



HENDON SCHOOL

Governing Board Scheme of Delegation

Governing boards can delegate any functions **except the approval of the budget** (pages 20 and 21 of the [Academy Trust Handbook](#)).

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.

Function	Task	Members	Full Governing Body	Committee	Individual Governor	Headteacher
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria		✓	✓		
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓	✓		
	Establish an independent appeals panel when there are admissions appeals		✓	✓		
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies		✓	✓	✓	✓
	Make sure your school leaders fulfil expectations and statutory duties		✓	✓	✓	
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it		✓	✓	✓	

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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		✓			✓
	Convene a meeting to consider reinstating an excluded pupil and consider any representations from parents/carers about a suspension or permanent exclusion, in cases of urgency the Chair of Governors may convene this meeting		✓		✓	
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents/carers, in cases of urgency the Chair of Governors may convene this meeting		✓		✓	
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16		✓			✓
	Make sure all pupils at the school are provided with independent careers guidance from year 7 to year 13		✓	✓		✓
	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		✓	✓		✓
Finance and Budgets	Ensure finance limits can be found on the Hendon School Scheme of Delegation					✓
	Appoint Accounting Officer and Chief Finance Officer		✓			
	Maintain adequate accounting records, prepare an annual report and accounts and approve annual accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and the Department for Education (DfE)'s Accounts Direction		✓	✓		
	Appoint an auditor	✓				

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	Participate in annual accounts consolidation exercises as communicated by the Department for Education (DfE)		✓	✓		
	Refer novel, contentious and/or repercussive transactions to Department for Education (DfE) for explicit prior authorisation		✓			
	Make sure the trust has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)		✓	✓		
	Establish an audit and risk committee (If your trust's annual income is less than £50 million, you can combine it with another committee)		✓			
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the DfE		✓			
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees		✓			
	Monitor impact of pupil premium funding		✓	✓		✓
Governing Board procedures	Approve appointment(s) of Trustees	✓	✓			
	Hold full governing board meetings at least 3 times a year		✓			
	Elect a chair and vice-chair of trustees		✓			
	Appoint a clerk		✓			
	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		✓			

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	Check that all statutory policies and documents are in place		✓			
	Delegate functions to committees and individuals		✓			
Health and Safety	Monitor the implementation of the health and safety policy		✓	✓		
	Make sure there is an appointed person to make sure the school meets its health and safety duties		✓	✓		✓
	Make sure the estate is managed strategically and is maintained in a safe working condition		✓	✓		✓
Parents/Carers and the Community	Make sure the required information is published on the school website		✓	✓		✓
	Approve a complaints procedure		✓			
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		✓			
	Make sure the school complies with the Freedom of Information Act 2000		✓	✓		
	Make sure the school complies with the UK General Data Protection Regulation (UK GDPR)		✓	✓		
Pupil Wellbeing	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC, and that they undertake appropriate training		✓	✓		✓
	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		✓			
	Make arrangements for supporting pupils with medical conditions		✓	✓		✓

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Safeguarding	Check that the school complies with statutory guidance on safeguarding		✓	✓		
	Make sure the school has effective safeguarding policies and procedures in place		✓			
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training		✓	✓		
	Make sure governors receive safeguarding training		✓	✓	✓	✓
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school		✓	✓		✓
	Appoint a member of staff to be the designated safeguarding lead (DSL)					✓
	Make sure effective support is provided for any employee facing an allegation		✓	✓		✓
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		✓			
	Make sure the necessary special educational provision is made for any pupil who has SEN, and monitor its effectiveness			✓	✓	✓
	Make sure parents/carers are notified by the school when special educational provision is being made for their child					✓
	Make sure the school produces its school SEN information report and publishes it online		✓	✓		✓
	Co-operate with the LA in developing the local offer			✓		✓
	Make sure the school follows the statutory SEND Code of Practice		✓	✓	✓	✓

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	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		✓	✓		✓
	Make sure the teachers in the school are aware of the importance of identifying pupils who have SEN and are providing appropriate teaching					✓
Staffing Matters	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		✓			✓
	Make sure employment law and guidance is being followed		✓	✓		
	Approve staffing structure changes		✓	✓		
	Dismiss the headteacher		✓			