

# GOVERNING BODY OF SUFFOLKS PRIMARY SCHOOL

## ORGANISATIONAL ARRANGEMENTS 2019-2020

### Scheme of Delegation

The Governing Body is responsible for the tasks detailed in this document and has the authority to delegate some of these to a Committee or an individual, including the Headteacher. Once completed this document will negate the need for exhaustive terms of reference for each of your Committees. It should be reviewed and approved by the GB annually.

#### COMMITTEE PROCEDURES

**Quorum** - for each Committee will be 3 Governors.

**Meetings** - to meet as often as is necessary to fulfill its responsibilities and at least once a term.

**Attendance** - any Governor to be able to attend meetings of any Committee (except confidential Panel hearings) subject to non-members having no right to vote.

**Chair** - each Committee to elect a Chair or the Governing Body to appoint a Chair for each Committee annually

**Voting** - where necessary, the Chair shall have a casting vote in reaching decisions.

**Urgent Decisions** - in the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors in consultation with the Chair of the Committee will take appropriate action on behalf of the Committee. The decision taken and the reasons for urgency will be explained fully at the next meeting of the Governing Body and minuted accordingly.

| TASK  | DO NOT DELEGATE          | THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO: |           |                     | COMMENTS | GUIDANCE   |
|---|--------------------------|---|-----------|---------------------|----------|--|
|   |                          | HEAD  | COMMITTEE | INDIVIDUAL GOVERNOR |          |  |
| Agreeing Aims and Vision of School                                    | ✓<br>Cannot be delegated |   |           |                     |          | Governors should review these on a regular basis and consult with other stakeholders   |
| Parental Engagement and Community Leadership                          | ✓                        |   |           |                     |          | Governing Bodies should ensure that they are regularly communicating with parents and carers and that parental engagement informs strategic decision making. |
| SEF – To consider & validate the School's judgements                  | ✓                        |   |           |                     |          | With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors.  |
| Consider & agree the School Development/Improvement Plan              | ✓                        |   |           |                     |          |  |
| Monitor the implementation of the School Development/Improvement Plan | ✓                        |   |           |                     |          | To <b>consider</b> progress on the School Improvement Plan priorities and evaluate impact.   |

Reviewed & agreed at the Governing Body meeting on 18 September 2019

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|   |   |              |                  |  |  |  |
|---|---|--------------|------------------|--|--|--|
| Complaints Policy: Consideration of Complaint against the School or Curriculum – establish Policy & implement |   | Stage 1 only | Complaints Panel |  |  | The Law requires that the procedure is published on-line |
| Agree any organisational changes, including converting to Academy status                                      | ✓ |              |                  |  |  |  |

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|  |                 | HEAD  | COMMITTEE | INDIVIDUAL GOVERNOR        |   |  |
| To agree any collaboration arrangements with other Governing Bodies or formal Federation | ✓               |   |           |                            | Two or more governing bodies (including FE bodies) can arrange for any of their functions to be carried out jointly or to be delegated to a joint committee.  |  |
| Governor Appointments  | ✓               |   |           | Governor Recruitment Panel | <ul style="list-style-type: none"> <li>Governing Bodies can now determine the length of the term of office for an elected or appointed Governor.</li> <li>The Governor Appointment Panel should establish the selection criteria to inform each governor appointment</li> </ul> |  |
| Ensure Governors apply for DBS checks within 21 days of appointment/election             |                 |   |           | SBM                        |   | Governing Body to agree arrangements – may wish to include in School's Policy  |
| School's Website– ensure required information is available on the Website.               |                 |   |           | SBM                        |   | Schools must publish specified information on a website – The School Information (England)(Amendment) Regulations 2012 as amended 2018 |
| “Getting Information about Schools” site Governance Information – to update as required  |                 |   |           | SBM                        |   | Site includes a governance section & schools are strongly encouraged to update site through existing access channels within schools.   |
| Appoint a professional Clerk to the  | ✓               |   |           |                            |   | Governors, and Headteachers cannot   |

