

Please note:

- The governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee must therefore be reported back to the governing board in a timely manner
- This document does not include tasks related to approving policies in this document. Please refer to the Policy Schedule and Committee Terms of Reference for details of policy approval levels.
- This list is not exhaustive. Please refer to the National Governance Association for further guidance.

✓	Action can be taken at this level					
	Not recommended for action to be taken at this level					
	Action cannot be carried out at this level					
Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Academy conversion	Liaise with Department for Education (DfE) project lead			✓	✓	
	Set up a consultation and consider responses	✓	✓	✓	✓	
	Manage the application process		✓	✓	✓	
	Pass a resolution to convert	✓				
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria Consult on admissions arrangements at least once every 7 years, or when changes are proposed	✓				

	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓	
	Make sure your school leaders fulfil expectations and statutory duties	✓	✓	✓		
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it	✓	✓	✓		
	Make sure school staff receive adequate training on attendance				✓	
Behaviour and exclusions	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 meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓			You can delegate this task to the chair or vice-chair in cases of urgency
Curriculum	Make sure the school teaches the National Curriculum				✓	
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13	✓	✓		✓	Headteacher to advise FGB
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 to 13, as part of the school's career guidance offer	✓	✓		✓	Headteacher to advise FGB
Extended Services	Approve the provision of extended services	✓	✓			Finance & Resources Committee – Chair to update FGB
	Implement additional service provision				✓	As above

	Make sure services are delivered				✓	As above
	Cease providing extended school provision	✓				As above
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				F&R committee to review budget and recommend to FGB for approval.
	Monitor school finances	✓	✓	✓		F&R committee to monitor and report to FGB each term.
	Decide how to spend the delegated school budget as authorised by your LA	✓				F&R committee to review budget and recommend to FGB for approval.
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				Headteacher's delegated spending power of £5k approved by FGB. Any spend above £5k to be recommended by F&R committee for FGB approval.
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	As above
	Approve the Schools Financial Value Standard (SFVS)	✓				F&R committee to review and recommend to FGB for approval
	Monitor impact of pupil premium funding	✓	✓		✓	FGB
Governing board procedures	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 Governance Professional 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	✓		✓	✓	FGB
	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	✓				
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			F&R committee H&S link governor
	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	✓	✓		✓	F&R Committee
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	Headteacher to advise FGB
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB

	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			Delegated to F&R committee
Pupil wellbeing	Make sure eligible pupils receive free school meals (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	F&R committee
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓		✓	Headteacher
	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	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Headteacher
	Ensure that school meals meet School Food Standards, and encourage healthy eating approach					Finance & Resources Committee
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			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	✓	✓			Safeguarding link governor
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FGB
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	FGB
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	Headteacher

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	✓				
	Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	SEND link governor FGB
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	✓	✓	✓	✓	Headteacher to advise FGB
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	Headteacher to advise FGB
	Co-operate with the LA in developing the local offer		✓		✓	Headteacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Headteacher
	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	✓	✓		✓	Headteacher
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staff performance and pay	Approve pay recommendations	✓	✓			Pay committee (appointed annually)
Staffing matters	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 School Teachers' Pay and Conditions Document	✓				
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				

	<p>Establish procedures for:</p> <ul style="list-style-type: none"> Regulation of staff conduct and discipline Staff grievance Capability of staff 	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed	✓	✓			F&R
	Approve staffing structure changes	✓	✓			F&R to recommend to FGB for approval
	Dismiss the headteacher	✓	✓			FGB
	Dismiss other staff	✓				The governing board must notify the authority in writing of the decision and the reasons for it
	Suspend other staff	✓			✓	Headteacher