



Malmesbury C of E Primary School

Company Number 08483768

“Growing together in wisdom and love; discovering life in all its fullness.”

Scheme of Delegation

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Date of next review: September 2026

Malmesbury C of E Primary School

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Scheme of Delegation 2025-26

Malmesbury Church of England Primary School

1. This Scheme of Delegation was approved by the Governing Body of Malmesbury C of E Primary School at the formation of the academy trust and will be reviewed, amended and readopted annually thereafter.

2. This Scheme of Delegation has been developed 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, Department for Education and/or Local Authority requirements. The responsibilities set out in this scheme are delegated to the specified committees of the governing body and postholders employed at the school.

3. Delegated responsibilities can only be exercised by the designated person or committee, unless otherwise directed or agreed by the governing body. In the absence or incapacity of the headteacher, the delegated responsibilities pass to the deputy headteacher unless otherwise directed or agreed by the governing body. In the absence or incapacity of a postholder other than the headteacher, the delegated responsibilities pass to the headteacher unless otherwise directed or agreed by the governing body.

4. Instead of exercising her/his delegated powers a postholder or committee may refer the matter to the appropriate committee or governing body. The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

5. The Chair of Governors has delegated power (Chair's Action) to make decisions on any matter where delay is likely to be seriously detrimental to:

- the school
- a pupil or prospective pupil at the school
- a pupil's carer(s) and/or family
- a person who works at the school
- public welfare
- the prevention or detection of crime
- the capture or prosecution of offenders

In the absence of the Chair such decision may be made by the Vice Chair of Governors. Chair's Action must be reported back to governors at the soonest opportunity and no later than the next meeting of the full governing body.

6. Powers to be exercised only by the full governing body (none of the responsibilities in this section may be further delegated):

a. Only the Members may:

- Change the Constitution of the Governing Body
- Decide on a change of school category
- Delegate functions
- Establish committees
- Apply to change the governing documents (Statutory Books)
- Appoint auditors

b. Only the Governing Body may:

- Elect or remove the Chair or Vice Chair of the Governing Body
- Appoint the Company Secretary
- Co-opt persons onto the Governing Body
- Suspend governors

- c. The Governing Body will meet once a term and additionally has decided not to delegate the following:
- Decide what sex education is to be provided
 - Agree any general principles on pupil discipline
 - Decide any changes in the times of school sessions and dates of terms and holidays
 - Appoint a Head Teacher
 - Approve the budget
 - Ensure that a broad and balanced curriculum is implemented and targets set as required
 - Ensure that RE and daily collective worship are provided
 - Ensure balance in the presentation of political issues in the curriculum
 - Agree arrangements for internal audit
 - Agree the Annual Report and Accounts

See Annex A (Page 16) to Governing Body Decision Planner for clarification on the role of the Governing Body

THE RESPONSIBILITIES OF GOVERNING BODIES AND HEADS

Note that this is not a complete list of Heads' and Governing Bodies' responsibilities and that some of these responsibilities are delegated; see the Decision Planner on Page 8.

SCHOOL BUDGET & FINANCE

Responsibilities of Head	Responsibilities of Governing Body
<p>Draw up and submit to the Governing Body an annual budget plan ("the budget plan") for the School's funds which must conform to DfE requirements.</p> <p>Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body.</p>	<p>Consider the annual budget plan ("the budget plan") proposed by the Headteacher, and to amend the budget plan where appropriate, and</p> <p>to approve the budget plan, and</p> <p>to consider and approve any proposed revisions to the budget plan submitted by the Headteacher during the course of the year and</p> <p>to consider the delegation of their duties.</p>
<p>To be Accounting officer with the following responsibilities:</p> <ul style="list-style-type: none"> • Ensuring regularity and propriety • Ensuring prudent and economical administration • Avoidance of waste and extravagance • Efficient and effective use of available resources • The day to day organisation, 	<p>To spend the delegated budget before end of financial year within variance allowed for academies.</p>

staffing, and management of the academy.	
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Headteacher. If so, decide the amount to be delegated.