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| Governing Body and Committees  |  |   |           |                     |          | be appointed as a Clerk to the Governing Body  |
|--|--|---|-----------|---------------------|----------|--|
| Committees <ul style="list-style-type: none"> <li>• Establish Committees</li> <li>• Agree membership of Committees including Associate Members</li> <li>• Appoint or agree election of Chairs/Vice-Chair to the Committees</li> <li>• Agree Committee terms of reference (if appropriate)</li> <li>• Agree the length of the Associate Members term of office (Between 1 and 4 years)</li> </ul> | ✓<br><b>Cannot be delegated</b><br>✓<br><br>✓<br><br>✓ |   |           |                     |          | <ul style="list-style-type: none"> <li>• Including: Pupil Discipline, Staff Dismissal, Performance Management Panel, Admissions (for VA)</li> <li>• No restrictions on who can be chair</li> <li>• This document could act as terms of reference</li> <li>• The Headteacher cannot act as Clerk</li> </ul> |
| Appoint Governors with individual responsibilities/Subject Governors & agree programme of visits etc   | ✓  |   |           |                     |          | Visits should <b>review</b> evidence in order to validate Action taken in response to key priority areas and/or Ofsted action points for the school.   |
| Agree programme of meetings for year   | ✓  |   |           |                     |          |  |
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|  |  | HEAD  | COMMITTEE | INDIVIDUAL GOVERNOR |          |  |
| Agree targets for the year and/or an annual work plan  |  |   |           |                     |          |  |
| Establish a Code of Conduct for Governors  | ✓  |   |           |                     |          | DfE recommends that Governing Bodies maintain a Code of Conduct which sets out the ethos of professionalism and high expectations of the governor role   |
| Agree a Governors Visit Policy   |  |   |           |                     |          |  |

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|--|---|--|--|--|---------------|--|
| Community Schools – comment on the LA’s Admissions Policy  | ✓ |  |  |  |               |  |
| School Session Times   | ✓ |  |  |  |               | There are no nationally prescribed procedures – but the Government expects schools to have regard to the views of parents, pupils and staff & manage change reasonably.  |
| Establish Induction programme for new Governors  |   |  |  |  |               |  |
| Freedom of Information (FOI) <ul style="list-style-type: none"> <li>• To ensure that the School complies with the Freedom of Information Act</li> <li>• To agree the FOI Publication Scheme &amp; access policy</li> </ul> |   | GB should delegate day to day responsibility for FOI to HT |  |  |               |  |
| Ensure School is compliant with new General Data Protection Regulations  |   |  |  |  | GDPR Governor | Including <ul style="list-style-type: none"> <li>• produce Data Protection Policy and Privacy Notice (if required)</li> <li>• appoint a Data Protection Officer</li> <li>• ensure staff are trained</li> </ul> |
| Voluntary Aided/Foundation Schools – to agree school term and holiday dates  | ✓ |  |  |  |               | Maintained schools must open for at least 380 sessions in a school year (190 days)   |
| Annual governance statement  |   |  |  |  | Chair         | It is good practice for a Governing Body to publish an annual governance statement to explain how it has fulfilled its responsibilities, particularly in relation to its core functions                        |

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|---|-------------------|--|---|--|---|
| Register of Business Interests  |                   |  |   |  | The Governing Body should publish on the School's Website its register of Business Interests including governorship in other educational establishments and set out any relationships between Governors and any members of Staff (see also Governance Handbook) & attendance at meetings. |
| Monitor Pupil Exclusion data  | ✓                 |  |   |  | Headteachers must publish the number of exclusions, the reasons for and the length of each exclusion  |
| Governing Bodies of maintained schools produce a written statement of general principles  | ✓                 |  |   |  | Should be published on line   |
| Monitor racial, bullying and any safeguarding incidents   | ✓                 |  |   |  | termly report<br>Information usually provided via the Headteacher's report  |
| School Uniform – to decide whether there should be a school uniform or other rules relating to appearance and what they should be   | ✓                 |  |   |  | schools should give priority to the cost of a uniform and ensure that it is affordable & does not act as a barrier to parents when choosing a school  |
| Pupil Voice - governing bodies are required to consult with pupils about matters that affect them.  | ✓                 |  |   |  |   |
| SEND<br><ul style="list-style-type: none"> <li>• agree &amp; monitor implementation of SEN Policy;</li> <li>• designate a member of staff as having responsibility for co-ordinating the provision for pupils with SEND</li> <li>• report each year to parents on their policy for pupils with SEND and ensure the SEND Information Report is available on the School's Website</li> <li>• ensure that special needs</li> </ul> | Agree Policy<br>✓ |  | ✓ |  |   |

