This framework is produced for use by the Board when conducting an annual review of their Scheme of Delegation. It has been compiled to help distribute their responsibilities across the full governing board and any committees as well as, where deemed appropriate, to individual governors, the Interim Executive Headteacher or Acting Headteacher.

It is likely that the Board will want to add to the responsibilities listed under some of the headings with others that reflect the year's priorities e.g. to nominate link governors as advocates for vulnerable groups of pupils. It is for the Board to determine the Scheme of Delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the Executive Headteacher to account for the performance of the schools and its students, the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent.

The framework includes the key responsibilities expected to be undertaken by governing boards and indicates by shading of boxes where specific responsibilities **cannot** legally be undertaken.

Whilst the framework allows for many responsibilities to be delegated to individual governors or to the Interim Executive Headteacher, it is expected that Board will want to fulfil most of their responsibilities at full governing board meetings to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the Board retains overall responsibility. They do not include functions that fall within the Interim Executive Headteacher/Acting Headteacher school management responsibility e.g. responsibility for each students education.

General and Procedural Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Draft, approve and submit Instrument of Government (IOG) and any subsequent amendments	✓			
Appoint co-opted governors	✓			
Appoint nominated local authority governors	✓			
Review governor election materials to ensure that electorate understands what is required of governors	✓			

General and Procedural Responsibilities	FGB	Panel / Comm	Indv. Gov	EHT
Agree suspension of governors	✓			
Appointment and removal of the Chair and Vice Chair of the governing board	✓			
Determine period of office of Chair and Vice Chair (between 1 and 4 years)	✓			
Appointment and removal of the Clerk to Governors	✓			
Perform such other tasks as may be determined by the governing board from time to time		✓		
Elect or appoint committee Chairs	✓			
Appoint governors for Special Education Needs & Disability, Safeguarding (Child Protection) and Careers and any others agreed by the governing board, e.g. Health & Safety, Quality of Education etc.	✓			
Publication of Governor's Details and the Register of Interests	✓			
Review the Governors' Code of Conduct to ensure all governors and associate members are aware that their details (as per above) 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	✓			
Approve all statutory policies and documents, as required by legislation and also those recommended by the local authority which is considered best practice model policies. The governing board must ensure they monitor their ongoing effectiveness and review as per the prescribed obligation.	✓			✓
Determine level of delegation of functions to individuals or committees annually	✓			
Establish any required governing board procedures (where not set down by legislation)	✓			

Schools Self Evaluation/Schools Improvement Planning Responsibilities	FGB	Panel / Comm	Indv. Gov	EHT

Agree the outcomes of the school's Self Evaluation process (SEF) and record in minutes	✓			
Agree long term vision for the strategic plan and review ongoing progress	✓			
Approve Schools Improvement Plans (SDP) and any Raising Attainment Plan (RAP)	✓			
Monitor the progress and implementation of the SDPs/RAPs and evaluate the impact that the SDPs/RAPs have on raising standards	✓			
Ensure OFSTED recommendations are incorporated into the SDPs/RAPs	✓			

Data Analysis and Target Setting Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Scrutinise a range of pupil performance data to evaluate the school's performance	✓			
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	✓			
Ensure rigorous assessment processes are in place	✓			

Discipline/Exclusions Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Agree a Behaviour Principles Statement and ensure this is posted on the school website		✓		
Draft each Schools Behaviour policy and publicise to staff, students and parents				✓

Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination		✓		
Consider parents' representation about exclusions		✓		

Premises Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Arrange for regular monitoring and inspection of each school premises	✓		✓	
Ensure risk assessments are in place and reviewed regularly			✓	
Ensure the level of security provision for each school premises and equipment is appropriate for its need				✓
Agree funded maintenance plans	✓			
Agree level of maintenance services the schools will buy from service providers	✓			
Approve lettings policy and charges	✓			

Staffing Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Formally approve appointments of the Executive Headteacher	✓			
Formally approve appointments of School Leaders	✓			
Appoint an external adviser to assist with the Executive Headteacher's Performance Management	✓			
Nominate 2/3 governors to conduct Executive Headteacher's Performance Management	✓			

Approve, and keep under review, the Pay policy		✓		
Fulfil role expected of governing boards, in adopted procedures, for range of staffing issues e.g. discipline, *capability,* grievance, redundancy, termination of employment		✓		
Approve a Statement of Procedures for Dealing With Allegations of Abuse Against Staff				✓
Approve applications for early retirement, secondment and leave of absence not covered by local agreements	✓			
Approve, and keep under review, a Teacher Appraisal policy	✓			
Approve Teachers' Pay decisions following recommendations of the Interim Executive Headteacher		✓		
Consider a report from the Interim Executive Headteacher on the operation of the Appraisal policy (to include information as outlined in the school's Appraisal policy)	✓			
Approve each school's staffing structure	✓			
Ensure that required staffing policies and procedures are in place and implemented				✓
Delegate a selection panel for Head Teacher Appointment Panel (HAP)	✓			
Ensure that at least one person on the selection panel for appointment has completed safer recruitment training	✓	✓	✓	