PERSONNEL

Responsibilities of Head	Responsibilities of Governing Body
To advise on staff requirements	To decide the number of staff at the School and the level of the posts.
To advise the Governing Body on the appointment of all teachers To appoint all teachers except those remunerated on the Leadership Pay Spine	To decide the overall procedures for appointing staff, including whether to delegate functions to the Head or Governor(s), taking account of legal requirements. To advertise Headteacher and Deputy Head vacancies nationally, and other vacancies as appropriate. To set up selection panels for Headteacher and Deputy Head posts. To conduct interviews and appoint teaching staff (delegated to the Headteacher)
To advise on the appointment of non-teaching staff	To appoint non-teaching staff (delegated to the Headteacher)
To make recommendations for teachers' pay progression and other teachers pay related matters	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Headteacher.
To advise on levels of pay for all teaching and non-teaching staff except his/her own.	To set the pay of all members of staff, including that of the Headteacher and the Deputy Head, in line with legal requirements.
To advise the Governing Body on adopting effective procedures to deal with underperforming teachers and to keep the Governing Body informed of the general operation of such procedures	To establish capability procedures to deal with underperforming teachers.
To advise on disciplinary rules and procedures and staff grievance	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff
To advise the Governing Body on whether anyone employed at the school should be dismissed	To dismiss an employee.
To advise the Governing Body on payments to be made.	To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such

	<p>payment.</p> <p>To decide whether to grant early retirement to teachers</p>
To suspend staff in appropriate circumstances	<p>To suspend staff in appropriate circumstances</p> <p>To end a suspension.</p>
To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them	The instigation of an appropriate pay spine and related procedures for support staff
To evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained	

SECULAR CURRICULUM

Responsibilities of Head	Responsibilities of Governing Body
To determine, organise and implement an appropriate curriculum for the school.	To ensure that the curriculum is balanced and broadly based.
To ensure that a broad and balanced curriculum is implemented in the school.	To ensure that a broad and balanced curriculum is implemented.
To draw up a policy for the secular curriculum for the school (“the curriculum handbook”).	To agree, amend or reject the curriculum policy drafted by the Headteacher
To implement and review the handbook once every school year and suggest any necessary changes to the Governing Body.	To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Headteacher.
To draft a Sex Education Policy	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parent/carers and that parent/carers can read a copy of the policy at the school.

PERFORMANCE MANAGEMENT

Responsibilities of Head	Responsibilities of Governing Body
<p>To draft, if requested by the Governing Body, a school performance management policy, within the framework set by the Appraisal Regulations.</p> <p>To consult all school teachers at the school, if requested by the Governing Body, before drafting a performance management policy</p> <p>To implement the school performance management policy established by the Governing Body</p> <p>To appoint/act as appraisers for teachers</p>	<p>To establish a school performance management policy to govern the implementation of school teacher appraisal (including the Headteacher) within the framework set by the Appraisal Regulations.</p> <p>To ensure that all school teachers are consulted.</p> <p>To review and, if necessary, amend the performance management policy annually.</p> <p>To ensure that school teachers receive a regular appraisal of their performance.</p> <p>To appoint two or three governors to take</p>

<p>To review complaints by teachers about their appraisal where the Head has not been the appraiser.</p> <p>To set the timing of the performance management cycle for other teachers</p>	<p>responsibility for carrying out all aspects of the Headteacher's appraisal.</p> <p>To decide the exact timing of the performance review cycle for the Headteacher.</p> <p>To appoint one or more review officers where a complaint is made by the Headteacher about his/her performance review and the Chair of Governors has been involved in that review.</p>
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STANDARDS AND TARGET SETTING

Responsibilities of Head	Responsibilities of Governing Body
<p>To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement.</p>	<p>To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally.</p>

EXCLUSIONS

Responsibilities of Head	Responsibilities of Governing Body
<p>The Headmaster can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently.</p>	<p>To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination.</p>

