

## Governing Body Scheme of Delegation

FULL GOVERNING BODY – SCHEME OF DELEGATION						
Election of chair and Vice Chair. Appointment of chairs to committees. Appointment of Clerk (each committee to appoint their clerk)	Delegation of Powers to Committees and senior leaders	Oversight of the work of Committees	Promote and ensure effective policies and procedures to ensure equality, diversity and British Values	Review national and local policy changes and ensure that the Governing Body's work acknowledges these and meets statutory requirements	Approve End of Year Budgets	Appoint and Appraise Head Teacher
<p><b><i>“The quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body”.</i></b></p> <p><b><i>“The quorum for any meeting of a committee must be determined by that committee, but in any event must be not less than three governors who are members of the committee”</i></b></p> <p><i>From: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</i></p>						
COMMITTEES						
STRATEGIC DIRECTION AGREED 8/11/22	FINANCE	HUMAN RESOURCES AGREED 15/11/22	BUILDINGS & HEALTH & SAFETY	CURRICULUM AGREED 22/11/22	FOUNDATION AGREED 25/11/2022	OTHER COMMITTEES
Review and assess options to ensure that Denver School continues to provide high-quality education to pupils attending the school	Approve, review and monitor's school's budget to ensure that resources are correctly managed and providing best value for money.	Agree and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee	Provide support and guidance for the headteacher in all matters relating to the school premises and grounds, security and health and safety.	To review effectiveness of the school's curriculum to ensure it meets statutory requirements and the needs of our pupils.	Ensure that our curriculum promotes spiritual, moral, social and cultural guidance for children that reflects British Values.	<i>Committees below are only conducted when required.</i>
Develop strategic options for the school to align with current and future growth plans for Denver and Downham Market areas.	Establish and maintain a 3-year financial plan	Establish a Performance Management and Pay Policy for the school and to be responsible for its administration and review*	Inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the full governing body.	Approve, review and monitor all relevant curriculum policies.	Approve, review and monitor the school's behaviour policy and all relevant policies.	COMPLAINTS
Consider strategic risks and external factors of importance to the school. Present and integrate strategic reviews to the Governing Body and through other committees.	Consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the Governing Body	Ensure that all staff have up-to-date job descriptions	Review the Asset Management Plan and develop a rolling programme of repairs and maintenance.	Approve, review and monitor's school's SEND report and relevant provision.	Review and monitor exclusions at the school.	Make decisions within governor's remit in respect to outcomes of the school's complaints policy.
Support the Full Governing Body with its ongoing effectiveness of overall arrangements for governance.	Ensure that the school operates within the Financial Regulations of the County Council and meets the requirements of the Schools Financial Values Standard (as laid down in the Financial Procedures).	Oversee appointment procedures for staff within the leadership team, and other staff where this has not been delegated to the headteacher under Staffing Regulations 2003.	Provide the costs and arrangements for maintenance, repairs and redecoration within the budget allocation, for the approval of the governing body.	Annually review the school's Sports Premium action plan and impact form to ensure best value in the use of allocated funding.	Monitor, review & support the RE teaching & learning	Make decisions in relation to complaints about the head teacher or governors.
Maintain information regarding potential external changes to the local area having the potential to affect the continued effective operation of the school	Ensure that the School Improvement & Development Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes	Ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members.	Draw up, and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995.	Approve and monitor's school's attendance strategy.	Monitor & support Collective Worship	PUPIL DISCIPLINE
Scenario planning to understand and (where required) develop options for the future direction of the school. Taking account of: Alignment to current and future changes / expansion of the local area. Assessment of impact on the school due to such changes –impact of expansion and reduction in numbers. Impact of budgetary constraints influencing the operation and quality of education at the school	Make decisions in respect of bought in Service Agreements	Ensure that formal DBS checks are carried out for all new members of staff, and that the school maintains a log of staff checks, for inspection purposes	Recommend to the full governing body proposals for the delegation of authority to the headteacher to take action on minor items of repair and maintenance work subject to a specified financial limit. <i>NB When this limit has been agreed it must be recorded and included in these terms of reference.</i>	Approve, review and monitor relevant policies and provision related to effective safeguarding provision for children including: <ul style="list-style-type: none"> <li>• Risk assessments for educational provision and trips</li> <li>• Residential trips</li> <li>• Staff and governors safeguarding training.</li> <li>• Safeguarding statistics including bullying incidents, safety incidents, racism etc.</li> </ul>	Ensure the vision & ethos of the school reflects the school's Christian foundation	Make decisions within governor's remit in respect to actions regarding pupil discipline and exclusions.
Coordinate output with other relevant committees and Full Governing Body.	Make decisions on expenditure following recommendations from other committees	Oversee the process leading to staffing adjustments	Monitor the work of Norfolk Property Services, or other named contractor, in the preparation and implementation of contracts.	Consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or FGB	Ensure that the school complies with relevant legislation relating to equality and diversity, e.g. Disability, Gender, Community Cohesion	Must also be arrangements for appeals if required by policy.
Align with Local Authority to ensure that Denver VC FGB maintains a proactive approach to current and future changes.	Ensure, as far as is practical, that Health and Safety issues are appropriately prioritised	Agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals	Monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing body.	Set attainment targets for the appropriate Key Stage for the school, and for reducing pupil absence rates, OR to make a recommendation to the full governing body		STAFF DISCIPLINE

