

1: Governing Body or named governor or committee without reference to the Head 2. Governing Body or named committee or governor on recommendation of named governor or Head 3. Delegated to the Head – may be withdrawn 4. Head in their own right

| FUNCTION | LEV EL | FGB | P&P | 1st | 2nd | CC | Cu | D&A | P&W | Pu | S&I | Sa | SL | HLD |
|--|--------------|------------|----------------|------------|------------|-----------|-----------|----------------|----------------|-----------|----------------|-----------|-----------|------------|
| School budgets | | | | | | | | | | | | | | |
| Approval of the school budget | 2 | x | | | | | | | | | | | | x |
| Monitoring of expenditure | 2 | x | | | | | | | | | | | | x |
| Investigation of financial irregularities (Head suspected) | 1 | x | | | | | | | | | | | | |
| Investigation of financial irregularities (Head not suspected) | 2 | x | | | | | | | | | | | | x |
| Entering into contracts* | 2 or 3 | x | | | | | | | | | | | | x |
| Making payments | 3 | | | | | | | | | | | | | x |
| Allocation of staffing budget | 2 | x | | | | | | | | | | | | x |
| Changes to staff structure | 2 | x | | | | | | | | | | | | x |
| Staffing | | | | | | | | | | | | | | |
| Appointment of Head Teacher | 1 | x | | | | | | | | | | | | |
| Appointment of supply or temporary staff | 3 | | | | | | | | | | | | | x |
| Appointment of permanent staff | 2 | x | | | | | | | | | | | | x |
| Review of Head Teacher's performance | 1 | | (Rec AP) | | | | | | | | | | | |
| Review of performance of other staff | 4 | | | | | | | | | | | | | x |
| Pay of Head Teacher | 1 | | x (Rec AP) | | | | | | | | | | | |
| Pay of others in Leadership Group | 2 | | x | | | | | | | | | | | x |
| Pay of other staff (inc. Clerk to Governors) | 2 | | x | | | | | | | | | | | x |
| Dismissal of Head Teacher | 1 | | | x | | | | | | | | | | |
| Dismissal of other staff | 2 | | | x | | | | | | | | | | x |
| Suspension of Head Teacher** | 1 | x | | x | | | | | | | | | | |
| Suspension of other staff | 4 | | | | | | | | | | | | | x |
| Ending of suspension of Head Teacher | 1 | | | x | | | | | | | | | | |
| | LEVEL | FGB | P&P | 1st | 2nd | CC | Cu | D&A | P&W | Pu | S&I | Sa | SL | HLD |
| Ending of suspension of other staff | 4 | | | x | | | | | | | | | | x |
| Appeals against pay and disciplinary decisions | | | | | x | | | | | | | | | |

