GOVERNING BODY SCHEME OF DELEGATION FRAMEWORK 2026-27

A Resource for Governing Boards of WILTSHIRE LOCAL AUTHORITY MAINTAINED SCHOOLS

REVIEWED AND AGREED AT ADMIN FGB 15.09.26

This framework is produced for use by governing bodies when reviewing their schemes of delegation annually. It has been compiled by Wiltshire School Governance Team to help governing bodies distribute their responsibilities across the full governing body and its committees as well as, where deemed appropriate, to individual governors or the head teacher. The framework includes the key responsibilities expected to be undertaken by governing bodies and indicates by shading of boxes where specific responsibilities **cannot** legally be undertaken. New or revised functions are given in italics.

Whilst the framework allows for many responsibilities to be delegated to individual governors or to the head teacher, it's expected that governing bodies will want to fulfil most of their responsibilities at either full governing body or committee level to ensure corporate decision making. Please also note that the responsibilities listed under each heading are those for which the governing body retains overall responsibility. They do not include functions that fall within the head teacher's school management responsibility e.g. responsibility for each pupil's education.

It's likely that governing bodies will want to add to the responsibilities listed under some of the headings with others that reflect their own priorities e.g. to nominate link governors as advocates for vulnerable groups of pupils. It is for each governing body to determine the scheme of delegation that allows them to: fulfil legal requirements; set the school's strategic direction; hold the head teacher to account for the performance of the school and its pupils and the performance management of staff and oversee the financial performance of the school, ensuring that its money is well spent.

The framework draws on a number of sources of information including: National Governance Association Local Authority Maintained Governing Body Decision Planner 2016; Department for Education Governance Handbook 2020; OFSTED School Inspection Handbook; School Information (amendment) regulations 2012; School Governance Constitution Regulations 2012; The School Governance (Roles, Procedures and Allowances) regulations 2013; The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) August 2017; Statutory policies for Schools and academy trusts (DFE) 2020.

Whilst this resource has been prepared for Wiltshire Council's maintained schools, governing bodies of other schools in Wiltshire may also find it a useful reference document to consider alongside resources which detail their specific responsibilities.

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KEY:

Orange Highlights = BEDS specific items

Changes 2026-27

Finance, People and Premises FPP

Education, Development and Safeguarding EDS

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General and Procedural Responsibilities	**FGB**	**Cttee**	**Ind. Gov.**	**HT**
Draft instrument of government and any subsequent amendments	FGB			
Co-opt governors *(School Governance Constitution regulations 2012)* and appoint (and remove) associate members	FGB			
Appoint Local Authority governors *(School Governance Constitution regulations 2012)*	FGB			
Review governor election materials to ensure that electorate understands what is required of governors. *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) August 2017*	FGB			
Agree suspension of governors	FGB			
Appoint (and remove) the chair and vice chair of the governing body	FGB			
Determine period of office of chair and vice chair (between 1 and 4 years)	FGB			
Appoint (and dismiss) the clerk to the governors		SSG		
Determine any functions to be performed by the clerk to governors *that are additional to those laid out in regulations*		SSG		
Establish and review committees	FGB			
Elect or appoint committee chairs	FGB (voted)	SSG (unopposed)		
Publication of governors' details on school website. As a minimum this should include: each governor's (or associate member's) name; category; appointing body; term of office; any committees they serve on; positions they hold such as Chair, Vice Chair, Chair of a Committee. Associate members' voting rights on any committees should also be included. *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) August 2017*	FGB (check)		CLERK (admin) Website Compliance Link Gov	

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Establish, publish on website, (and update annually) a register of headteachers' and governors' business interests. The register must set out details of any relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives. *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) August 2017*	FGB (check)		CLERK (admin) Website Compliance Link Gov	
Review the Governors' Code of Conduct to ensure that all governors and associate members are aware that their details as identified in the preceding 2 points will be published and that all are required to provide the information. Governors' explicit agreement to the Code of Conduct should be recorded in minutes. *Ref: The constitution of governing bodies of maintained schools (Statutory guidance for maintained schools and local authorities in England) August 2017*	FGB			
Approve Annual Governance Statement (no longer statutory) *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*	FGB		CoG	
Determine level of delegation of functions to individuals or committees annually	FGB			
Establish any required GB procedures (where not set out in law)	FGB			
Submit governor information to the DfE database of governors via Get Information About Schools https://www.get-information-schools.service.gov.uk/	FGB (check)		CLERK (admin)	
BEDS Specific: To lead and administer the recruitment of governors			CoG (lead) CLERK (admin)	

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School Self Evaluation/School Improvement/ Development Planning Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Agree the outcomes of the School's Self Evaluation process	FGB (Agree)			HT (Draft)
Agree long term vision and strategic plan	FGB			
Approve school improvement /development plan and evaluate their impact	FGB (Approve)	EDS & FPP (Evaluate and monitor)		
Appoint governors for SEND, safeguarding, whistle blowing and any others agreed by GB	FGB	SSG		
Ensure OFSTED recommendations are incorporated into the school improvement plan	FGB			
BEDS Specific: Ensure SIAMS recommendations are incorporated into the school development plan	FGB			