To provide future strategic options for Denver School.	Receive and respond to reports from Auditors	Review all relevant and statutory HR policies.	Ensure that the school complies with health and safety regulations and to regularly review the health and safety policy.	Oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy.		Make decisions within governor's remit in respect to actions regarding staff discipline.
Adopt and develop issues of strategic relevance as forwarded by members of the Governing Body and associated committees.	Consider staff salary increases recommended by the Headteacher	Ensure that Performance Management processes for senior leaders, teachers and support staff are robust and focused on school improvement.	Ensure that governors' responsibilities are discharged regarding litter and refuse under the Environmental Protection Act 1990.	Oversee arrangements for educational visits, and ensure that an Educational Visits co-ordinator is appointed		Must also be arrangements for appeals if required by policy.

STRATEGIC DIRECTION	FINANCE	HUMAN RESOURCES	BUILDINGS & HEALTH & SAFETY	CURRICULUM	FOUNDATION	OTHER COMMITTEES
Monitor school performance against national benchmarking data.	Where this committee has been deemed to be the Pay Committee, to review the headteacher's salary, taking account of the Headteacher Performance Review Group's recommendations.	Review and monitor the effectiveness of the school's absence and sickness policies and procedures for staff. Absence trends should be monitored and appropriate action plans reviewed.	Report to the full governing body at each of its meetings			STAFF DISMISSAL
Maintain information regarding potential external changes to the local area having the potential to affect the continued effective operation of the school. Scenario planning to understand and (where required) develop options for the future direction of the school. Taking account of: <ul style="list-style-type: none"> <li>Alignment to current and future changes / expansion of the local area.</li> <li>Assessment of impact on the school due to such changes – impact of expansion and reduction in numbers.</li> </ul> Impact of budgetary constraints influencing the operation and quality of education at the school. Align with Local Authority to ensure that Denver VC FGB maintains a proactive approach to current and future changes.	Ensure all voluntary funds are properly audited annually for presentation to the governing body	To review school training records to ensure that effective training is in place for curriculum, leadership, safeguarding, safety etc.  Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence  Make recommendations on personnel related expenditure to the Finance Committee	To ensure adequate levels of buildings insurance and personal liability.  To procure and maintain buildings, including a properly funded maintenance plan.  To monitor and review the school's Health and Safety Policy and ensure that it is effectively implemented (including twice a year safety checks).			Make decisions within governor's remit in respect to actions regarding staff dismissal.
Adopt and develop issues of strategic relevance as forwarded by members of the Governing Body and associated committees.						
Review policies linked to committee at the appropriate time						

POLICIES FOR EACH COMMITTEE TO REVIEW - Statutory Policies to be taken to FGB for ratification all other policies ratified by the committee