ADMISSIONS

Responsibilities of Head	Responsibilities of Governing Body
<p>The Headmaster may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in-year applications.</p>	<p>The Governing Body is the admissions authority. A school's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements. Separate arrangements apply where a pupil has a statement of special educational needs. In this case, admission is determined by the statement. Before naming a school on a statement, the LA must consult the Governing Body.</p>

RE AND COLLECTIVE WORSHIP

Responsibilities of Head	Responsibilities of Governing Body
<p>The Headmaster shall ensure that RE is provided, in accordance with the school's basic curriculum.</p>	<p>The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.</p>

The Headmaster shall ensure that each pupil shall on each school day take part in an act of collective worship.

The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an act of collective worship each day.

SCHOOL PREMISES

Responsibilities of Head	Responsibilities of Governing Body
<p>Control of school premises Day to day management of the school and day to day charge of who can enter the school premises. To advise Governing Body where appropriate.</p>	<p>To control the use of the school premises both during and outside the school day. To decide on what charges to levy where external providers want to use the school premises.</p>
<p>Health and Safety To comply with Governing Body directions.</p>	<p>To agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety.</p>
<p>Medical Care and School Meals To ensure free meals are provided for those pupils whose parent/carers are in receipt of specified benefits</p>	<p>To ensure pupils receive appropriate medical care where required To direct that free meals are provided for those pupils whose parent/carers are in receipt of specified benefits</p>

GOVERNING BODY DECISION PLANNER

This planner shows top which level a governing body may legally delegate functions and the delegation approved by the governing body of Malmesbury C of E Primary School.

KEY: Level 1: Members (Mem), Governing Body (GB), Appropriate Panel (Panel), Diocesan Board of Education (DBE)
 Level 2: A committee of the Governing Body: Curriculum & Staffing (C&S), Finance & Premises (F&P), Foundation (Foun) or to that committee containing relevant Link Governor (Link)
 Level 3: an individual governor
 Level 4: Headteacher (HT)

Column blank: action may be undertaken at this level

Column with cross: function could not be legally carried out at this level by a maintained school, but for an academy, the Funding Agreement places no such restriction.

Task with an asterisk: denotes powers that cannot be delegated to the Headteacher in an academy.

Key Function	No	Action Sheet Tasks	Decision Level			
			LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Finance	1	To approve the budget and mid-year revision each financial year	GB		X	X
	2	To monitor income, expenditure, cash flow and the balance sheet		F&P		
	3	Miscellaneous financial decisions (e.g. write-offs)		F&P		
	4	To investigate financial irregularities (Head suspected)	Panel			
	5	To investigate irregularities (other suspected)		F&P		
	6	To enter into contracts (above £10K)		F&P		
	7	To enter into contracts below £10K				HT
	8	To approve the Financial Procedure Manual		F&P		
	9	To sign the interim financial reports		F&P		
	10	To sign the Annual Accounts Report	GB			
	11	To appoint auditors/independent examiners for the school's accounts	Mem/ GB			
	12	To appoint a Responsible Officer	GB			
	13	To approve the RO duties and Audit Plan and to act as the Audit & Risk Committee		F&P		
Staffing	14	Headteacher appointment (selection panel)	Panel	X	X	X
	15	Deputy Head appointment (via selection panel)	Panel	X	X	X
	16	Appoint other teachers (a governor is normally part of the selection panel)				HT
	17	Appoint non-teaching staff (a governor is normally part of the selection panel)				HT