Finance Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Approve annual budgets	✓			
Ensure the budgets are only spent for school purposes	✓			
Ensure the budgets have allocated funds to support the School Improvement Plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes				✓
Ensure the schools are compliant with the Schools Financial Value Standards (SFVS)	✓			

Approve transfers between budget headings (governing board to determine levels of authorisation)	✓			
Ensure proper systems are in place for ordering and payments and that the governing board have given approval to the appropriate signatories for authorising such ordering and payment actions	✓			
Appoint auditors to conduct audits of the School Funds on an annual basis				✓
Receive said annual report of the audited accounts of the School Funds	✓		✓	
Maintain and review a Charging and Remissions policy	✓			
Maintain and review a Governors' Allowances scheme	✓			
Ensure all other required finance policies and procedures are in place and implemented	✓			
Determine the level of authorisation of the awarding of contracts	✓			
Review contracts and services due for renewal (governing board to determine levels of authorisation)				✓
Approve purchase of services from local authority and other sources (governing board to determine levels of authorisation)				✓
Approve the Asset Registers and consider outcome for approved disposal where appropriate			✓	
Receive, and where appropriate respond to, reports from local authority auditors	✓			
Consider annual financial benchmarking data and analyse outcomes	✓			
Evaluate the impact of the allocation of Pupil Premium funding in overcoming barriers to learning	✓			

School Organisation Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Publish proposals to change category of any school	✓			

Consider forming, joining or leaving a federation Consider forming or joining an Academy/Multi Academy Trust	✓			
Ensure the schools meet for 380 sessions in a school year				✓

Health, Safety/Child Protection/Safeguarding Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Ensure compliance with health, safety and safeguarding legislation is applied to all relevant areas	✓		✓	
Approve a Health & Safety Policy and monitor its implementation	✓		✓	
Conduct inspections of buildings, plant and equipment			✓	✓
Approve off-site visits and activities (administration conducted through EVOLVE - Hampshire county Council)	✓			
Approve Child Protection Policy, plus its' appendices, and review annually to ensure that the robust measures in safeguarding children are met	✓			
Ensure effectiveness of record keeping related to safeguarding responsibilities including maintenance of the Single Central Record (SCR)			✓	
Consider each schools annual safeguarding audit and monitor subsequent action plans	✓			
Ensure safer recruitment requirements are met			✓	

School Admission Responsibilities (Voluntary Aided and Foundation schools ONLY)	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Establish the Admissions policies and publish on the website	✓			
Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.)	✓			
Consider admissions applications	✓	✓		

Appeal against local authority direction to admit pupils		✓		

Curriculum/Inclusion/Equality Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**
Establish, and keep under review, policies on Sex Education and publicise to parents and carers	✓			
Approve the Special Educational Needs & Disability (SEND) policies and publicise to parents and carers and report annually to parents on provision for pupils with SEND	✓			
Prohibit the ideological challenge of terrorism, threat and also that of political indoctrination and ensure the PREVENT strategic objectives work in an appropriate way for your school				✓
Designate a "responsible person" *(staff)* for pupils with SEND in each school				✓
Designate a "responsible person" *(staff)* for Looked After Children (LAC) in each school				✓
Ensure that the statutory requirements for Early Years Foundation Stage have been implemented				✓
Establish Accessibility Plans and review it at least every three years				
Establish and publish annually an "Equality information and objectives statements" and review equality objectives every four years	✓			
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day) Secondary				✓
Ensure provision of Religious Studies in line with the school's basic curriculum				✓

Pupils, Parents and Community Responsibilities	**FGB**	**Panel / Comm**	**Indv. Gov**	**EHT**

Ensure that schools policies and procedures for looked after children (LAC) are consistent with the measures set out in the statutory guidance.				✓
Ensure legally required information is published online, including annually required information e.g. report on SEND, Pupil Premium funding	✓			
Agree parental Complaints Procedure and publicise to parents	✓			
Consider parental complaints against Executive Headteacher (as outlined in Complaints Procedure)	✓			
Ensure the governing board can demonstrate its accountability to parents	✓			
Adopt (and keep under review) home-school agreements	✓			
Consider matters relating to the role of the schools in the community	✓			
Ensure the schools have a published Freedom of Information scheme	✓			
Establish a Data Protection policy and review it at least every two years				✓
Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals (where applicable)				✓