



Scheme of Delegation

Terms of Reference for Lead Governors,
Committees and Panels

Adopted by: FGB

Last review: 14 September 2023

Next Review: September 2024 (or at the next change in membership)

Reviewed by: FGB



Finance

Lead governor / portfolio holder: *David Chugg* chuggd@westberryyederation.org.uk

Policies and Documents delegated to this governor:

- Charging and Remissions Policy (Statutory)
- Governor Allowances / Expenses Policy (Statutory)
- Finance Policy (Statutory) – recommendations to be taken to the FGB for approval
- School’s Financial Value Standard (SFVS) Return (Statutory)
- Arrears Management Policy
- Preschool charging policy

Duties which are delegated to this governor:

Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

D Delegated to Lead Governor(s) **R** Make Recommendations to Full Governing Board

<p>In consultation with the headteachers <i>and Senior Administrator</i> and taking into consideration:</p> <ul style="list-style-type: none"> • available resources • sustainability of commitments • the school improvement plan (or school development plan) • forecast pupil numbers • anticipated contractual liabilities • other relevant factors <p>the governor to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.</p>	R
<p>To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.</p>	D
<p>To ensure the establishment and maintenance of an up to date 3 - 5 year financial plan, ensuring that current data is used to inform the 3 year plan.</p>	D
<p>To monitor budgets for all funds under the governing boards control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing board.</p>	D
<p>To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include a:</p> <ul style="list-style-type: none"> • Finance Policy • Charging and Remissions Policy • Governor Allowances / Expenses Policy 	R D D
<p>To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in the Autumn term and to provide an agreed response to the consultation.</p>	D
<p>To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds.</p>	D
<p>To make decisions in respect of service level agreements and service contracts</p>	D

To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice.	D
To monitor the proper allocation of pupil premium, sports funding, CiC funding allocation and report to the full governing board.	D

Personnel

Lead governor: [David Richardson richardsond@westberryfederation.org.uk](mailto:richardsond@westberryfederation.org.uk)

Policies and Documents delegated to this governor:

- Staff Capability Policy (Statutory)
- Staff Discipline Policy (Statutory)
- Staff Grievance Policy (Statutory)
- Pay Policy (Statutory)
- Teachers' Appraisal Policy (Statutory)
- Whistleblowing Policy (Statutory)
- Central record of recruitment and vetting (DBS) checks
- Contract of Employment for each member of staff

Duties which are delegated to this governor / trustee/ this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

In consultation with the Headteacher and giving consideration to the School Development Plan, to review the staffing structure annually and whenever a vacancy occurs.	D
To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full governing board.	R
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with Devon County models; and ensure that staff are informed of these.	R
To approve the Teacher Appraisal Policy	D
To review the training requirements of the school workforce and make recommendations.	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	D
To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in school.	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments. Ensure every member of staff has a Contract of Employment.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D

Premises

Lead governor: *Debbie Radley* *Debbie Radley*

Policies and Documents delegated to this governor:

- Lettings Policy (Statutory)
- Accessibility Plan (Statutory)

Duties which are delegated to this governor:

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To assist the headteacher and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	D
To agree a lettings policy.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties.	D

Health and Safety and Welfare

Lead governor: *Debbie Radley* *Debbie Radley*

Policies and Documents delegated to this governor:

- Health and Safety Policy (Statutory)

Duties which are delegated to this governor / trustee/ this committee:

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To assist the headteacher and discharge the responsibilities of the governing board on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D
Ensure that the free school meal provision is being met	D
Ensure that nominated First Aiders have appropriate training which is kept up to date.	D

GDPR and Data Protection.

Lead governor: *Allie Barnett* *Alison Barnett*

Policies and Documents delegated to this governor:

- Information Security Incident Management
- Privacy Impact Assessment
- Information Assurance Policy
- Data Subject Rights Procedure
- Data Protection Policy
- Security Incident Management
- Services & Data Protection

Duties which are delegated to this governor / trustee/ this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

Champion data protection and GDPR with the board and ensure the board has knowledge of the regulation. Be a source of challenge and support to the SLT and the DPO on all areas of GDPR and data protection. Ensure the DPO has access to relevant training.	D
Ensure the DPO makes 6 monthly reports to the board detailing what is being achieved in terms of compliance and how the DPO is keeping up to date with current legislation and guidance. Ensure the DPO provides a written report.	D
Monitor the implementation of the GDPR and ensure an action plan is in place to address any areas for improvement.	D
Review and adopt the policies listed above and ensure these are published where possible on to the school website.	D
Ensure risk of fines is added to the risk register.	D
Act as the data protection 'champion'. Keep up to date with data protection changes, meet with the DPO 6 monthly and add data protection to meeting agendas where necessary	D
Ask questions about data protection on school visits: <ul style="list-style-type: none"> ● For pupils, questions should cover how they learn about keeping information safe and the use of technology ● For staff, questions should cover what training they receive, if they know what would count as a data protection breach, what procedures they should follow to keep personal information safe, and whether they understand how data protection fits with safeguarding 	D

Curriculum.

