to read 'K Daly', with a stylized, looped 'D'.

**Headteacher**

## Overview

Policies and documents listed below are statutory in the guide to the law for School Governors Autumn 2021. Unless indicated, all policies will be:

- Formulated by the Head/SLT
- Approved, reviewed and monitored for effectiveness by the relevant committee
- Ratified by the WGB

Key Function	Tasks	Decision Level			
		WGB	COM	IND GOV	HT
<b>RESOURCING</b>	Approve the first formal budget plan each financial year and to present it to the WGB for ratification		✓		
	Monitor expenditure in line with arrangements set out in the Record of Financial Responsibility		✓		✓
	Approve , review and monitor the effectiveness of a charges and remissions policy		✓		
	Make decisions on expenditure following recommendations from other committees		✓		
	Approve single expenditure transactions above £10,000	✓			
	Approve single expenditure transactions between £5,000 & £10,000		✓		
	Authorise single expenditure transactions up to £5,000				✓
	<b>Approval of virements up to an individual transaction value of £5,000</b>				✓
	<b>Approval of virements above an individual transaction value of £5,000</b>		✓		
	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)		✓		
	Headteacher appointments (selection panel)	✓			

	Deputy appointments (selection panel)	✓			
	Appoint other teachers-Governor invited to join panel				✓
	Appoint non teaching staff				✓
		Decision Level			
Key Function	Tasks	WGB	CO M	IN D GO V	HT
<b>RESOURCING</b>	Formulate, approve, review (annually) and monitor the effectiveness of a pay policy		✓		
	Pay discretions		✓		
	Establish disciplinary/capability procedures		✓		✓
	Dismissal of headteacher	✓	✓		
	Dismissal of other staff		✓		
	Suspending head		✓		
	Suspending staff (except head)		✓		
	Ending suspension (head)		✓		
	Ending suspension (except head)		✓		
	Draft, review and keep under review the staffing structure		✓		
	Determining dismissal payments/ early retirement	✓	✓		
	To approve, review (annually) and monitor the effectiveness a performance management policy		✓		
<b>TEACHING &amp; LEARNING</b>	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)		✓		✓
	Formulate and implement a curriculum policy				✓
	Agree or reject and monitor the effectiveness of a curriculum policy		✓		
	Responsible for standards of teaching				✓
	Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside				✓

	school day)				
	Responsibility for individual child's education				✓
	Provision of sex education – to approve, review and monitor the effectiveness of a policy		✓		
	Prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	Set and publish targets for pupil achievement		✓		✓
	Approve, review and monitor the effectiveness of a collective worship policy		✓		
		Decision Level			
Key Function	Tasks	WGB	CO M	IN D GO V	HT
<b>TEACHING &amp; LEARNING</b>	Approve, review and monitor the effectiveness of a special educational needs policy		✓		
	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus		✓		
	Decision to provide RE in line with locally agreed syllabus				✓
	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓
	Arrangements for collective worship (schools without religious character (after consulting GB)				✓
<b>BEHAVIOUR, HEALTH &amp; SAFETY</b>	Approve, review and monitor the effectiveness of a behaviour policy (discipline)		✓		
	Approve, review and monitor the effectiveness of a child protection policy		✓		
	Approve, review and monitor the effectiveness of equality policies (disability, race, gender)		✓		



	Ensure provision of free school meals to those pupils meeting the criteria				✓
	Adopt and review of home-school agreements		✓		
<b>WHOLE GOVERNING BODY</b>	Draw up instrument of government and any amendments thereafter	✓			
	Appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	Appoint and dismiss the clerk to the governors	✓			
	Hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			
	Appoint and remove community or sponsor governors.	✓			
	Set up a Register of Governors' Business Interests	✓			
	Approve and set up a Governors Expenses Scheme	✓			
	Discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	Delegate functions to individuals or committees	✓			
	Regulate the GB procedures (where not set out in law)	✓			
			Decision Level		
Key Function	Tasks	WGB	CO M	IN D GO V	HT
<b>WHOLE GOVERNING BODY</b>	Decide to form a federation or join an existing federation	✓			
	Decide whether to accept requests from other schools to join a federation	✓			
	Leave a federation	✓			
	Decide to offer additional activities and to what form these should take	✓			
	Put into place the additional services provided				✓

	Ensure delivery of services provided				✓
	Cease providing extended school provision	✓			

\*Although these tasks are open to delegation under the Education (School Government)(Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.