Scheme of Delegation

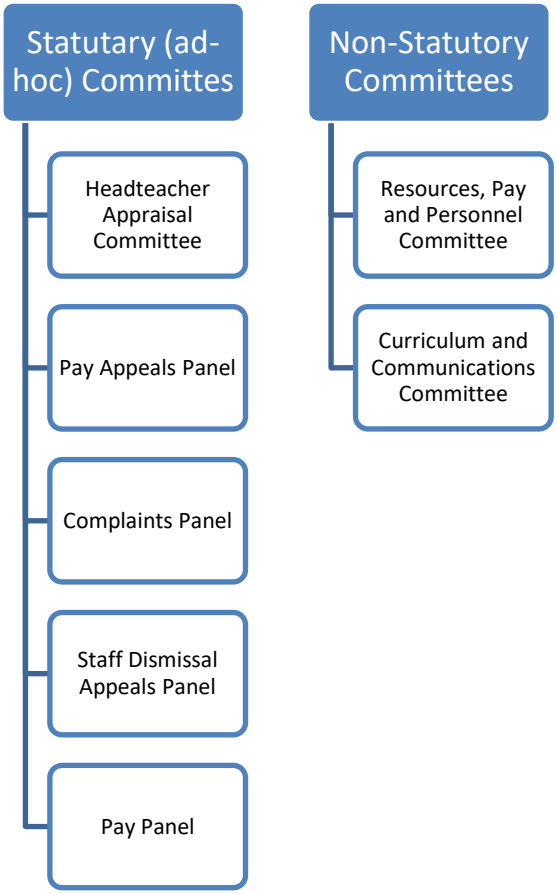
Stanford in the Vale Primary School Governing Body

Approved by the full governing body at its meeting on 10th September 2026

The scheme has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this scheme are delegated to the specified committees of the governing body and post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body. In the absence or incapacity of the head teacher, the delegations stand delegated to the senior leadership team with their agreement unless otherwise directed or agreed by the governing body. In the absence or incapacity of a post holder other than the head teacher, the delegations stand delegated to the head teacher unless otherwise directed or agreed by the governing body.

Instead of exercising delegated powers, a post holder or committee may refer the matter to the appropriate committee or governing body. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.



Stanford in the Vale CE Primary School
Scheme of Delegated Decisions

THE FULL GOVERNING BODY

Composition:

1 LEA Governor
3 Foundation
4 Parent Governors
1 Staff Governor
5 Co-opted Governors
1 Clerk (non-voting)
(The Governing Body can appoint associate members to serve as non-voting governors where it is considered their professional expertise would be of value)

GENERAL STRUCTURE

- The governing body will elect a chairperson and vice chairperson at the first meeting of each school year. Governors will be invited to nominate themselves 1 week before the date of the first governing body meeting. (Employees at the school are not eligible for election.) The term of office for the chair shall be 1 year.
- The full governing body will meet at least 5 times a year.
- All Governors are expected to be a member of at least one committee.
- Each committee should elect a chairperson at the beginning of each school year. The term of office is one year.
- The quorum for a meeting of a committee shall be the greater of a minimum of 50% or 3 members.
- Seven days notice should be given of any committee meetings *(Unless a shorter period is agreed by all members of that committee.)*
- Names of governors and others present should be recorded within the minutes.
- Committee minutes must be signed as approved by the chair of the committee and passed to the Clerk.
- Copies of committee minutes should be circulated to all members of the governing body.
- Any member of the governing body may attend the meeting of any Committee as a non-voting observer.
- Only Governors and Associate Members have the right to vote at committee meetings.
- No vote may be taken unless the majority of members present are members of the governing body.

The governing body is not required to set up an Admissions Committee as the LEA acts as the admissions authority for Community Schools.

COMMITTEES' TERMS OF REFERENCE

- Each of the committees has delegated powers of decision making on policy matters relating to the specific areas of school organisation. Each committee is accountable to the full governing body and should report to them via formal minutes of meetings. All committees must be clerked by one of their members or by an appointed clerk (not the Head teacher).
- All Committees must set an agenda for each meeting and should, at their first meeting of each year, agree upon a work programme for the forthcoming year.