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| defined in a pupil's Statement or Education Health and Care Plan are met   |   |   |  |  |   |
| Pupil Well Being<br><br>The Education and Inspections Act 2006 places a duty on Governing Bodies of maintained schools to promote well-being.                          | ✓   |   |  |  |   |
| Child Protection<br>- agree Child Protection Policy;<br>- review annually<br>- monitor implementation of policy/procedures, including Single Central Register          | ✓   |   |  |  |   |
| Agree the composition of the staffing establishment  | ✓   | ✓ |  |  |   |
| Appointment of Headteacher & Deputy Headteacher  | ✓<br>Final Decision<br><b>Cannot be delegated</b> |   | Appointment Panel  |  | Governing Body must make final decision at a formal meeting of the Governing Body, but should establish a Panel to undertake the appointment process. LA recommends 3 or 5 members.   |
| Appointment of Staff   |   | ✓ |  |  | GB need to specify level of Governor involvement & delegation to the Headteacher.   |
| Authority to establish acting or temporary appointments  |   | ✓ |  |  |   |
| Undertake <ul style="list-style-type: none"> <li>• Headteacher's Performance Review;</li> <li>• review &amp; determine Head's salary backdated to September</li> </ul> |   |   | <ul style="list-style-type: none"> <li>• Performance Management Panel</li> </ul> |  | <ul style="list-style-type: none"> <li>• A statutory Panel of 2 or 3 governors. An external Adviser must be appointed to help with the review.</li> <li>• Schools with religious character: <i>If the Panel has two members, a minimum of one must be a Foundation Governor, if the Panel has three members, a minimum of two must be Foundation Governors)</i></li> <li>• Consider recommendation of PM Panel</li> </ul> |
| Threshold Applications   |   | ✓ |  |  | GB is required to delegate the receipt and assessment of applications to the Headteacher  |

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|---|---|---|--|--|---|
| Ensure pupils receive free school meals where appropriate |   | ✓ |  |  |   |
| Promoting British Values                                  | ✓ |   |  |  | <ul style="list-style-type: none"> <li>• to have due regard to the prevent duty including assessing risk of children being drawn into terrorism, working in partnership with the local Safeguarding Children's Board</li> <li>• ensuring that all staff have had access to Prevent training</li> <li>• reviewing IT Policies and providing safe environment on line.</li> </ul> |
| Health and Safety Policy                                  | ✓ |   |  |  | To be signed by the Chair and ratified by GB  |

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# CURRICULUM AND STAFFING COMMITTEE