Lead governor / portfolio holder: [Debbie Radley](#) [Debbie Radley](#) [David Chugg](#)
chuggd@westberryfederation.org.uk

[Monitoring the Quality of Education - Governors for Schools Webinar](#)

[Example Monitoring Questions - Curriculum](#)

[Example Monitoring Questions - Data](#)

<https://www.westberryfederation.org.uk/our-curriculum>

<https://www.gov.uk/national-curriculum>

Policies and Documents delegated to these governors:

- Governor Visits Policy & Protocol
- Curriculum information published on school website (Statutory)

Duties which are delegated to this governor:

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To monitor the implementation of changes to the school curriculum in line with national and local guidelines, legislation and requirements	D
To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, report to full governing board	D
To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Improvement Plan. Link to an agreed programme of governor visits at full governing board level	R
To establish/recommend as appropriate the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation.	D
To ensure the continued knowledge and understanding of governors in respect of the National Curriculum	D
To ensure statutory information relating to the curriculum is published on the school website including: <ul style="list-style-type: none"> • The content of the curriculum by academic year and subject • How parents (including prospective parents) can obtain further information in relation to the curriculum • Key Stage 1 phonics and reading schemes in operation 	D D D D
Review & recommend term dates including non-pupil and inset days	R

Inclusion / SEND/Equalities

Lead governor: *Campbell Orr* **Campbell Orr**

Policies and Documents delegated to this governor:

- SEND Policy (Statutory)
- Information relating to SEN provision published on school website (Statutory)
- Equality Policy (or information) and Equality Objectives (Statutory)
- Supporting Pupils at School with Medical Conditions Policy (Statutory)
- Attendance Policy
- P E Grant, information on spending published on school website (Statutory)
- Exclusion procedures (if not included in Behaviour Policy) (Statutory)

Duties which are delegated to this governor/trustee / this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

To ensure that the requirements of children with Special Education Needs and Disabilities are being met by developing a SEND Policy, including provision for gifted and talented children to recommend to the full governing board. Highlight any resourcing/finance/staffing issues to the finance lead.	R
Monitor the implementation and effectiveness of the agreed SEND policy and report to full governing board. Ensure relevant information relating to SEN is published on the school website.	D
To ensure the needs of <i>all</i> pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups. (Including: children in care; children with medical needs in school; children with English as a second language; children who attract additional funding – such as Pupil Premium, Sports Grant, Free School Meals - ; ethnic minority and traveller children; forces children etc.)	D
Ensure that governors involved with SEND monitoring have current valid training to support their role.	D
To ensure that the school meets the statutory requirements relating to equality legislation including providing information (or an agreed policy) on the school website to comply with the Public Sector Equality Duty.	D
To ensure the governing board meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority. (The LA has a legal duty to involve parents, children & young people in the development of the local offer, i.e. what can be expected for all children & young people with SEND)	D
To monitor and evaluate the impact of Pupil Premium and Sports Grant funding and report to full governing board. Ensure information is published on the school website to show how the money has been spent.	D

Pupil Premium

Lead governor: David Richardson richardsond@westberryfederation.org.uk

Policies and Documents delegated to this governor:

Duties which are delegated to this governor: (*Governance Handbook*)

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

The purpose of the pupil premium is to narrow attainment gaps between pupils eligible for the premium and their peers. Boards should ensure that pupil premium funding is being spent on improving attainment for eligible pupils. It is the responsibility of the Governing Board to ensure that the school's Pupil Premium Strategy is established to address the barriers to learning identified in their setting.

