



Ranelagh Primary School

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Headteacher: Mrs O. Hopper

Governing Body Scheme of Delegation (Decision Planner)

Reviewed on: 16th March 2026

Next Review due: Spring 2027

Signed by:

A handwritten signature in black ink, appearing to be 'S. Hopper', written over a horizontal line.

Chair of Governors

Signed by:

A handwritten signature in black ink, appearing to be 'Hopper', written over a horizontal line.

Headteacher

The tasks and responsibilities we've set out are based on:

- The rules on delegation as set out in Part 5 of the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)
- [The Governance Handbook](#)
- [The School Staffing \(England\) Regulations 2009](#)

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.

'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	>	>	>	>	>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					As a maintained school we follow SCC admission policy. FGB to ensure arrangements are published.
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than 5 school days					
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances					Chair or vice chair in cases of urgency
Curriculum	Make sure the school teaches the National Curriculum					

>Function	>Task	>	>	>		We have delegated this to:
Extended services	Approve the provision of extended services					
	Implement additional service provision					
	Make sure delivery of services provided					
	Cease providing extended school provision					
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA)					Resources committee can recommend approval but must be ratified by FGB

	Monitor school finances					
	Decide how to spend the delegated school budget as authorised by your local authority (LA)					
	Decide how far to delegate spending power to the headteacher and set financial limits					Resources committee can recommend approval but must be ratified by FGB
	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					

	Monitor impact of PE and sport premium funding					
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Function	Task					We have delegated this to:
Governing board procedures	Draw up instrument of government and any amendments thereafter					
	Appoint and remove 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 a 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 & Safety	Monitor the implementation of the health and safety policy					

	Organise health and safety checks in the school					
	Make sure there is an appointed person in charge of first aid					

Function	Task					We have delegated this to:

Parents and the community	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					
	Make sure the school complies with the General Data Protection Regulations (GDPR)					
Pupil wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)					
	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					
Safeguarding	Check that the school complies with statutory guidance on safeguarding					
	Monitor the implementation of the child protection policy					

Function	Task					We have delegated this to:
	Make sure a senior board level governor takes leadership responsibility for safeguarding and that they receive training					
	Make sure governors receive safeguarding training					
	Appoint a member of staff to be the designated safeguarding lead					
	Make sure that effective support is provided for any employee facing an allegation					
School organisation	Set the times of school sessions					
	Make sure that the school meets for 380 sessions in a school year <i>Please note: for the 2021/22 academic year, this is 378 to account for the additional bank holiday</i>					
	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND					
Special Education al Needs	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness					

and Disabilities (SEND)	Make sure that parents are notified by the school when special educational provision is being made for their child					
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	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					

Function	Task					We have delegated this to:
	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					
Staff performance and pay	Approve pay recommendations					
	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation					
Staffing matters	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					
	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					

Function	Task					We have delegated this to:
	Dismiss other staff					
	Suspend other staff					The governing board must notify the authority in writing of the decision and the reasons for it.