	18	Annual Pay Policy		C&S		
	19	Receive annual Staffing Report		C&S		
	20	Agree staff development plan		C&S		
	21	Pay discretions (head should not advise on his/her own pay)	Pay Panel			X
	22	Support staff pay policy		C&S		
	23	Establishing disciplinary /capability procedures		C&S		
	24	Dismissal Head (Discipline panel)	Panel			X
	25	Dismissal other staff (Discipline panel)	Panel			
	26	Suspending (Discipline panel)	Panel			X
	27	Suspending staff (except head)	Panel			X
	28	Ending suspension Head (Discipline panel)	Panel			
	29	Ending a suspension except Head (Discipline panel)	Panel			X
	30	Determining dismissal payments / early retirement		C&S		X
	31	Determining staff complement		C&S		X
Curriculum	32	To draft curriculum handbook	X	X	X	HT
	33	To implement curriculum handbook	X	X	X	HT
	34	To agree or reject and review curriculum handbook	GB			X
	35	Responsible for standards of teaching				HT
	36	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				HT
	37	Responsibility for individual child's education				HT
	38	Provision of sex education – make and keep up to date a written policy*		Link (policy)		HT (provision)
	39	To prohibit political indoctrination and ensuring the balanced treatment of political issues*	GB			
	40	To draw up a charging and remissions policy for activities		F&P		
Performance Management	41	To establish a performance management policy		C&S		
	42	To draft and implement the performance management policy				HT
	43	To review annually the performance management policy		C&S		X
Target Setting	44	To set and publish targets for pupil achievement*	GB			
Exclusions	45	To decide a discipline / behaviour policy*		Link	X	X
	46	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	HT
	47	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB. The GB must act		C&S	X	X

		through their pupil discipline committee				
	48	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice Chair if urgent)	Panel		X	X
Admissions	49	To appeal against LA directions to admit pupil(s)		GB	X	X
Religious Education	50	Responsibility for ensuring provision of RE in line with school's basic curriculum	GB			
	51	Decision to provide RE in line with locally agreed syllabus	GB			
Collective Worship	52	To ensure that all pupils take part in a daily act of collective worship. The Governing B is to be consulted.	X	X	X	HT
	53	Arrangements for collective worship (school with religious character)	GB			X
Premises	54	Insurance GB to seek advice from Diocese or trustees where appropriate		F&P		X
	55	Short-medium term strategy (including budgeting for repairs etc.) and Asset Management Plans		F&P	X	X
	56	Medium-long term strategy (major capital works)	GB		X	X
	57	To set a health and safety policy and ensure responsibilities are discharged effectively		F&P	X	X
	58	To ensure compliance with health and safety regulations				HT
	59	To set a charging and remissions policy*		F&P	X	X
	60	To set a security policy		F&P		
School Organisation	61	To propose any amendments to the Funding Agreement (including Articles of Association)	Mem	X	X	X
	62	To publish proposals to change category of school	Mem		X	X
	63	To draft a school Action Plan following OFSTED inspection and distribute copies to parent/carers	GB			
	64	To set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year. Ensure that the school delivers a school week of at least 32.5 hours.	GB			X
Information for Parent/carers	65	To prepare and publish the school prospectus		C&S		
	66	To ensure provision of free school meals to those pupils meeting criteria				HT
	67	Adoption and review of home-school agreements		C&S		X
GB Procedures	68	To appoint (and remove) the chair and vice-chair of the Governing Body or a committee	GB	X	X	X
	69	To appoint and dismiss the Company Secretary or Clerk to Governors	GB	X	X	X
	70	To hold a governing body meeting at least once a term, or more often if required	GB	X	X	X
	71	To appoint and remove co-opted, including	GB	X	X	X

		temporary additional co-opted, governors*	/DBE			
	72	To set up a Register of Governors' Business Interests	GB	X	X	X
	73	To set up and approve a Governors' Allowances policy	GB			
	74	To discharge duties in respect of pupils with special needs by appointing a SEND Governor	GB			X
	75	To consider whether or not to exercise delegation of functions to individuals or committees*	GB	X	X	X
	76	To regulate the GB's procedures (where not set out in law)*	GB	X	X	X
	77	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels*		All Committees	X	X
	78	To review annually the Risk Register and propose changes		F&P		
	79	To amend the Risk Register	GB			
	80	To consider forming a collaborative partnership or multi academy trust	GB	X	X	X
	81	To consider requests from other schools to join a collaborative partnership or multi academy trust	GB	X	X	X
	82	To leave a collaborative partnership or multi academy trust	GB	X	X	X
Extended Schools	83	To decide to offer additional activities and the form these should take	GB	X	X	X
	84	To put into place the additional services provided				HT
	85	To ensure delivery of services provided				HT
	86	To cease providing extended school provision	GB	X	X	X
Academy	87	Annual Report to EFA by 4 months after Y/E	GB			
	88	Annual Report to Companies House by 9 months after Y/E	GB			
Safeguarding	89	Check that the school complies with statutory guidance on safeguarding				HT
	90	Make sure the school has effective safeguarding policies and procedures in place				HT
	91	Approve Child Protection Policy and review its effectiveness at least annually	GB			
	92	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	GB			
	93	Make sure governors receive safeguarding training	GB			
	94	Appoint a member of staff to be the designated safeguarding lead	GB			
	95	Make sure that effective support is provided for any employee facing an allegation				HT
	96	Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures				HT