D Delegated to Lead Governor(s) **R** Make Recommendations to Full Governing Board

The Pupil Premium Governor(s) will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
To be familiar with the concept of the pupil premium; what it is, why it has been set in place, how it is allocated, how it is calculated, how much money is allocated to the school and which groups of pupils attract the premium. Ensure school has identified all children eligible for the pupil premium including those eligible for the early years pupil premium funding where there is a school-run nursery provision; Pupil Premium Plus for Children in Care/adopted children and Service Premium for pupils with parents in the armed forces.	D
To keep the board up to date with work undertaken by the Pupil Premium Governor through regular (at least termly) written reports supplied to the FGB.	D
To ensure that the school appoints a staff member as the Pupil Premium champion and provides appropriate training for this individual.	D
To act as a governor champion for disadvantaged children during board meetings and governor monitoring visits in order to ensure this remains a priority in all aspects of decision making.	D
To ensure that the school website is compliant with statutory requirements and a meaningful summary is published detailing how funding is used and the difference it is making.	D
To monitor to ensure that all staff are aware of the school's Pupil Premium strategy.	D
To work with the staff Pupil Premium champion and the leadership team to ensure that a pupil premium strategy is developed for approval by the board which: <ul style="list-style-type: none"> ● Identifies the barriers faced by pupils eligible for Pupil Premium funding* ● Gives details of how the resources are to be allocated ● Gives an overview of the actions to be taken ● Gives a summary of the expected outcomes ● Identifies ways of monitoring the effectiveness of these actions as they are ongoing and notes who will be responsible for ensuring that this information is passed to the Pupil Premium governor and the board ● Explains what will be evaluated at the end of the action and what measures of success will be applied ● Allows the SLT and governors to know and be able to intervene quickly if outcomes are not improving in the way that they want them to. 	R
To monitor spending of the Pupil Premium, ensuring the money is spent in identifiable ways to support target groups of pupils.	D

Monitor the short term uses of the funding (e.g. with Year 6 or 11) and the longer term uses (e.g. with Year 5 or 10 and below). Is the balance right?	R
To challenge the allocation of the pupil premium grant if there is no clear audit trail evidencing appropriate use of the resources.	R
To have knowledge of what systems are in place in the school for evaluating the impact of pupil premium and how this is reported to the board.	D
To monitor the impact of funding on outcomes for children, so that academic progress is accelerated, standards of behaviour and emotional wellbeing are high and there are no gaps in attendance.	D
To understand relevant school pupil performance data that shows progress of different groups over time in order to challenge headline data for Pupil Premium pupils in all year groups across the school, not just at the end of key stages.	D
To support the school in developing positive family and community links in order to raise aspirations for pupils eligible for Pupil Premium funding and celebrate the achievement of all pupils including vulnerable groups.	D
To monitor attendance, punctuality and behaviour (particularly exclusions) of pupils eligible for Pupil Premium funding and the effectiveness of action to address any identified issues or patterns.	D
To contribute to strategic planning for future improvements to enhance the progress of disadvantaged pupils and report to the board with recommended improvements; recommend a timeline for the next pupil premium strategy review.	R

* Barriers might include literacy or numeracy; behaviour for learning; self-esteem or confidence issues; home environment; lack of access to basic school equipment; punctuality or attendance; social integration issues; geographical issues; community issues; lack of a positive role model at home; lack of engagement, interest or aspiration.

Safeguarding

Name of Safeguarding Governor: Campbell Orr Campbell Orr

Name of Deputy Safeguarding Governor: Caroline Raby Caroline Raby

Duties which are delegated to this governor: *(Governance Handbook)*

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

It is the responsibility of the Governing Board to ensure that the school's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority and DSCB and national guidance.

In addition to considering the delegated responsibilities of the Safeguarding Governor(s) the Governing Board should also nominate a member to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Headteacher (Keeping Children Safe in Education [KCSiE] guidance states that this should be the Chair). In our board this person is: Sian Barten

D Delegated to Governor(s) **R** Recommend to Full Governing Board

The Safeguarding Governor(s) will undertake appropriate governor training in order to fully understand their role.	D
To keep the Governing Board up to date with work undertaken by the Safeguarding Governor through regular (termly) written reports supplied to the clerk to disseminate to the FGB. (To ensure that statutory requirements are met, use the termly safeguarding data collection sheet found on Governance pages of Babcock LDP website.)	D
To ensure that the school appoints a Designated Safeguarding Lead (DSL) for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to child protection training.	D
To ensure that the DSL role is clearly defined in the role holder's job description and the DSL receives refresher training at prescribed intervals.	D
Monitor and ensure that all staff, including temporary staff and volunteers, are provided with the school's safeguarding / child protection policy and staff behaviour policy/code of conduct.	D
To monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct.	D
To recommend policies for review by the FGB, checking that the school has ensured that they are consistent with DSCB and statutory requirements, reviewed annually cross referenced and made publicly available on the school's website.	R
To monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children. Ensure that these are in line with statutory requirements and are effective.	D

To monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations. Ensure these are followed.	D
To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.	D
Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements– 'at least annually' for DSL.	D
Monitor and evaluate how the school ensures pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum.	D
To ensure that the school has met its statutory duties (Section 175/157 Education Act 2002) by completing and returning the annual safeguarding audit to the Local Authority. Ensure that any weaknesses identified are rectified by the school without delay.	D
Prepare an action plan against weaknesses identified in the audit, plus any other areas identified in need of additional attention. Monitor and evaluate this action plan.	R
To ensure that all staff and volunteers have received KCSiE (Keeping Children Safe in Education) statutory guidance.	D
To monitor and evaluate the Single Central Register (SCR) annually and sign it, but more frequently in larger schools or where staff turnover is high (termly).	D
Online Safety	
To monitor and evaluate the online safety policy and report to FGB. Policy/guidance on the use of mobile technology for both staff and pupils needs to be present (this could be part of online safety policy or acceptable user policy – see models a and b below).	D
To monitor and evaluate the school's effective application of the online safety policy.	D
To ensure that the school follows all current online safety advice and keeps the children and staff safe.	D
To support the school in encouraging parents and the wider community to become engaged in online safety activities.	D

- a) Acceptable user model policy staff
- b) Acceptable user model policy pupil

First/Hearings Committee Sian Jenkins, David Chugg and David Richardson

Membership: All eligible governors

- The Headteachers may not be members
- It is not appropriate to include staff governors
- Associate members can serve on this committee and will form part of the quorum

Quorum – Three to be drawn from the membership above

Chair of Committee: To be appointed as appropriate

Clerk to committee: Jo Williams

Agreed Terms of Reference

- To make any initial decision relating to staff conduct, capability or a grievance (where this has not been delegated to the headteacher)
- To make a decision to suspend a member of staff (where this has not been delegated to the headteacher)
- To make a decision to dismiss a member of staff
- To make initial decisions in respect of staff redundancies
- To make any other initial decisions as are needed in respect of any staffing/HR procedures which are not covered by the Terms of Reference for the Resources Committee

Second/Appeals Committee

Campbell Orr, Christopher Galloway and Caroline Raby

Membership: All eligible governors

- The Headteachers may not be members
- It is not appropriate to include staff governors
- Associate members can serve on this committee and will form part of the quorum

Quorum – Three to be drawn from the membership above

Chair of Committee: To be appointed as appropriate

Clerk to committee: Jo Williams

Agreed Terms of Reference

- To hear an appeal against any decision made by the headteacher or any other committee of the governing board
- To hear a complaint in accordance with the school's complaints policy where this has not been resolved at a previous stage
- To consider the decision of the head teacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion

Pay and Performance Committee

Membership: David Richardson, Christopher Galloway, David Chugg

Members should not include:

- The Headteacher (who will bring recommendations to the committee)
- Staff governors
- Any other governors who work at the school
- Associate members

Chair of the committee: Sian Jenkins

Clerk of Committee: Jo Williams

Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full Board. (A model is available, contact hrdirect@devon.gov.uk)
- To adopt and keep under review staff appraisal policies including the criteria for pay progression
- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly
- Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance
- To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher's appraisal
- To undertake salary reviews at any other time the governing board directs that there is a need to do so
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place
- To inform the board of approved salary decisions, to ensure inclusion in the budget.

Head Teacher's Appraisal Panel

Membership: (no fewer than two)

- Sian Jenkins
- Campbell Orr
- Caroline Raby

The panel should not include:

- The headteacher
- Staff governors
- Any other governors employed at the school
- Associate members
- Governors who are members of the Appeal Committee

Members of the panel should be trained for the role and preferably have attended the specific training on offer through the Governance Consultancy Team.

Quorum: all members of the panel

Agreed terms of reference

- To ensure that at every stage the appraisal is firmly linked to school / college improvement and the agreed criteria identified in the performance objectives;
- To work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Headteacher's / Principal's appraisal process;
- To prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Headteacher's / Principal's overall performance and any challenges faced;
- To lead the Headteacher's performance appraisal meeting with support from the external adviser;
- To consider the Headteacher's learning, development & support needs and how these will be addressed;
- To advise the Headteacher of the standards against which the performance will be assessed during the coming year;
- To make recommendations by 31st December in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the governing board committee with delegated responsibility for decisions on pay;
- To set the objectives for the coming academic year;
- To agree with the adviser a written report of the appraisal process for the Headteacher as soon as is practicable;
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.