Scheme of Delegation
St Luke's Primary School

Agreed by the Governing Board on: 29th September

2026

Next review date: Autumn 1 2027

Governing Body Scheme of Delegation

The Governing Body have agreed this Scheme of Delegation, established as a formal schedule that distinguishes between matters reserved exclusively for Governors' approval or decision, and matters delegated to committees and individuals. The Scheme of Delegation includes the financial limits.

To be read in conjunction with:
1. Governing Board Committee Structure and Terms of Reference
2. Financial Regulations for Schools
3. Scheme for the Financing of Schools

1. The Scheme has been developed in order to clarify the responsibilities and powers of Governors and members of staff employed at the school in respect of key aspects of the management of the school, and to ensure compliance with legal requirements and, where appropriate, LA policies.

2. The Scheme sets out the delegations for the specified committees of the Governing Body and post holders employed in the school. A committee may delegate tasks to an individual member, but responsibility and accountability may not be delegated.

3. Delegations may not be exercised other than by the designated person or committee, unless otherwise directed or agreed by the Governing Body.

4. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post - holder other than the Headteacher, the delegations remain delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.

5. Instead of exercising his/her delegated powers a post - holder or committee may refer a matter to the appropriate committee or Governing Body.

6. Powers to be exercised only by the Full Governing Body:
- co - opt or appoint persons to the Governing Body or committee
- elect the Chairman and Vice - chairman of the Governing Body
- appointment/dismissal of Clerk to the Governors
- ratify School Policies
- approve the school budget

7. The Chair of Governors is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

8. The Full Governing Body also has a Duty to:
- hold a meeting at least once a term
- ensure that the National Curriculum is implemented

9. None of the responsibilities under Points 6 and 8 may be delegated.

10. This scheme of delegation is reviewed annually by the Governing Body.

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

Full Governing Body	Chair – Michael Blaby
Finance, Premises and Personnel Committee	Chair – Greg Solomon

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
	Establish an independent appeals panel when there are admissions appeals	✓				FGB
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 five school days				✓	Headteacher

	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances	✓	✓	✓		This task can be delegated to the chair or vice-chair in cases of urgency.
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				This task can be delegated to the chair or vice-chair in cases of urgency.
Curriculum	Make sure the school teaches a broad and balanced curriculum				✓	Headteacher
Finance and budgets	Make day-to-day spending decisions under the amount of £2,500				✓	Headteacher
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓			Finance, Premises & Personnel Committee
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				FGB
	Appoint a registered statutory auditor and prepare annual financial statements	✓	✓			FGB
	Approve a balanced budget each financial year and submit to the LA	✓				FGB

	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				FGB
	Monitor impact of pupil premium funding	✓	✓		✓	Head to report back to governors
	Monitor impact of PE and sport premium funding	✓	✓		✓	Head to report back to governors
Governing body procedures	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair	✓				FGB
	Appoint a clerk	✓				FGB
	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	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB – supported by Headteacher
	Delegate functions to committees and individuals	✓				FGB
Health & Safety	Monitor the implementation of the health and safety policy	✓	✓			FGB
	Make sure there is an appointed	✓	✓		✓	Headteacher

	person in charge of first aid					
Parents and the community	Make sure the required information is published on the school website	✓	✓		✓	Headteacher
	Approve a complaints procedure	✓				FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			Headteacher
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria	✓	✓		✓	Headteacher
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training	✓	✓		✓	Headteacher
	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	✓				FGB

	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Headteacher
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB – Safeguarding governor to monitor
	Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board	✓	✓		✓	Headteacher
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Headteacher	✓	✓			This task can be delegated to the chair or vice-chair in cases of urgency.
	Monitor the implementation of the child protection policy	✓				FGB
	Appoint a member of staff to be the designated safeguarding lead				✓	Headteacher
	Make sure that effective support is provided for any employee facing an allegation	✓	✓		✓	Headteacher

Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				FGB
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Headteacher
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	Headteacher
	Make sure the school produces and publishes online its school SEN information report	✓	✓		✓	Headteacher
	Co-operate with the local authority in developing the local offer		✓		✓	Headteacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Headteacher
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school	✓	✓		✓	Headteacher
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and				✓	Headteacher

	providing appropriate teaching					
Staffing matters	Approve pay recommendations	✓	✓			FGB
	Establish a selection panel to recruit a headteacher or deputy headteacher and approve or appoint its recommendation	✓				FGB
	Respond to any report from the LA that raises serious concerns about the performance of the Headteacher	✓				FGB
	Establish procedures for: • Regulation of staff conduct and discipline • Staff grievance Capability of staff	✓				Headteacher
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the Headteacher	✓				FGB