* Depending on size – see Finance Policy

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|---|--------------|------------|----------------|------------|------------|-----------|-----------|----------------|----------------|-----------|----------------|-----------|-----------|------------|---|
| Determination of redundancy/early retirement | 2 | x | | | | | | | | | | | | | x |
| Determination of staff complement | 2 | x | | | | | | | | | | | X | | x |
| Learning and Teaching | | | | | | | | | | | | | | | |
| Ensuring the National Curriculum is taught to all pupils | 2 | x | | | | | x | | | | | | | | x |
| Considering disapplication of NC for particular pupils | 4 | | | | | | | | | | | | | | x |
| Ensuring standards of teaching | 4 | | | | | | | | | | | | | | x |
| Setting of targets for pupil achievement | 2 | x | | | | | | x | | | | | | | x |
| Setting of targets for attendance | 2 | x | | | | | | | | x | | | | | x |
| Ensuring the needs of SEND pupils are met | 2 | x | | | | | | | | | x | | | | x |
| Reviewing Sports Grant expenditure | 2 | x | | | | | x | | | | | | | | x |
| Reviewing Pupil Premium expenditure | 2 | x | | | | | | x | | | | | | | x |
| Pupil Welfare | | | | | | | | | | | | | | | |
| Approval/review of pupil exclusion procedures | 1 | x | | | | | | | | | x | | | | |
| Exclusion of pupils | 4 | | | | | | | | | | | | | | x |
| Review of the use of exclusion | 2 | x | | | | | | | | | x | | | | x |
| Confirmation of exclusions as required by current regulations | 1 | | | | | X | | | | | | | | | |
| Directing reinstatement of excluded pupils | 1 | | | | | X | | | | | | | | | |
| Appeals against exclusion | 1 | | | | | x | | | | | | | | | |
| Safeguarding arrangements | 2 | | | | | | | | | | | | x | | x |
| Safeguarding audit | 2 | | | | | | | | | | | | x | | x |
| Premises | | | | | | | | | | | | | | | |
| Approval of budget and strategy for repairs and maintenance | 2 | x | | | | | | | | x | | | | | x |
| Setting of charges for hire of premises | 3 | | | | | | | | | | | | | | x |
| School Organisation | | | | | | | | | | | | | | | |
| Approval of School Development Plan | 2 | x | | | | | | | | | | | | x | x |
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| Monitoring of progress and review of SDP | 2 | x | | | | | | | | | | | x | | x |
| Approval of times of school sessions and term dates | 3 | | | | | | | | | X | | | | | x |
| Approval/review of Register of Pupils | 2 | x | | | | | | | | x | | | | | x |
| Information for Parents | | | | | | | | | | | | | | | |
| Approval of School website | 2 | x | | | | | x | | | | | | | | x |
| Ensuring provision of free school meals where appropriate | 3 | | | | | | | | | | | | | | x |

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| Providing curriculum information | 2 | x | | | | | x | | | | | | | | x |
| Governing Body Procedures | | | | | | | | | | | | | | | |
| Election and removal of Chair and Vice-Chair | 1 | x | | | | | | | | | | | | | |
| Appointment and dismissal of Clerk to the Governor | 1 | x | | | | | | | | | | | | | |
| Appointment and removal of community governors | 1 | x | | | | | | | | | | | | | |
| Appointment and removal of associate members | 1 | x | | | | | | | | | | | | | |
| Declaration of eligibility form for each governor | 2 | K (Clerk) | | | | | | | | | | | | | X |
| Maintenance of Register of Business Interests | 1 | x(Clerk) | | | | | | | | | | | | | |
| Approval/review of committee terms of reference and delegation of functions | 1 | x | | | | | | | | | | | | | |
| Approval of Instrument of Government | 1 | x | | | | | | | | | | | | | |
| Governing Body Minutes | 2 | K (Clerk) | | | | | | | | | | | | | |
| Approval/review of procedures when the clerk has declared an interest | 2 | x | | | | | | | | | | | | | x |
| Information about governors & associate members | 2 | K (Clerk) | | | | | | | | | | | | | |
| Scheme of delegation | 2 | X | | | | | | | | | | | | | |
| Policy Review | | | | | | | | | | | | | | | |
| Accessibility Plan | 2 | | | | | | | | | | | x | | | x |
| Anti-Bullying | 2 | | | | | | | | | x | | | | | x |
| Attendance Register and Policy | 2 | | | | | | | | | x | | | | | x |
| Behaviour Policy and Principles | 2 | X | | | | | | | | x | | | | | x |
| Business Continuity Plan | 2 | | | | | | | | x | | | | | | x |
| Child Protection/Safeguarding | 2 | X | | | | | | | | | | | x | | x |
| Collaboration Position Statement | 2 | x | | | | | | | | | | | | x | x |
| Collective Worship | 2 | | | | | | x | | | | | | | | x |
| Community Cohesion | 2 | | | | | x | | | | | | | | | x |
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| Charging and remissions Policy | 2 | X | | | | | | | | | | | | | X |
| Complaints Procedure | 2 | | | | | | x | | | | | | | | x |
| Data Protection | 2 | | | | | | x | | | | | | | | x |
| Education of Children in Care | 2 | | | | | | | | | | | | x | | x |
| Emergency Management | 2 | | | | | | | | | x | | | | | x |
| Equality Policy and Objectives | 2 | x | | | | | | | | | x | | | | x |
| Freedom of Information Publication Scheme | 2 | | | | | | x | | | | | | | | x |
| Health and Safety | 2 | | | | | | | | | x | | | | | x |
| Home School Agreement | 2 | | | | | | x | | | | | | | | x |
| Information Gathering and Monitoring | 2 | | | | | | | | | | | | | x | x |

