



# **Kiwi Primary School**

## **Scheme of Delegation 2024/2025**

Date approved by FGB: 23 September 2024

Review date: September 2025

Responsible: Full Governing Body

# Kiwi School - Ethos and Values

*Children in this school will aim to SOAR: They will:*

**S**trive for success by knowing what success looks like in learning, friendships, community and self.

**O**wn their actions by taking responsibility for themselves.

**A**spire, aim high and be ambitious.

**R**espect our environment and each other, be resilient and reflective.

# Kiwi Primary School

## SCHEME OF DELEGATION

### WHAT IS A SCHEME OF DELEGATION?

In formulating the Scheme of Delegation the FGB considers all the powers, duties and responsibilities that will need to be exercised and decides if and to whom they will be delegated and what day to day management powers will be delegated to the HT.

The Scheme provides clarity about roles and responsibilities, and promotes effectiveness. It also demonstrates to Ofsted Inspectors how the Governing Body (GB) organises its work.

Governors consider what committee structures are appropriate for our school and create balanced committee teams by considering the wishes, strengths and skills of individuals and, where possible, matching them to the relevant committee.

Statutory committees are as follows:

- Staffing Panel
- Staffing Appeals Panel
- Pupil Discipline Committee
- Complaints Committee
- Headteacher's Performance Management (inc. Teachers Pay) Panel

In addition to the statutory committees, the FGB has agreed on delegating some responsibilities to the following committees:

- Finance, HR & Premises

If at any time, due to the mobility issues which arise from Kiwi School's high percentage of pupils from a military background, there are insufficient governors or a high number of new governors the GB may choose to suspend the non-statutory committees and conduct its business via FGB meetings. If this circumstance arises, the FGB will record this decision in its minutes specifying which committees are suspended and all delegated responsibilities for those committees will revert to the FGB unless otherwise agreed and recorded in the minutes.

The Scheme is reviewed annually, at the beginning of each academic year, to take account of any changes in law, statutory duties or school priorities. It will be amended as necessary to take account of any changes in the governing body membership and to ensure the committee structure is fit for purpose.

### ROLE OF THE GOVERNING BODY

The role of the Governing Body is to provide strategic leadership for the school to ensure **every** child gets the best possible education.

The GB has three core functions:

- To ensure clarity of vision, ethos and strategic direction
- To hold the Headteacher to account for the educational performance of the school and its pupils
- To oversee the financial performance of the school to make sure its money is well spent
- To ensure that the voices of stakeholders are heard

## FULL GOVERNING BODY TERMS OF REFERENCE

### Governing Body's Key Purpose

To provide strategic leadership for the school to ensure **every** child gets the best possible education

### Quorum

The quorum for any FGB meeting is one half of the membership of the GB - rounded up and excluding vacancies

### Chairing/Clerking Arrangements

Meetings will be chaired by the Chair of Governors (CoGs) or, in the Chair's absence, the Vice-chair of Governors (VCoGs). The GB will appoint a Clerk to the Governing Body who will take the minutes.

### Frequency of Meetings

At least 6 meetings a year. If committees are suspended (see page 2 of this document) the FGB will meet once a month

<b>General and Procedural Responsibilities</b>
Draft instrument of government and any subsequent amendments
Co-opt governors and appoint (and remove) associate members
Appoint Local Authority governors )
Review governor election materials to ensure that electorate understands what is required of governors.
Agree suspension of governors
Appoint (and remove) the chair and vice chair of the governing body
Determine period of office of chair and vice chair (between 1 and 4 years)
Appoint (and dismiss) the clerk to the governors
Determine any functions to be performed by the clerk to governors <i>that are additional to those laid out in regulations</i>
Establish and review committees
Review the Governors' Code of Conduct to ensure that all governors and associate members are aware that their details will be published and that all are required to provide the information. Governors' explicit agreement to the Code of Conduct should be recorded in minutes.
Approve Annual Governance Statement (no longer statutory)
Determine level of delegation of functions to individuals or committees annually
Establish any required GB procedures (where not set out in law)
<b>School Self Evaluation/School Improvement Planning Responsibilities</b>
Agree the outcomes of the School's Self Evaluation process
Agree long term vision and strategic plan
Approve school improvement plans and evaluate their impact
Appoint governors for SEND, safeguarding, whistle blowing, Pupil Premium, Health & Safety
Ensure OFSTED recommendations are incorporated into the school improvement plan

<b>Data Analysis and Target Setting Responsibilities</b>
Scrutinise a range of pupil performance data to evaluate the school's performance, <i>especially the DfE's compare school performance tables, Analyse School Performance and the Inspection Dashboard Summary Report</i>
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them
Scrutinise analysis of examination results and key stage assessments against agreed targets
<b>Extended Services Responsibilities</b>
Review provision and impact of additional services
<b>Discipline/Exclusions Responsibilities</b>
Agree a behaviour principles statement and ensure that this is posted on the school website Als
Monitor Exclusion rates – Elective Home Education – any patterns the board needs to be aware
<b>Premises Responsibilities</b>
Approve hiring policy and charges
Agree level of maintenance service the school will buy from service providers
<b>Staffing Responsibilities</b>
Formally approve appointments of head teacher and deputy head teacher
Nominate 2/3 governors to conduct head teacher's performance management
Approve, and keep under review, a school pay policy/teachers' pay policy
Approve, and keep under review, a teacher appraisal policy
Consider a report from the head teacher on the operation of the appraisal policy (to include information as outlined in the school's appraisal policy)
Determine the school's staffing complement and structure
Appoint selection panel for head teacher and deputy head teacher appointments
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training
<b>Finance Responsibilities</b>
Award contracts above £10,000
Approve transfers between budget headings above £10,000
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)
Agree the first budget plan, prioritised against school improvement priorities
Review contracts and services due for renewal if for more than 1 year and the total exceeds £10,000
Approve purchase of services from local authority and other sources where cost of service is over £10,000
Approve the disposal of surplus and damaged equipment above £10,000
Ensure the budget has allocated funds to support the school improvement plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes
Agree end of year budget rollover

Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning
Evaluate the impact of the allocation of the primary school sport premium funding in improving the quality and breadth of PE and Sport provision (primary schools)
<b>School Organisation Responsibilities</b>
Publish proposals to change category of school
Consider forming, joining or leaving a federation <i>or multi-academy trust</i>
Set the times of school sessions and <u>the dates of school terms and holidays</u> .NB: The government included a change of responsibility in the 2015 Deregulation Act - but it was never enforced – so this responsibility still lies with the LA and not the school.
<b>Health, Safety/Child Protection/ Safeguarding Responsibilities</b>
Keeping Children Safe in Education from <b>1<sup>st</sup> September 2024</b> (Part 1, Annex 1: particularly governor oversight)
Approve Child Protection Policy and review its effectiveness at least annually
Consider school’s annual safeguarding audit and monitor subsequent action plans
Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy
<b>Curriculum/ Inclusion/ Equality Responsibilities</b>
Approve the school’s SEND policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND
<b>Pupils, Parents and Community Responsibilities</b>
Agree parental complaints procedure and publicise to parents
Ensure the governing body can demonstrate its accountability to parents
Revisiting the school’s vision statement annually – bearing in mind any current government restrictions (post-Covid)
Consider matters relating to the role of the school in the community