		and practices outlined in the Prevent duty into the child protection policy				
	97	Ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks				HT
	98	Consider school's annual safeguarding audit and monitor subsequent action plans	GB			
	99	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school.			X	X

Terms of Reference for Governing Body Committees

Title of committee: Curriculum & Staffing Committee

- **Composition and membership:** At least five members of the governing body, to include the Headteacher.
- **Quorum - 3**
- **Chairing arrangements:** Chair or vice chair will chair the meeting.
- **Frequency of meetings:** Once every 2 terms (3 x per year minimum)
- **Minuting and reporting procedures:** Chair will prepare a report / minutes to be submitted to the clerk ten days before a full governors meeting for the attention of full Governing Body.
- **Areas of responsibility –**
 - Supporting the school in raising standards of teaching and learning and improving attainment for all pupils.
 - Monitoring the delivery of the national curriculum and standards of achievement.
 - Establishing and maintaining appropriate levels of staff.
 - Ensuring that all teachers and assistants are suitably qualified, effective practitioners who can successfully meet the needs of pupils and able to contribute to the development of the school.

Strategic Goal Targets - Ensure that teaching is effective by developing, promoting and sharing good practice and ensuring that learning opportunities for all pupils are maximised.

Key points

- ❖ Continue raising profile and improving attainment in numeracy & literacy.
- ❖ Ensure that teaching is effective by developing, promoting and sharing good practice and ensuring that learning opportunities for all pupils are maximised.
- ❖ Agree and establish a whole-school system for assessment reporting and recording pupils' progress to give staff, pupils and parent/carers a clear picture of whole school, its strengths and areas for development.
- ❖ Raise the profile of ICT to enhance learning across the curriculum, help streamline administration and planning for teachers, teaching assistants and office staff and improve communication with local, national and international learning communities.
- ❖ Develop and promote a positive Home-School partnership and encourage parent/carers and others in the wider community to contribute in different ways to improve the quality and range of learning experiences the school provides.

- ❖ To meet the emotional, moral and spiritual needs of pupils through increasing the emphasis placed on SEAL & personal development within the curriculum to work toward establishing a truly inclusive school that values the contribution of all.
- ❖ Monitor the operation of the performance management policy
- ❖ Work closely with curriculum committee to create a staff development programme to promote effective planning and active learning
- ❖ Review deployment of TLRs & TAs across Key Stages building on success of previous school improvement plan initiatives
- **Delegated decision making powers**
See Governing Body Decision Planner P 8-11

Title of committee – Finance & Premises Committee (including Audit & Risk Committee)

- **Composition and membership:** At least five members of the governing body, to include the Headteacher.
- **Quorum - 3**
- **Chairing arrangements** – Chair or vice chair will chair the meeting.
- **Frequency of meetings** – Once every 2 terms (3 x per year minimum)
- **Minuting and reporting procedures** - Chair will prepare a report /minutes to be submitted to the clerk ten days before a full governors meeting for the attention of full Governing Body.

