

## STATEMENT OF DELEGATED AUTHORITY 2023-24

### ROLES AND RESPONSIBILITIES OF THE GOVERNING BOARD AND THE HEADTEACHER

The Governing Board (GB) of a school has many legal responsibilities and functions. Often the law gives GBs a choice as to whether to carry out their functions themselves or delegate them to the head teacher, a committee or an individual. The GB is responsible for any decision delegated.

For a few functions, the law restricts who can decide or carry out the function, either by placing responsibility clearly on the head teacher alone, or by preventing GBs from delegating, which applies to the approval of the budget only, or by requiring the GB to consider advice. In all other areas, it is for the GB to say how they organise their business, and how much they want the head teacher or others to do on their behalf.

Wherever possible we would like to delegate decisions to the head teacher, but especially in a small school like ours, the following factors are also relevant:

- i) The experience and wishes of the head teacher;
- ii) The availability of good management information (because the GB is still responsible even after it has delegated a function);
- iii) Any special skills or experience that GB members can offer.

Decision levels are reviewed annually or in response to a significant change in circumstances.

**Agreed by the Governing Board on 21<sup>st</sup> September 2023**

Note: A separate policy schedule is maintained detailing the approval levels and review frequency for the school's policies.

**ALLOCATION OF MAJOR RESPONSIBILITIES BETWEEN THE GB AND THE HEADTEACHER**

Function	Task	FGB	Committee	Individual governor	Teacher Head	We have delegated this to:
<b>Admissions</b>	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
	Establish an independent appeals panel when there are admissions appeals	✓				
<b>Behaviour and exclusions</b>	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances		✓	✓		This task can be delegated to the chair or vice-chair in cases of urgency.
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				
<b>Curriculum</b>	Make sure the school teaches a broad and balanced curriculum to the age of eleven				✓	

<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount of five thousand pounds, excluding invoices related to supply teaching staff				✓	
	Make day-to-day spending decisions under the amount of ten thousand pounds for invoices related to supply teaching staff				✓	
	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓				
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction	✓				
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement		✓			
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				

	Monitor impact of pupil premium funding		✓		✓	
	Monitor impact of PE and sport premium funding		✓		✓	
<b>Governing body procedures</b>	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk	✓				
	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	✓				
<b>Health &amp; Safety</b>	Monitor the implementation of the health and safety policy		✓			
	Make sure there is an appointed person in charge of first aid				✓	

<b>Parents and the community</b>	Make sure the required information is published on the school website		✓		✓	
	Approve a complaints procedure	✓				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				
	Make sure the school complies with the Freedom of Information Act 2000		✓			
<b>Pupil wellbeing</b>	Make sure the provision of free school meals to those pupils meeting the criteria				✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				✓	
	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				✓	
<b>Safeguarding</b>	Check that the school complies with statutory guidance on safeguarding	✓	✓			

	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher	✓				
	Monitor the implementation of the safeguarding & child protection policy	✓				
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
<b>Special Educational Needs and Disabilities (SEND)</b>	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report	✓			✓	

	Co-operate with the local authority in developing the local offer				✓	
	Make sure the school follows the statutory SEND Code of Practice				✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓			✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
<b>Staffing matters</b>	Appoint the head teacher	✓				
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed		✓			
	Approve staffing structure changes	✓	✓			
	Dismiss the headteacher	✓				