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| <b>STANDARDS, TARGETS &amp; CURRICULUM</b>  |                        |  |                       |                            |  |   |
|---|------------------------|--|-----------------------|----------------------------|--|---|
| <b>TASK</b>   | <b>DO NOT DELEGATE</b> | <b>THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:</b> |                       |                            | <b>COMMENTS</b>  | <b>GUIDANCE</b>   |
|   |                        | <b>HEAD</b>  | <b>COMMITTEE</b>      | <b>INDIVIDUAL GOVERNOR</b> |  |   |
| To agree a single Equalities Policy/Scheme and Action Plan and review regularly<br>Ensure equality objectives are published, including how they will be achieved  |                        |  | Curriculum & Staffing |                            | Governing bodies should make sure that their school complies with all aspects of discrimination law  |   |
| Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils and the community   |                        |  | Curriculum & Staffing |                            |  |   |
| <ul style="list-style-type: none"> <li>• Ensure relevant assessment arrangements are implemented underpinned by the Common Inspection Framework</li> <li>• Review public examination/ SATs results</li> </ul> |                        |  | Curriculum & Staffing |                            | <p>The Governing Body should reassure itself that</p> <ul style="list-style-type: none"> <li>- relevant assessment arrangements are implemented</li> <li>- that mandatory data collections and statistical returns requested by the Secretary of State are given to the relevant timescales and security standards</li> <li>- where necessary baseline assessments are undertaken on admission to the School.</li> </ul> <p>RAISEonline has been replaced with Analyse School Performance.</p> |   |
| Monitoring implementation of the National Curriculum  |                        |  | Curriculum & Staffing |                            | Governing Bodies should reassure themselves that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements   |   |
| Ensure that the curriculum is balanced and broadly based  |                        |  | Curriculum & Staffing |                            |  | Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the school |

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|---|---|---|-----------------------|--|--|---|
| Promote the cultural development of pupils through spiritual, moral, cultural, mental and physical development educational requirements |   |   | Curriculum & Staffing |  |  |   |
| Sex and Relationship Education Primary –<br><br>To agree a Relationships Education Policy and/or RSE Policy                             | ✓ |   | Curriculum & Staffing |  |  | It is compulsory from September 2020 for primary schools to teach relationships education and for secondary schools to teach relationships and sex education. It is compulsory for all state funded schools to teach health education.<br><br>Schools must consult parents in developing and reviewing their policy. The Policy should meet the needs of pupils and parents and reflects the community they serve. The Policy should be made available to parents and others and published on School website. |
| Agree arrangements for Collective Worship   | ✓ |   |                       |  |  | <ul style="list-style-type: none"> <li>• Headteacher &amp; Governing Body have responsibility for ensuring that all pupils take part in a daily act of collective worship</li> <li>• VA – Governing Body is responsible for the content of CW and denominational RE is inspected approx. every 5 years</li> </ul>   |
| Ensure that Religious Education requirements are met  |   |   | Curriculum & Staffing |  |  | Maintained schools without a religious character should follow their locally agreed syllabus  |
| Ensure statutory policies are in place and monitor School Policies  |   |   | Both Committees       |  |  | May wish to set up a rolling programme to review policies   |
| Pupil Records <ul style="list-style-type: none"> <li>• ensure Pupil records are kept according to regulations</li> </ul>                |   | ✓ |                       |  |  |   |

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|---|---|---|---|--|--|--|
| <ul style="list-style-type: none"> <li>ensure that parents &amp; others have required access</li> </ul>   |   |   |   |  |  |  |
| Nutritional Standards – ensure lunches provided meet national nutritional standards.  |   | ✓ |   |  |  |  |
| <p>Looked After Children</p> <ul style="list-style-type: none"> <li>– appoint a designated person to promote educational achievement of LAC</li> <li>– to ensure the School supports the educational attainment of LAC</li> </ul>   |   |   |   |  |  | <p>The Governing Body must ensure:</p> <ul style="list-style-type: none"> <li>the designated teacher undertakes appropriate training</li> <li>it considers an annual report from the designated teacher and acts on any issues raised</li> </ul> |
| <p>Pay Policy</p> <ul style="list-style-type: none"> <li>Agree and regularly review the Pay Policy</li> <li>Agree points/allowances in line with Pay Policy</li> <li>Consider any appeal submitted by member of staff in relation to a decision regarding his/her salary</li> </ul> |   | ✓ | <ul style="list-style-type: none"> <li>Pay Committee</li> </ul> |  |  |  |
| <p>Appraisal</p> <ul style="list-style-type: none"> <li>agree Appraisal/Performance Management Policy;</li> <li>review Policy regularly</li> <li>ensure that the Policy is being implemented effectively and fairly</li> </ul>  |   |   | Curriculum & Staffing   |  |  |  |
| <p>Pupil Premium</p> <ul style="list-style-type: none"> <li>– to monitor the effective use and impact of pupil premium funding</li> <li>- ensure Pupil Premium Strategy</li> </ul>  | ✓ |   |   |  |  | <p>Governing bodies should ensure Pupil Premium funding is spent on improving attainment of eligible pupils</p>  |