Stanford in the Vale CE Primary School
Scheme of Delegated Decisions

Title of committee	**Resources , Personnel and Pay Committee.**
Composition and membership	Determined by the FGB at the first meeting of the academic year. Minimum of 6 Governors
Quorum	3 or 50% of Committee members whichever is greater.
Chair	As appointed
Frequency of meetings	At least 3 times a year
Minuting and reporting	Nominated member of the Committee
Areas of delegated decision making powers	• To recommend an annual budget to support the one-year objectives identified in the School Improvement Plan, monitor its spending, make any necessary virements and exercise internal financial control. • To receive & consider monitoring budget reports at each meeting and finance governor to receive monthly reports. • To approve the disposal of surplus and damaged equipment and to advise County of any irrecoverable debts. • To establish and review ordering and payment systems • To set a charging and remissions policy • To agree the level of delegation to the head teacher for the day-to-day financial management of the school. • To be responsible for the level of expenditure up to the agreed limit agreed with the full governing body. • To recommend a strategic plan identifying the school's long term aims and one-year objectives in order to achieve them. • To plan and ensure that the school meets Financial Management Standards (SFVS). • To receive, and where appropriate, respond to reports from the Local Authority's auditors • To monitor Pupil Premium and PE spending • To monitor health & safety arrangements • To approve an Expenses Scheme .

	• To approve buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate • To agree a maintenance strategy for new buildings including developing a properly funded maintenance plan • To decide on appropriate short and long term developments to effectively utilise Capital Funding. • To agree and monitor rolling programme for property maintenance. • To approve hiring policy and charges • To carry out annual review of Safeguarding Children and Child Protection policy and procedures and report to the Local Authority • To monitor and review the implementation of the safeguarding policy. • To review and recommend for adoption the Local Authorities procedures for dealing with discipline and grievances and ensure that staff are informed of these. • To decide a behaviour policy • To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance) • To draw up a pay policy for the governing body's approval and make recommendations about their implementation. • To decide on recommendations relating to the pay of all members of staff. • To receive recommendation from the Head Teacher's appraisal committee on the Head Teacher's pay and decide recommendation to take forward to the FGB for approval. • To assist, as required, the head and senior management team in staffing structure reviews. • To review, in consultation with staff, criteria for redundancy to be recommended for the approval of the governing body. • To monitor the Professional Growth Policy and report to the full governing body. • To agree and monitor a training strategy for teachers, support staff and governors. • Where possible and appropriate (and to assist with governor development) to have a representative on interview panels when interviewing for the Senior Leadership Team. (currently two Teaching and Learning Leaders, SENCo and the Headteacher). • To be involved with the appointing of the clerk to the governors.

	• To establish and review an equal opportunities policy. • To liaise with the head concerning recruitment, appointment, deployment and development of staff. • To research and review the opportunities/challenges arising from extended school provision (from a premises and resources perspective) • To read, check and sign a Statement of Internal Control during the month of May. • Annually, Chair of FGB , Chair of RP & P and Finance Governor, plus Headteacher and Finance Officer need to complete a matrix of their own financial competencies. • To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to protected characteristics in the Equality Act 2010) • Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body. • Contribute to governing body and school self-review with particular reference to OfSTED Self Evaluation Form – SEF. • Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan. • Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee

Title of committee	**Curriculum Committee**
Composition and membership	Determined by the FGB at the first meeting of the academic year. Minimum of 5 Governors.
Quorum	3 or 50% of Committee members whichever is greater.
Chair	As appointed
Frequency of meetings	Minimum 3 per year
Minuting	Nominated member of the Committee
Areas of responsibility and delegated decision-making powers	• To report to the Full Governing Body about how the curriculum is taught, evaluated and resourced to enable the governing body to carry out its function. • To provide information to Specialist Governors and other Committees in order for them to fulfil their respective roles. • To contribute to, monitor and evaluate the School Improvement Plan to ensure the raising of standards. • To review the statutory provision for pupils with Special Educational Needs. • To review (amend) and monitor the school's SEND and

	Gifted and Talented policies. • To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination • To monitor the impact of Pupil Premium and Physical Education outcomes. • To monitor pupil achievement against set targets within the Key Stages. • To ensure that the curriculum contributes to community cohesion. • To monitor and review provision within the Foundation Stage. • To compile and keep up to date a written policy on Sex and Relationship Policy. • To publish the School Prospectus. • To ensure provision of RE in line with school's basic curriculum. • To monitor arrangements for collective worship and help update the SIAMS document. • To consult annually before setting an admissions policy. • To consider matters relating to the role of the school in the community, including public relations and communication matters. • To contribute to governing body and school self review with particular reference to OfSTED Self Evaluation Form – SEF. • Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan. • Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee. • To monitor website compliance

Title of Panel	**HEADTEACHER'S PERFORMANCE REVIEW PANEL**

Composition:	3 governors.
Frequency of meetings	Minimum one per year
Areas of responsibility	Meet with Head teacher at least three times during the year to appraise performance and set targets. Arrange for an accredited External Adviser/School Improvement Partner to be present at the Head teacher's appraisals to review his/her performance and agree objectives for the year ahead. Produce a written summary for the Pay Panel to enable them to consider annual pay award.