STRATEGIC DIRECTION	FINANCE	HUMAN RESOURCES	BUILDINGS & HEALTH & SAFETY	CURRICULUM	FOUNDATION	OTHER COMMITTEES
School Development Plan	Data Privacy (12/2022)	Model Pay (03/2023)	Health & Safety (12/2022)	Class Organisation (Summer 2023)	Equalities Scheme (03/2026)	
SEF	Data Protection (12/2022)	Staff Adjustment (Spring 2023)	Accessibility Plan (summer 2023)	Drug Education (Summer 2023)	Exclusion (09/2023)	
Business Continuity Plan	Work out of school Data Protection (spring 2023)	Teacher Performance (02/2023)	First Aid (summer 2023)	EAL (02/2025)	Collective Worship (Summer 2023)	
	Mobile Phone (02/2025)	Code of Conduct (09/2023)	School Food (Summer 2023)	EYFS (summer 2023)	Religious Education (09/2023)	
	Records & Data Management	Cyberbullying Policy (03/2023)	Supporting children with medical Needs (02/2023)	Homework (summer 2023)	Positive Behaviour (09/2023))	
	Charging (11/2022)	Domestic Abuse (02/2025)	School Medicine (02/2024)	LAC (summer 2023)	RSHE & Citizenship (07/2023)	
	FOI (12/2023)	Staff Conduct Grievance & Discipline (Summer 2023)		Marking (02/2024)	RSHE Policy (07/2023)	
	Admissions (Summer 2023)	Intimate Care (09/2023)		Offsite Visits (Spring 2023)	Safeguarding & Child Protection (07/2023)	
	Governor Allowance (09/2023)	Mental Health (12/2023)		Educational Visits (05/2025)	SIAMs SEF	
	Finance Policy (11/2022)	Whistleblowing (02/2023)		Online Safety (9/2024)	Anti-bullying Policy (09/2023)	
		Work Placement & Work Experience (02/2026)		Cyber-bullying (May 2024)	School Uniform (11/2022)	
		Lone Working (09/2023)		Phonics & Early Reading (02/2024)	Concerns & Complaints Procedure (02/2023)	
		Retention (12/2022)		SEND (09/2024)	Attendance	
		Capability – support Staff (05/2023)		SEND Information Report (09/2023)		
		Capability – Teachers (05/2023)		Remote Learning		
		Recruitment (autumn 2024)		Assessment (Spring 2023)		
		Bullying & Harassment - employee (09/2024)		PE (Spring 2023)		
		Violence at Work Compliance – March 2023		Remote Learning (02/2023)		

MEMBERSHIP						
A clerk is to be agreed by the committee and they will ensure agenda & minutes are shared and uploaded to governor hub						
STRATEGIC DIRECTION	FINANCE	HUMAN RESOURCES	BUILDINGS & HEALTH & SAFETY	CURRICULUM	FOUNDATION	FULL GOVERNING BODY
Jan Wilde (Chair)	Sarah Dungay (Chair)	Carole Reich (Chair)	Jan Wilde (Chair)	Louise Jones (Chair)	Jan Wilde (Chair)	Carole Reich (Chair)
Louise Jones	Louise Jones	Louise Jones	Louise Jones	Emma Goulding	Louise Jones	Louise Jones (Head)
Emma Goulding	Jo Walton	Jo Walton	Emma Goulding	Dawn Henden	Jo Walton	Jan Wilde (Vice Chair)
Sarah Dungay	Carole Reich			Carole Reich	Carole Reich	Jo Walton
Carole Reich						Sarah Dungay
						Emma Goulding

MEETING SCHEDULE						
It is suggested that meetings are scheduled oncer a term (except finance who meet twice a term) prior to a full governing body meeting so that policies or any matters needing to go to governors can be fed into the meeting.						
STRATEGIC DIRECTION	FINANCE	HUMAN RESOURCES	BUILDINGS & HEALTH & SAFETY	CURRICULUM	FOUNDATION	FULL GOVERNING BODY
8/11/2022	21/10/2022	15/11/2022		22/11/2022	25/11/2022	21/09/2022
22/02/2023	29/11/2022					07/12/2022
	02/12/2022					08/03/2023
	7/02/2023					10/05/2023
	19/04/2023					27/06/2023