Areas of responsibility –

- Setting the annual school budget with reference to the priorities identified in the School Improvement Plan and recommending the budget for approval by the full governing body.
- Monitoring income and expenditure against predicted levels
- Ensuring that the school achieves value for money in its budgetary decisions and that appropriate financial procedures are in place for the effective discharging of staff responsibilities in terms of financial management.
- Provide internal audit process and participate in risk management for the academy
- Establishing and maintaining a stimulating, safe learning and working environment for pupils and staff.

Strategic Goal Targets – Key points

- ❖ Ensure that all strategic goal action plans are funded as fully as possible within the constraints of the school budget.
- ❖ Work to create a school with a learning environment for our pupils that will inspire and support learning and positively reflect the ethos of continuous improvement that is at the heart of our school.
- **Delegated decision making powers**
See Governing Body Decision Planner P 8-11

Title of sub-committee – Audit & Risk Committee

- **Composition and membership:** All non-staff members of Finance & Premises Committee

1. Authority

The Audit & Risk Committee is a sub-committee of the Finance & Premises Committee and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee, external audit, internal audit or other assurance provider.

The Audit & Risk Committee is authorised to obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of Governors. However, the Audit & Risk Committee may not incur expenditure in excess of £10,000 in doing so without the prior approval of the Governing Body.

2. Role

The role of the Audit & Risk Committee is to maintain an oversight of the Academy Trust's governance, risk management, internal control and value for money framework. It will report its findings annually to the Governing Body and the Accounting Officer as a critical element of the AT's annual reporting requirements. The Audit & Risk Committee has no executive powers or operational responsibilities/duties.

3. Duties

The duties of the Audit & Risk Committee are to:

3.1 Review the annual report and accounts.

3.2 Oversee and approve the trust's programme of internal security, ensuring that risks are being addressed appropriately.

3.3 Report to the Governing Body on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.

3.4 Review the external auditor's plan each year.

3.5 Review the external auditor's findings and actions taken by the Academy Trust's managers in response to those findings.

3.6 Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the Academy Trust's members about the auditor's reappointment, dismissal or retendering. An annual report will be produced by the Audit & Risk committee in this regard.

Title of sub-committee – Pay Panel

- **Composition and membership:** 3 non-teaching Governors
- **Quorum – 3**
- **Chairing arrangements:** Chair or vice chair will chair the meeting.
- **Frequency of meetings:** Once per year (minimum)
- **Minuting and reporting procedures:** Chair will prepare a report / minutes and ensure any records or minutes relating to the pay panel will be carefully safeguarded and kept confidential

Areas of responsibility –

- To review, on an annual basis, the pay of each member of staff, award increments as appropriate and advise them of the outcome accordingly, in accordance with the school's procedure;
- To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary.

Title of sub-committee – School Expansion Committee

- **Composition and membership:** At least five members of the governing body, to include the Headteacher.
- **Quorum – 3**
- **Chairing arrangements** – Chair or vice chair will chair the meeting.
- **Frequency of meetings** – Once every 2 terms (3 x per year minimum)
- **Minuting and reporting procedures** – Chair will prepare a report / minutes to be submitted to the clerk for the attention of next full Governing Body.
- **Areas of responsibility** –
 - ❖ Agree and support the delivery of the long-term vision and strategic plan to enhance Science, Technology, Engineering, Art and Maths (STEAM) curriculum across all Primary School classes.
 - ❖ Identify and implement methods to monitor the impact of the enhanced STEAM curriculum and standards of achievement. Report on these to Curriculum & Standards (C&S) on a regular basis, at least annually.
 - ❖ Advise C&S on required staffing competencies to support the expanded STEAM curriculum and identify training and development opportunities to ensure all staff are suitably qualified and supported.
 - ❖ Advise to FGB where additional levels of staff may be required to deliver the STEAM curriculum.
 - ❖ Authorise architectural and build plan and development stages related to the school expansion, whilst keeping FGB informed at all stages.
 - ❖ Secure additional funding required for building and curriculum changes planned – these should not impact normal FGB operations.
 - ❖ Develop a long-term strategy for use of expanded facilities.
 - ❖ Ensure acceptable commissioning of expansion facilities, ensuring security of school premises and equipment, buildings insurance and maintenance support is all in place before handing over to F&P for business as usual.
 - ❖ Consider future possible income-generation activities resulting from expansion and advise through F&P on additional lettings potential (for new facilities until building is completed).
 - ❖ Ensure economy, efficiency and effectiveness in the use of all funds.