Title of Panel	**PAY PANEL - FUNCTION EXECUTED BY RP&P**
Composition:	Headteacher plus Governors on the R P & P Committee, who are non-staff governors
Areas of responsibility	In accordance with the Staffing and Pay Policy, review annually and determine Senior Management Teams salaries (two assistant heads and headteacher) for recommendation to the full Governing Body.

Title of Panel	**APPEALS PAY PANEL**
Composition:	Chair of Governors plus 2 other governors (not from Pay Panel representatives)
Areas of responsibility	To hear and respond to complaints in accordance with the Complaints Policy.

Title of Panel	**COMPLAINTS APPEAL PANEL**
Composition:	3 governors (none of whom are in anyway linked to the complaint)
Areas of responsibility	To hear complaints that have not been resolved by earlier stages of the complaints procedure. To hear the complaint; To uphold the complaint in whole or in part; To decide on the appropriate action to be taken to resolve the complaint; To recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

Title of Panel	**STAFF DISMISSALS APPEALS PANEL**
Composition:	Chair of Governors plus 2 other governors
Areas of responsibility	To hear and respond to appeal following recommendation of staff dismissal

Stanford in the Vale CE Primary School
Scheme of Delegated Decisions

GOVERNING BODY DECISION PLANNER KEY

Level 1: Decision to be taken by **full governing body**
Level 2: Decision to be delegated to a **committee** of the governing body
Level 3: Decision to be delegated to an **individual governor**
Level 4: Decision to be delegated to **head**
Level 5: Decision made with the help of appropriate **panel of governors**

The DfES suggests Level 4 for as many functions as possible. But, in deciding, you need to take into account factors like:

- **the experience and wishes of the head;**
- **the extent to which the head is supported by a senior management team;**
- **the availability of good management information *(to ensure that the governing body will still know how or whether the function is being performed after they have delegated)***
- **any special skills or experience the governing body members can offer.**

Key
X Cannot be delegated
✓ Stanford In the Vale Governing Body decision

DECISION PLANNER

		Action Sheets	Decision Level				
Key Function	No	Tasks	1	2	3	4	5
School Budgets **(see also Appendix A Financial limits of Authority)**	1	To approve the first formal budget plan each financial year	✓		**x**	**x**	
	2	To monitor monthly expenditure.		✓		✓	
	3	Miscellaneous financial decisions (e.g. write-offs)		✓			
	4	To enter into contracts above £5000 limit		✓			
	5	To enter into contracts below £5000 limit				✓	
	6	To make payments				✓	
	7	To ensure that school fund is properly audited for presentation to FGB				✓	
Staffing	8	Head teacher appointments	✓	**x**	**x**	**x**	✓
	9	Deputy appointments	✓	**x**	**x**	**x**	✓
	10	Appoint other teachers				✓	✓
	11	Appoint non teaching staff				✓	✓
	12	Pay discretions		✓		**x**	
	13	Establishing disciplinary/capability procedures		✓		✓	
	14	Dismissal of head teacher	✓			**x**	✓
	15	Dismissal of other staff				✓	✓