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| published on website  |  |  |                       |  |  |   |
| Ensure that there are policies in place designed to promote good behavior & discipline. Agree and review Discipline/Behaviour Policy, including <ul style="list-style-type: none"> <li>• Anti-Bullying Policy;</li> <li>• Misuse of Drugs Policy;</li> <li>• the school's approach to the use of reasonable force.</li> </ul> |  |  |                       |  |  |   |
| Agree procedures and produce a written policy for dealing with children with medical needs  |  |  | Curriculum & Staffing |  |  | Model policy available from SEN Services  |
| Agree, review & implement Grievance Procedures  |  |  |                       |  |  | Need an initial and appeal panels   |
| Agree, review & implement Disciplinary/Capability Procedures  |  |  |                       |  |  | Staffing Regulations recommend that the Governing Body delegate to the Headteacher decisions on all initial staff Disciplinary/capability decisions, up to and including dismissal. The Governing Body would only become involved at the appeal stage There is no delegated authority for a committee or panel where an associate member who is a staff or pupil , is in attendance |
| Agree and review as necessary a staff Whistle-Blowing Policy  |  |  |                       |  |  | The Governing Body should agree one or more members of the school's staff and of the governing body to whom staff can report concerns.  |
| Allegations against staff & volunteers – to ensure that effective support is provided for anyone facing an allegation   |  |  |                       |  |  | GB should make sure that a senior member of leadership team is designated to take lead responsibility for dealing with safeguarding issues.   |
| Safer Recruitment – to ensure that Safer Recruitment Procedures are applied   |  |  |                       |  |  |   |
|   |  |  |                       |  |  |   |
|   |  |  |                       |  |  |   |

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# FINANCE AND PREMISES COMMITTEE

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| <b>FINANCIAL ISSUES</b>  |   |  |                    |                            |  |   |
|--|---|--|--------------------|----------------------------|--|---|
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|  |   | <b>HEAD</b>  | <b>COMMITTEE</b>   | <b>INDIVIDUAL GOVERNOR</b> |  |   |
| Governors' Allowance Scheme – establish and implement                              |   |  | Finance & Premises |                            |  | The Governing Body should decide whether they will pay expenses and if so develop a policy  |
| Agree School Budget, ensuring that it is in line with School Plan                  | ✓<br>3 year expenditure plan to be approved |  | Finance & Premises |                            |  | This cannot be delegated to an individual.<br><br>The LA Scheme for Financing Schools states that the school's formal three year expenditure plan must be approved by the Governing Body. |
| Undertake regular & required monitoring of the Budget                              |   |  | Finance & Premises | Chair of Finance           |  | Governor with finance expertise should build a relationship and act as a link between the Governing Body and SBM/Office Manager/Finance Officer.  |
| Schools Financial Value Standard – to consider and complete online an annual basis | ✓   |  | Finance & Premises | Chair of Finance           | Audit Services recommend that the SFVS is completed by a working group/Committee and referred to the Governing Body for ratification |   |
| Waivers of Contract Procedure Rules  | ✓   |  | Finance & Premises | Chair of Finance           | Ensure the GB ratifies any waivers approved by the Finance Committee.  |   |
| Best Value - ensure expenditure reflects principles of best practice               |   |  | Finance & Premises |                            |  |   |
| Consider renewal of Service Level Agreements                                       | ✓   |  | Finance & Premises |                            |  | Taking into consideration <ul style="list-style-type: none"> <li>• principles of Best Value</li> <li>• agreed budget</li> <li>• Council's Contract Procedure Rules</li> </ul>             |
| Monitor value and quality of contracts   |   |  | Finance & Premises |                            |  | Taking into consideration principles of Best Value  |