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|--|---|-----------|---|--|--|---|---|---|---|---|---|---|---|---|
| Lettings | 2 | | | | | | | | x | | | | | x |
| Nutritional Standards | 2 | | | | | | | | x | | | | | x |
| Off-Site Visits | 2 | | | | | | x | | | | | | | x |
| Online Safety/E-Safety | 2 | | | | | | | | | | | x | | x |
| Prevent | 2 | | | | | | | | | | | x | | x |
| Pupil Premium Policy/Report | 2 | | | | | | | x | | | | | | x |
| Religious Education | 2 | | | | | | x | | | | | | | x |
| Self Evaluation Form | 2 | x | | | | | | | | | | | x | x |
| SEND Policy/Report | 2 | X | | | | | | | | | x | | | x |
| Sex and Relationships | 2 | | | | | | x | | | | | | | x |
| Supporting Pupls with Medical Conditions | 2 | X | | | | | | | | | x | | | x |
| Finance Policy | 2 | X | | | | | | | | | | | | X |
| Staff Discipline Policy | 2 | X | | | | | | | | | | | | X |
| Staff Grievance Policy | 2 | X | | | | | | | | | | | | X |
| Staff Capability Policy | 2 | X | | | | | | | | | | | | X |
| Staff Redundancy Policy | 2 | X | | | | | | | | | | | | X |
| Teacher Appraisal Policy | 2 | X | X | | | | | | | | | | | X |
| Teacher Pay Policy | 2 | X | X | | | | | | | | | | | X |
| Whistleblowing Policy | 2 | X | | | | | | | | | | | | X |
| Staff Conduct Policy | 2 | X | | | | | | | | | | | | X |
| Staffing Additional Employment Policies | 2 | X | | | | | | | | | | | | X |
| Health & Safety Additional Policies | 2 | X | | | | | | | X | | | | | X |
| Cyber Bullying Policy | 2 | | | | | | | | | X | | | | X |
| Governor allowances and expenses policy | 2 | X (Clerk) | | | | | | | | | | | | X |
| Other Information | | | | | | | | | | | | | | |
| Admissions Arrangements | 2 | | | | | | | | | X | | | | X |
| Contact name, address, tel nos. of school & name | 2 | | | | | | | | | | | | | |
| Curriculum information | 2 | | | | | | X | | | | | | | |
| Ofsted link on website | 2 | | | | | | | | | | | | X | X |
| Performance tables pub. On website | 2 | | | | | | | X | | | | | | X |
| PE Grant information | 2 | | | | | | X | | | | | | | X |
| Key Stage 2 Results | 2 | | | | | | | X | | | | | | X |
| Statement on school ethos and values | 2 | | | | | X | | | | | | | | X |
| Exclusions Procedures | 2 | | | | | | | | | X | | | | X |
| Privacy Notices to staff, pupils and parents | 2 | | | | | X | | | | | | | | X |
| Central record of recruitment and vetting | 2 | | | | | | | | | | | X | | X |
| Contract of employment for each staff member | 2 | | | | | | | | | | | X | | X |
| School's Finance Value Standard | 2 | X | | | | | | | | | | | | X |
| Safeguarding Audit | 2 | | | | | | | | | | | | X | X |

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|---|---|--|--|--|--|--|--|--|--|--|---|---|--|---|
| Information sharing protocol | 2 | | | | | | | | | | | X | | X |
| Use of mobile technology (pupils/staff) | 2 | | | | | | | | | | | X | | X |
| SEND Info. Published on website | 2 | | | | | | | | | | X | | | X |

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