

The ACE Centre Nursery School

Scheme of Delegation

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
Academy conversion/ Federation	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	✓			
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓		✓	
	Make sure the school teaches the National Curriculum	✓	✓		Delegated to the Chair or Vice-chair in cases of urgency

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
Behaviour and exclusions	Approve the provision of extended services	✓		✓	
	Implement additional service provision	✓			
Curriculum	Make sure services are delivered			✓	
	Cease providing extended school provision			✓	
Extended services	Approve a balanced budget each financial year and submit to the local authority (LA)	✓			
	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	✓			
Finance and budgets	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	✓			
	Draw up instrument of government and any amendments thereafter	✓		✓	
	Appoint and remove the chair and vice chair of the governing board	✓			

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
	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	✓			
Governing board procedures	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	✓			
	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			✓	
	Make sure the required information is published on the school website	✓	✓	✓	
	Approve a complaints procedure	✓		✓	
Health and safety	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓	✓	✓	

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
	Make sure the school complies with the Freedom of Information Act 2000	✓			
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓		
Parents and the community	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	✓			
	Check that the school complies with statutory guidance on safeguarding	✓	✓	✓	
	Make sure the school has effective safeguarding policies and procedures in place	✓	✓		
Pupil wellbeing	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate 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			✓	
Safeguarding	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 education provision is made for any pupil who has SEN, and monitor its effectiveness	✓			

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
	Make sure that parents are notified by the school when special educational provision is being made for their child		✓	✓	
	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		✓	✓	
Special educational needs and disabilities (SEND)	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	✓		✓	
	Approve pay recommendations			✓	
	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	✓			
	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	✓			

Function	Task	FGB	Individual governor	Headteacher	We have delegated this to:
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓			
Staff performance and pay	Make sure employment law and guidance is being followed	✓		✓	
Staffing matters	Approve staffing structure changes	✓			
	Dismiss the headteacher	✓			