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| Consider renewal of contracts   |                 |   | Finance & Premises |                     |          | Taking into consideration <ul style="list-style-type: none"> <li>principles of Best Value</li> <li>agreed budget</li> <li>Council's Contract Procedure Rules</li> </ul> |
|---|-----------------|---|--------------------|---------------------|----------|---|
| Agree School's Scheme of Financial Delegation – on an annual basis  | ✓               |   | Finance & Premises |                     |          | Including confirmation that the School adheres to the LA's Finance Manual and procedures  |
| <b>FINANCIAL &amp; RESOURCE ISSUES</b>  |                 |   |                    |                     |          |   |
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| Lettings – review and agree the Letting Policy and income scales on an annual basis   |                 |   | Finance & Premises |                     |          |   |
| Debt Policy - review annually   |                 |   | Finance & Premises |                     |          |   |
| Agree and review School Charging and Remissions Policy regularly  | ✓               |   |                    |                     |          | This sets charges and remissions for School activities – it must meet requirements as detailed under Sections 449-462 Education Act 1996                                |
| Approval of expenditure over the Headteacher's delegated limit  | ✓               |   | Finance & Premises |                     |          | This should be detailed in the School's Scheme of Financial Delegation as agreed by the Governing Body  |
| Health and Safety Policy adhere to the LA's Policy  | ✓               |   | Finance & Premises |                     |          |   |
| Health and Safety Inspections<br>- undertake regularly & ensure necessary remedial action carried out<br>- ensure annual risk assessments carried out to ensure fire precautions are in place |                 |   | Finance & Premises |                     |          |   |

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|---|--|--|--------------------|--|--|--|
| Health and Safety annual Audit  |  |  | Finance & Premises |  |  |  |
| Produce & monitor Premises Development Plan   |  |  | Finance & Premises |  |  |  |
| Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met |  |  | Finance & Premises |  |  |  |
| To ensure school is secure  |  |  | Finance & Premises |  |  |  |
| Agree contracts for premises work   |  |  | Finance & Premises |  |  |  |
| Ensure that the School environment is conducive to learning   |  |  | Finance & Premises |  |  |  |
| Manage Lettings & review Lettings charges & Policy annually   |  |  | Finance & Premises |  |  |  |

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|---|---|--|-----------------|--|--|--|
| Pupil Premium<br>– to monitor the effective use and impact of pupil premium funding<br>- ensure Pupil Premium Strategy published on website | ✓ |  |                 |  |  | Governing bodies should ensure Pupil Premium funding is spent on improving attainment of eligible pupils   |
| PE and Sport Premium funding – consider its use and publish information on the website  | ✓ |  | Both Committees |  |  | Publish on websites the amount of PE and sport premium received; how it has been spent (or will be spent); what impact has seen on pupils' PE and sport participation and attainment and how the improvements will be sustainable in the future. |

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# PUPIL DISCIPLINE COMMITTEE

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| <b>PUPIL</b>  |                        |  |                  |                            |                 |   |
|---|------------------------|--|------------------|----------------------------|-----------------|---|
| <b>TASK</b>   | <b>DO NOT DELEGATE</b> | <b>THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:</b> |                  |                            | <b>COMMENTS</b> | <b>GUIDANCE</b>   |
|   |                        | <b>HEAD</b>  | <b>COMMITTEE</b> | <b>INDIVIDUAL GOVERNOR</b> |                 |   |
| Pupil Exclusion Hearings – review the HT decision to exclude a pupil, where appropriate |                        |  | Pupil Committee  |                            |                 | Recommend to establish Pupil Discipline Committee – This must have a minimum of 3 members |
| Ensure pupils receive full-time education from the 6 <sup>th</sup> day of an exclusion  |                        | ✓  | Pupil Committee  |                            |                 |   |
|   |                        |  |                  |                            |                 |   |
|   |                        |  |                  |                            |                 |   |
|   |                        |  |                  |                            |                 |   |

GOVERNING BODY OF SUFFOLKS PRIMARY SCHOOL  
ORGANISATIONAL ARRANGEMENTS 2019-2020  
Scheme of Delegation