



Governing Board Scheme of Delegation 2024-25

The Scheme of Delegation sets out the delegated powers between the Full Governing Body, the Headteacher and the Governance Committees in the governance of The Russell School.

The delegated powers are broken down into different levels in line with The Russell School's principles of governance, leadership and operation.

The delegated autonomy is aligned with the need for the school to fulfil its responsibilities and accountabilities to the DfE and the Local Authority (and its representatives).

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the current academic year.

Whilst the Scheme of Delegation is designed to be comprehensive, it will not cover every task.

Policies are approved and reviewed in line with the DfE's Statutory Policy guidance.

Key:

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action can-not be carried out at this level

Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions					
Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			
Behaviour and Exclusions					
Arrange for suitable full-time education for any pupil of compulsory school age who has suspension of more than 5 days	✓			✓	



Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents about a suspension or permanent exclusion	✓	✓			This task can be delegated to the chair or vice-chair in cases of urgency
Curriculum					
Make sure the school teaches the National Curriculum				✓	
Extended Services					
Approve the provision of extended services	✓	✓			
Implement additional service provision				✓	
Make sure services are delivered				✓	
Cease providing extended school provision	✓				
Finance and budgets					
Approve a balanced budget where possible each financial year and submit to the local authority (LA)	✓				While a finance committee can approve a budget, it's best practice for it to be approved by the full board.
Monitor school finances	✓	✓	✓		
Decide how to spend the delegated school budget as authorised by the LA	✓				
Decide how far to delegate spending power to the headteacher and set financial limits	✓				Committees can make a recommendation, but it should be approved by the full board
Enter into contracts and make payments (depending on financial limits set by governing board)	✓	✓		✓	
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



Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
					overall responsibility
Monitor impact of PE and sport premium funding	✓	✓		✓	
Governing board procedures					
Draw up instrument of government and any amendments thereafter	✓				
Appoint and remove the chair the Chair and Vice Chair of the governing board	✓				
Appoint and remove the clerk to the governors	✓				
Hold full governing board meetings at least 3 times a year	✓				
Maintain a published register of interests, including the business and pecuniary interests of governors	✓				
Approve governors' allowances and expenses policy	✓		✓	✓	
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	✓	✓			
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	✓	✓		✓	
Parents and the community					
Make sure the required information is published on the school website	✓	✓		✓	
Approve a complaints procedure	✓	✓	✓	✓	



Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
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)	✓	✓			A data protection champion should report back to the full board which has overall responsibility
Pupil wellbeing					
Make sure eligible pupils receive free school meals	✓	✓		✓	
Appoint a designated teacher to promote the educational achievement of looked-after children (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	✓	✓		✓	
Safeguarding					
Check that the school complies with statutory guidance on safeguarding	✓	✓			
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	✓	✓			
Make sure governors receive safeguarding training	✓	✓	✓	✓	
Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	
Appoint a member of staff to be the designated safeguarding lead				✓	



Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	
Special educational needs and disabilities (SEND)					
Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				
Make sure that the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	
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	✓	✓		✓	
Co-operate with the LA 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) and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	
Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	
Staff performance and pay					
Approve pay recommendations	✓	✓			
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	✓				



Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions Document					
Respond to any report from the LA that raises serious concerns about the performance of the headteacher	✓				
Establish procedures for: <ul style="list-style-type: none"> 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	✓	✓			
Approve staffing structure changes	✓	✓			
Dismiss the headteacher	✓	✓			