

Scheme of Delegation

Purpose

Revised for the 2021-22 academic year

This paper is proposed for adoption by the FGB on 21/9/21

The paper should be considered alongside the companion documents:

- ToRs for the Standards committee;
- ToRs for the Operations committee;
- ToRs for the Site Development committee;
- Annual Cycle document.

Timing

These arrangements will be in force with effect from 21/9/201

The Full Governing Board

The three core functions of the Governing Board are¹;

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The first of these functions remains with the FGB under the new committee structure. The second and third are delegated to some extent to the committees, but the FGB remains accountable to the DfE & Ofsted for all three core functions.

In addition to overall strategic direction, the following functions must be retained by the Governing Board²:

- Any functions relating to the constitution of the governing board.
- The determination of the membership and terms of reference of any committee.
- The establishment of a selection panel to appoint a headteacher or deputy headteacher.
- Making sure that headteachers benefit from any statutory entitlements and comply with the duties imposed on them, which are contained within the School Teachers' Pay and Conditions Document (STPCD).
- Responding to any report from the local authority that raises serious concerns about the performance of the headteacher.
- Establishing procedures for the regulation of conduct and discipline of staff.
- Making sure that safer recruitment procedures are applied.
- Governors' Terms of Office
- Appointment of Lead Governors (SEND & Safeguarding)
- Governor visits and reports
- Governor training & self-assessment
- Calendar of Meetings (FGB and sub-committees)

¹ Governance handbook, ibid

² <https://schoolgovernors.thekeysupport.com/the-governing-body/committees-panels/governing-body-sub-committees-remits-and-timetables/>

Committees & working parties

In order to effectively carry out its role the Governing Board's functions will be considered, where appropriate, by three primary committees;

- Standards
- Operations
- Site development

In addition, 2 further secondary committees will also be convened during the year;

- Headteacher's Appraisal Committee
- Pay Committee

A number of other ad hoc committees will be convened as circumstances require;

- Appeals Committee
- Complaints Committee
- Disciplinary and Dismissal Committee
- Grievance Committee
- Student Discipline Committee

It may also be necessary from time to time to establish working parties to consider specific matters that may arise.

The difference between a committee and a working party is that committees are empowered to make decisions on behalf of the Governing Body whereas working parties make recommendations to the Governing Board. The extent of delegation of decision-making to committees is defined in the terms of reference for the committees.

Decisions and recommendations by committees are reported to the next full Governing Board meeting.

Membership of committees and working parties shall be firstly determined by governors' skills and secondly by choice. Governors are expected to be a member of at least one of the three main committees. Ad hoc committees and working parties are formed as and when required.

Terms Applying to All Committees

Membership of all committees must be at least 3 members of the Governing Board and at least 3 members must attend for the meetings to be quorate.

Each committee should elect a Chair and Clerk at the first meeting of the academic year for that academic year.

The Chairs of the committees also serve as Vice-Chairs of the FGB, and as members of the other committees.

Each of the primary committees will meet at least once each term.

Agendas and minutes for primary committee meetings will be circulated to all Governors.

If Governors identify issues that arise in committees (through agendas or minutes) on which they do not sit, but on which they wish to express an opinion they should raise the issue with chair of the relevant committee. Chairs may invite the Governor to join the meeting, or they may agree that the Chair will pass on the relevant points.

If Chairs or members of committees have concerns that issues may straddle the remits of more than one committee, they should agree a course of action to manage the overlap with the Chair of the other committee and, if necessary the Chair of the FGB. The agreed arrangements will be reported to the next FGB.

Committees may decide that they will refer a decision to the Full Governing Board, even if it is within the competence of the committee if

- The committee feels that the strategic impact necessitates a Full Governing Board decision. In this case, a recommendation would be expected, for discussion and decision.*
- The committee is sharply divided and unable to reach a decision, and the Chair does not feel it is appropriate to resolve the issue through a casting vote.*

The records and minutes for secondary and ad hoc committees will not be circulated to the Governing Board beyond the committee due to their confidentiality, unless they form part of the evidence for an appeal hearing. Appropriate records will be kept of the meetings of both secondary committees and minutes will be taken at all ad hoc committee meetings and working parties.