



Scheme of Delegation

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adapted from The Key's model version**

Review Period: **Annual**

Responsible Committee: **Governing Body**

Statutory: **No**

Required on website: **No**

Ratified by Full Governors: **24 Sept 2026**

Review Due: **Sept 2027**

2. Change History

Version	Date	Amendment or No Change
1	2023 September	Updated in line with NGA model
2	2025 October	Updated as per The Key's Model Scheme of Delegation for a maintained school
3	2026 September	Minor changes

Maintained schools – governing board scheme of delegation

Use this template to determine how your board will delegate certain functions.

The tasks and responsibilities set out are based on:

- > Our article on [the role and functions of the governing board](#)
- > The rules on delegation as set out in Part 5 of the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)
- > [Maintained school governance guide](#)
- > [The School Staffing \(England\) Regulations 2009](#)
- > Guidance on the [constitution of governing bodies of maintained schools](#)
- > Guidance on the [school suspensions and permanent exclusions](#)

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
- We haven't included tasks related to approving policies in this document. Read our other article for the full [list of policies you must have](#), including information on the type of approval needed
- This list isn't exhaustive and you should add anything else you require
- You should double check whether your local authority (LA) has any additional restrictions or guidance on what can be delegated in your school

Note: 'FGB' stands for 'full governing board' throughout this document.

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level (this is a recommendation only, you can choose not to follow this if that works for your board)
	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						
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			School is part of LA co-ordinated scheme for admissions
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓	Monitored by FGB
	Make sure your school leaders fulfil expectations and statutory duties	✓	✓	✓		Monitored by FGB
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it	✓	✓	✓		Monitored by FGB
	Make sure school staff receive adequate training on attendance				✓	Monitored by FGB
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	✓			✓	Headteacher (or in their absence the member of SLT assigned HT responsibilities)
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion	✓	✓			Governors' Disciplinary Committee (GDC) – 3 governors
Curriculum	Make sure the school teaches the National Curriculum				✓	Headteacher

Extended services	Approve the provision of extended services	✓	✓			FGB
	Implement additional service provision				✓	
	Make sure services are delivered				✓	
	Cease providing extended school provision	✓				
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)	✓				
	Monitor school finances	✓	✓	✓		FHSP Committee
	Decide how to spend the delegated school budget as authorised by your LA	✓				
	Decide how far to delegate spending power to the headteacher and set financial limits	✓				
	Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	FHSP Committee
	Approve the Schools Financial Value Standard (SFVS)	✓				
	Monitor impact of pupil premium funding	✓	✓		✓	A pupil premium link governor or committee should report back to the full board who has overall responsibility
	Primary schools insert: Monitor impact of PE and sport premium funding	✓	✓		✓	FGB
	Draw up instrument of government and any amendments thereafter	✓				

Governing board procedures	Appoint and remove the chair and vice chair of the governing board	✓				
	Appoint and remove the governance professional to the governors	✓				Co-Chairs
	Hold full governing board meetings at least 3 times a year	✓				5 meetings p.a.
	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	✓	✓			FHSP Committee
	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	✓	✓		✓	FHSP Committee
Parents/carers and the community	Make sure the required information is published on the school website	✓	✓		✓	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	✓				
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			

	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			FHSP Committee
Pupil wellbeing	Make sure eligible pupils receive free school meals (FSM) (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Headteacher
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training	✓	✓		✓	HT
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and publishes equality objectives and information about how it is doing this	✓				
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	HT
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	✓	✓			FGB
	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 (DSL)				✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	Headteacher
Special educational needs and	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				

disabilities (SEND)	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Curriculum Committee
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child	✓	✓	✓	✓	While these functions can be delegated to a committee, individual governor or headteacher, it's the board's responsibility
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	FGB
	Co-operate with the LA in developing the local offer		✓		✓	Headteacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	FGB
	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	✓	✓		✓	FGB
	Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching				✓	
	Ensure the Inclusion Strategy is in place and monitored accordingly				✓	FGB
Staff performance and pay	Approve pay recommendations	✓	✓			NB Performance Pay awards can now be automatic for all staff; however, the school has retained Performance Related Pay
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 (STPCD)	✓				
	Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				
	Establish procedures for: - 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	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓	✓			FGB
	Community, community special, voluntary controlled (VC) and maintained nursery schools add: Dismiss other staff	✓				The governing board must notify the authority in writing of the decision and the reasons for it
	Community, community special, VC and maintained nursery schools add: Suspend other staff	✓			✓	Headteacher