HADLOW RURAL COMMUNITY SCHOOL

Governing Board Scheme of Delegation

September 2026

Version	1	2	3	4	5	6	7	8	9	10
Date	Sep 26									
Written By	PBL									
Authorised By	FGB									
Review Date	Sep 27									

The tasks and responsibilities set out are based on:

- The rules on delegation as set out in Part 5 of the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- The Governance Handbook
- The Academy Trust Handbook
- School suspensions and permanent exclusions
- Model articles of association for academy trusts

The rules in academies are simple – boards can delegate any functions **except the approval of the budget** (pages 20 and 21 of the Academy Trust Handbook).

Remember, the governing board as a whole is responsible for any decision delegated. Any decisions taken by a committee should therefore be reported back to the governing board in a timely manner.

'FGB' stands for 'full governing board' throughout this document.

Key

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓			FGB
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓	✓			FGB
	Establish an independent appeals panel when there are admissions appeals	✓				FGB
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓	Headteacher
	Make sure your school leaders fulfil expectations and statutory duties	✓	✓	✓		FGB
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it	✓	✓	✓		FGB
	Make sure school staff receive adequate training on attendance				✓	Headteacher
Behaviour and exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days	✓			✓	Headteacher
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion	✓	✓	✓		Chair of Board
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents/carers	✓				Chair of Board
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16				✓	Headteacher

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 11	✓	✓		✓	Headteacher
	Make sure all pupils at the school are provided with at least 6 encounters with technical education or training providers between years 8 and 13, as part of the school's career guidance offer	✓	✓		✓	Headteacher
Finance and budgets	Make day-to-day spending decisions under the amount of £5,000				✓	Headteacher
	Appoint senior executive leaders as an accounting officer **and** a chief financial officer of the trust (these must not be the same person)	✓				FGB
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and the Department for Education (DfE)'s Accounts Direction	✓	✓			FGB
	Appoint an auditor	✓	✓			FGB/Audit
	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)	✓	✓			FGB
	Refer novel, contentious and/or repercussive transactions to Department for Education (DfE) for explicit prior authorisation	✓				FGB
	Make sure the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)	✓	✓			FGB/Audit

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)	✓				FGB
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DfE	✓				FGB
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees, local governors and senior employees	✓				FGB
	Monitor impact of pupil premium funding	✓	✓		✓	Headteacher
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓				FGB
	Elect a chair and vice-chair of trustees	✓				FGB
	Appoint a clerk	✓				FGB
	Determine the constitution, membership and terms of reference of any committee it decides to establish, and review this at least annually. Appoint or elect a chair for each committee	✓				FGB
	Check that all statutory policies and documents are in place	✓				FGB
	Delegate functions to committees and individuals	✓				FGB
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			FGB
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		✓	FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure the estate is managed strategically and is maintained in a safe working condition	✓	✓		✓	Headteacher
Parents/carers and the community	Make sure the required information is published on the school website	✓	✓		✓	Headteacher
	Approve a complaints procedure	✓	✓	✓	✓	FGB
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				FGB
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			FGB
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)	✓	✓			FGB
Pupil wellbeing	Make sure eligible pupils receive free school meals (FSM) (this includes all pupils in reception, year 1 and year 2)	✓	✓		✓	Headteacher
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training	✓	✓		✓	Headteacher
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED), and publishes equality objectives and information about how it is doing this	✓				FGB
	Make arrangements for supporting pupils with medical conditions	✓	✓		✓	Headteacher
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			FGB
	Make sure the school has effective safeguarding policies and procedures in place	✓				FGB

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓	✓			FGB
	Make sure governors receive safeguarding training	✓	✓	✓	✓	FGB
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school	✓	✓		✓	Headteacher
	Appoint a member of staff to be the designated safeguarding lead (DSL)				✓	Headteacher
	Make sure effective support is provided for any employee facing an allegation	✓	✓		✓	Headteacher
Special educational needs and disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓				FGB
	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	✓	Headteacher
	Make sure parents/carers are notified by the school when special educational provision is being made for their child				✓	FGB/ Headteacher
	Make sure the school produces its school SEN information report and publishes it online	✓	✓		✓	Headteacher
	Co-operate with the LA in developing the local offer		✓		✓	Headteacher
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	Headteacher

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make sure there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school, and that they have sufficient time and resources to carry out their role effectively	✓	✓		✓	Headteacher
	Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching				✓	Headteacher
Staffing matters	Appoint a senior executive leader (who should be the academy's principal)	✓				FGB
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				FGB
	Make sure employment law and guidance is being followed	✓	✓			FGB
	Approve staffing structure changes	✓	✓			FGB
	Dismiss the headteacher	✓				FGB