Stanford in the Vale CE Primary School
Scheme of Delegated Decisions

	16	Suspending head	✔			x	
	17	Suspending staff (except head)				✔	
	18	Ending suspension (head)	✔			x	✔
	19	Ending suspension (except head)				x	✔
	20	Determining staff complement				✔	✔
	21	Determining dismissal payments/ early retirement		✔		x	
	22	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO)	✓				
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✔			✓	
	24	To draft curriculum policy	x	x	x	✔	
	25	To implement curriculum policy				✔	
	26	To agree or reject and monitor curriculum policy		✔		x	
	27	Responsible for standards of teaching				✔	
	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)				✔	
	29	Responsibility for individual child's education				✔	
	30	Provision of sex education – make and keep up to date a written policy		✔	x	x	
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✔				
Performance Management	32	To establish a performance management policy	✔			x	
	33	To implement the performance management policy				✔	
	34	To review annually the performance management policy	✔			x	
Target Setting	35	To set and publish targets for pupil achievement	✔			x	
	36	To ensure that Foundation Stage Profile assessments and Key Stage 1 teacher assessment results are sent to the LA				✓	
Exclusions	37	To decide a discipline policy	✔		x	x	
	38	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	x	x	x	✔	
	39	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. NB the GB must act through their pupil discipline committee		✔	x	x	
	40	To direct reinstatement of excluded pupils	✔		x	x	
Admissions	41	T0 implement Admissions Policy				✔	
	42	To appeal against LEA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LEA is the admissions authority)	✔		x	x	
Religious Education	43	Responsibility for ensuring provision of RE in line with school's basic curriculum.		✔	✔	✓	
	44	Decision to provide RE in line with locally agreed syllabus.		✔		✓	
Collective Worship	41	To ensure that all pupils take part in a daily act of collective worship (after consulting GB)	x	x	x	✔	

	42	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to	x	x	x	✔	
		disapply (after consulting GB)					

Premises	44	Buildings insurance – GB to seek advice from LEA, diocese or trustees where appropriate		✔			
	45	Strategy (including budgeting for repairs etc.) and Asset Management Plans		✔			
	46	To ensure health and safety issues are met		✔			
	47	To ensure that suitable risk assessments are prepared and action taken to minimise risk.				✓	
	48	To set a charging and remissions policy		✔		x	
	49	To review security of school premises and equipment				✓	
	50	To agree level of maintenance service the school will buy from service providers				✓	
	51	To research and draw up an Accessibility Plan for the school				✓	
School Organisation	52	To ensure that the school meets for 380 sessions in a school year				✓	
	53	To draw up instrument of government and any amendments thereafter	✔	x	x	x	
	54	To publish proposals to change category of school	✔		x	x	
	55	To approve the School Improvement Plan following Ofsted inspection	✔			x	
	56	Review and monitor the action plan and the improvements being made as a result of the plan		✔			
	57	To set the times of school sessions and the dates of school terms and holidays.	✔			x	
	58	To prepare and review a strategy for school improvement based on the 'Every child matters' agenda • Stay safe, be healthy, enjoy and achieve, achieve economic well-being and make a positive contribution.				✓	
	59	To ensure that school lunch nutritional standards are met.				✓	
	60	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance.				✓	
	61	To draft and review a policy on absence management.				✓	
	62	To monitor and review pupil attendance				✓	
	63	To ensure that the school contributes to community cohesion				✓	
	64	To monitor accident book and agree appropriate action.				✓	
	65	To approve off-site visits and activities of more than 24 hours or which involve hazardous pursuit or journey by air or sea.	✓			x	
	66	To approve off-site visits and activities up to 1 day.				✓	
	67	To research and review the opportunities / challenges arising from extended school provision (from a pupil learning prospective)				✓	
	68	To put into place additional services provided.				✓	
	69	To have the power to search, with or without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.				✓	

Information for parents	70	To provide information to be published by governing bodies (in so far as approval of the school prospectus and school profile)	✔			x	
	71	To ensure provision of free school meals to those pupils meeting the criteria	✔			✓	
	72	Adoption and review of home-school agreements	✔			X	
	73	To decide whether parenting contracts should form part of the school's attendance policy.				✓	
	74	To implement parent contracts				✓	
GB procedures	75	To appoint (and remove) the chair and vice-chair of the governing body	✔	x	x	X	
	76	To appoint and dismiss the clerk to the governors	✔	x	x	X	
	77	To hold a governing body meeting at least five times in a school year	✔	x	x	X	
	78	To appoint and remove co-opted, including temporary additional governors.	✔	x	x	X	
	79	To set up a Register of Governors' Business Interests	✔	x	x	X	
	80	To approve and set up an Expenses Scheme		✔		X	
	81	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✔			X	
	82	To consider whether or not to exercise delegation of functions to individuals or committees	✔	x	x	X	
	83	To regulate the GB procedures (where not set out in law) Standing Orders	✔	x	x	X	
	84	To establish and review Committees annually.	✓				
	85	To plan and coordinate strategies by which the governing body can demonstrate its accountability and consult parents and community.	✓	✓			
	86	To agree a policy and protocol for governor visits to the school.	✓	✓		✓	

Adopted by Stanford in the Vale Primary School Governing Board on September 10th 2026

Signed**:**

Next review: September 2027