

**THE COLLETON PRIMARY SCHOOL
STATEMENT OF DELEGATION 2023**

Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

R= Report

Key Function	No	Tasks	FGB	HT
Budgets	1	To approve the first formal budget plan each financial year	x	
	2	To monitor monthly expenditure.	x	
	3	To establish a charging and remissions policy	x	
	4	Miscellaneous financial decisions		x
	5	To enter into contracts (GB may wish to agree financial limits)	R	x
	6	To make payments		x
Staffing	7	Headteacher appointments (selection panel)	x	
	8	Deputy appointments (selection panel)	x	
	9	Appoint other teachers	R	x
	10	Appoint non teaching staff	R	x
	11	Agree a pay policy	x	
	12	Pay discretions	x	
	13	Establishing disciplinary/code of conduct procedures	x	
	14	Establishing capability procedures	x	
	15	Dismissal of Headteacher	x	
	16	Initial dismissal of other staff		x
	17	Suspending Head	x	
	18	Suspending staff (except head)		x
	19	Ending suspension (head)	x	
	20	Ending suspension (except head)		x
	21	Determining staff complement	R	x
	22	Determining dismissal payments/ early retirement	x	
	23	To produce and maintain a central record of		x

		recruitment and vetting checks		
Curriculum	24	To implement curriculum policy		x
	25	Ensure the national curriculum taught to all pupils	x	x
	26	To consider any disapplication for pupil(s)		x
	27	Responsible for standards of teaching		x
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		x
	29	Responsibility for individual child's education		x
	30	Provision of relationships education – to establish and keep up to date a written policy and ensure parents are informed about their right to withdraw	x	x
Performance Management	31	To formulate a performance management policy		x
	32	To approve a performance management policy	x	
	33	To implement the performance management policy and to carry out the appraisal of staff (save for the Headteacher)		x
	34	To appoint the panel to carry out the appraisal of the Headteacher	x	
Discipline/Exclusions	35	To approve a discipline policy	x	
	36	To draft the content of the school behaviour policy and publicise it to staff, pupils and parents.		x
	37	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 15 days in total in a term or would lose the opportunity to sit a public examination.	x	
	38	To direct reinstatement of excluded pupils	x	
Admissions	39	To appeal against Local	x	

		authority (LA) directions to admit pupil(s)		
Religious Education	40	Responsibility for ensuring provision of religious education meets statutory requirements	x	x
Collective Worship	41	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements		x
Premises & Insurance	42	Buildings insurance and personal liability– Governing Body (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)	x	
Health & Safety	43	To ensure a health and safety policy and procedures are in place	x	
	44	To ensure that health and safety regulations are followed		x
School Organisation	45	To publish proposals to change category of school	x	
	46	To decide whether to convert to academy status	x	
	47	To set the times of school sessions and the dates of school terms and holidays except in community and Voluntary Controlled schools where it is the LA	x	
	48	To ensure the school Food Regulations are met		x
	49	To establish a data protection policy and review it at least every 2 years	x	
	50	Maintain a register of pupil attendance		x
	51	To ensure provision of free meals to those pupils meeting the criteria including universal infant free school meals (if appropriate)		x
	52	To establish, review and monitor the school development plan	x	x
Information For Parents	53	Adoption and review of home-school agreements	x	
	54	To establish, publish and review a complaints procedure	x	
	55	To establish and publish a Freedom of Information	x	x

		scheme and ensure the school complies with it		
Governing Body Procedures	56	To draw up instrument of government and any amendments thereafter	x	
	57	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	x	
	58	To appoint and dismiss the clerk to the governors	x	
	59	To 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	x	
	60	To appoint and remove Co-opted governors	x	
	61	To appoint local authority governors	x	
	62	To set up a Register of Governors' Business Interests	x	
	63	To approve and set up a Governors Expenses Scheme	x	
	64	To consider whether or not to exercise delegation of functions to individuals or committees	x	
	65	To regulate the GB procedures (where not set out in law)	x	
Federations	66	To consider forming a federation or joining an existing federation	x	
	67	To consider requests from other schools to join the federation	x	
	68	To leave a federation	x	
Extra-curricular provision	69	To decide to offer additional activities and to what form these should take	x	
	70	To put into place the additional services provided	R	x
	71	To ensure delivery of services provided	R	x
	72	To cease providing extended school provision	x	
Inclusion and equality	73	To establish and review a special educational needs (SEN) policy	x	
	74	To establish and publish annually an equality information and objectives statement and review the	x	x

		equality objectives every 4 years		
	75	To designate a 'responsible person' for children with SEN	x	
	76	To designate a 'responsible person' for looked after children	x	
	77	To establish an accessibility plan and review it every three years	x	x
	78	To establish and review annually a child protection policy and relevant procedures	x	x