- **Strategic Goal Targets**

- ❖ The creation of a world-leading primary-stage STEAM curriculum interweaving the relevance of STEAM across all subjects, removing barriers for under-represented groups in STEAM and engaging and inspiring more children to pursue a career in STEAM.
- ❖ To oversee the planning, tender and build phase of seven additional classrooms and facilities in order to create the potential to grow to a three-form entry school. The expansion will include all facilities to support the pupil expansion including (but not limited to) an additional hall, kitchen, toilets and staff offices.
- ❖ To oversee the planning, tender and build phase of two dedicated STEAM teaching workshops, which will contain appropriate equipment for a multitude of STEAM-based teaching activities.
- ❖ Ensure that all strategic goal action plans are funded as fully as possible within the constraints of the budget available (from James Dyson Foundation/JDF or other sources).
- ❖ To minimise the impact of the expansion on the day-to-day running of the school.

THE ROLES OF GOVERNING BODIES

(taken from *Governing Bodies and Effective Schools* DfEE/Ofsted 1995 and *New Regulations and Guidance on the Roles of Governing Bodies and Head Teachers* DfEE 2000.)

Governors have three key roles

- **To provide a strategic view**
- **To act as a critical friend**
- **To ensure accountability**

Provide a strategic view

The Governing Body has important powers and duties but limited time and resources. So it should focus on helping to decide the School's strategy for improvement so that its pupils learn most effectively and achieve the highest standards.

This means:

- setting suitable aims and objectives,
- agreeing policies, targets and priorities; and
- monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

Governing Bodies should take advice on all this from the Head before taking their own decisions.

The School Development Plan, School Improvement Plan or post-OFSTED Action Plan, along with agreed policies, will generally provide the strategic framework.

Governing Bodies will need to monitor progress, but are not responsible for collecting monitoring data themselves. Instead they should agree arrangements with their Headmaster. Governors should agree with their Head and staff a policy on visits they may wish to make to classrooms. Governor Support has produced some guidance on this.

Working strategically, Governors should then use any monitoring evidence to review and evaluate progress against any targets set to see whether a policy is working or needs changing. The Head can suggest arrangements for monitoring and evaluating particular requirements and policies.

As "lead professional" the Head will be responsible for formulating and implementing the policies, for leading the School towards the set targets and for discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on him or her. Heads should give their Governing Bodies enough information for the Governors to feel confident that those delegated responsibilities - and the Head's own responsibilities - have been met. Governing Bodies should make sure they get enough information to allow them to check on their school's achievements and progress, over time and in comparison with similar schools.

Act as a critical friend

A critical friend offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. It is critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking challenging questions, and pressing for improvement. But a critical friend may also challenge, ask questions,

seek information, improve proposals and so seek to arrive at the best solution. It exists to promote the interests of the school and its pupils.

Ensure accountability

The Governing Body is responsible for ensuring good quality education in the School. The Headmaster and staff report to the Governing Body on the School's performance. It is not the role of Governors simply to rubber-stamp every decision of the Headmaster.

The Governing Body has the right to discuss, question and refine proposals while always respecting the professional roles of the Headmaster and other staff, and their responsibilities for the management of the School. In its turn, it is accountable to parent/carers and the wider community for its actions and the School's overall performance.

The Headmaster and professional staff are accountable to the Governing Body for the school's performance. The Governing Body must be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils, parent/carers and the press as well as the LA, School's foundation or the Secretary of State.

Policy adoption

Signed Steve Heal
(Headteacher):



Date: 23/09/2025

Signed Laurence Mussett
(Chair of Governors):



Date: 23/09/2025

Date of next policy review: Sept 2026