Data Analysis and Target Setting Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Scrutinise a range of pupil performance data to evaluate the school's performance, *especially the DfE's compare school performance tables, Analyse School Performance and the Inspection Dashboard Summary Report*	FGB	EDS	Data & Assessment (HT)	HT
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them		EDS	Data & Assessment (HT)	
Scrutinise analysis of examination results and key stage assessments against agreed targets		EDS	Data & Assessment (HT)	HT
Ensure rigorous assessment processes are in place		EDS	Data & Assessment (HT)	HT

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Extended Services Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Decide whether to offer additional services and what form these should take	FGB	FPP		
Decide whether to cease provision of additional services	FGB	FPP		
Review provision and impact of additional services	FGB	FPP		

Discipline/Exclusions Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Agree a behaviour principles statement and ensure that this is posted on the school website Also monitor Exclusion rates – Elective Home Education – any patterns the board needs to be aware	FGB	EDS	Website Compliance Link Gov	
Draft a school behaviour policy and publicise to staff, students and parents				HT
Consider parents' representations about a suspension or permanent exclusion (can be delegated to a sub-committee of at least 3 governors)		EDS (bespoke panel)		
Consider the reinstatement of all suspensions or permanent exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)		EDS (bespoke panel)		

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Premises Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Agree long term strategy for use of school premises	FGB (agree)			HT (draft)
Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation	FGB (approve)	FPP (review)		HT (establish)
Arrange for regular monitoring and inspection of school premises		FPP		HT
Agree a funded maintenance plan		FPP		HT
Approve lettings/ hiring policy and charges		FPP		HT
Ensure security of school premises and equipment				HT
Agree level of maintenance service the school will buy from service providers		FPP		HT
Ensure risk assessments of school site are conducted and considered as appropriate		FPP (monitor)		HT (ensure)
Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate		FPP (monitor)		HT (ensure)

Staffing Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Formally approve appointments of head teacher and deputy head teacher	FGB			
Appoint an external adviser to assist with the head teacher's performance management		HTPM		
Nominate 2/3 governors to conduct head teacher's performance management	FGB	SSG		
Approve, and keep under review, a school pay policy/teachers' pay policy	FGB			
In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority		FPP		

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Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment		FPP			
Approve a Statement of procedures for dealing with allegations of abuse against staff					HT
Approve applications for early retirement, secondment and leave of absence not covered by local agreements		FPP			
Approve, and keep under review, a teacher appraisal policy		FPP			
Carry out appraisal of other teachers (or delegate to line managers in the school)					HT
Make teachers' pay progression decisions following recommendations of head teacher (by end of October)		Pay Panel			
Consider a report from the head teacher on the operation of the appraisal policy (to include information as outlined in the school's appraisal policy)		FPP			
Determine the school's staffing complement and structure		FPP			
Ensure safer recruitment requirements are met		FPP			HT
Ensure that required staffing policies and procedures are in place and implemented	FGB (approve)	FPP (review)			HT (ensure)
Appoint selection panel for head teacher and deputy head teacher appointments	FGB				
Appoint selection panel for other members of the senior leadership team		FPP			
Ensure that at least one person on the selection panel for head teacher appointment has completed safer recruitment training	FGB				
BEDS Specific: To monitor standards of teaching		SSG (oversight)	Delegated		HT (monitor)
BEDS Specific: To approve the Link Governor Policy	FGB				

Finance Responsibilities (FGB to determine financial limits)	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**	**Ass't Head/ SBM**

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(Amounts are exclusive of VAT)					
Award contracts (GB to determine levels of authorisation)	[3]£10k	FPP Over £5k to max. £10k		<£5k	
Authorise payments (excl. VAT)	[3]£10k	FPP Over £5k to max. £10k		[3]£500 - < £5k	<£500 plus one counter signee
Approve transfers between budget headings (GB to determine levels of authorisation)	[3]£2k	FPP Over £500 to max. £2k		<£500	
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)	FGB				
Ensure that the budget is only spent for school purposes		FPP			
Agree the first budget plan, prioritised against school improvement priorities		FPP			
Review contracts and services due for renewal (GB to determine levels of authorisation)	[3]£10k	FPP <£10k [3]>£5k		<£5k	<£500
Monitor adequacy of financial management competency amongst staff and governors	FGB	FPP			
Approve signatories for authorising orders and payments		FPP			
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)		FPP			

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Monitor income and expenditure reports and approve returns required by LA		FPP			
Establish (and keep under review) a charging and remissions policy		FPP			
Approve (and keep under review) ordering and payment systems		FPP			
Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)	£10k	FPP <£10k >£5k		£5k	<£500
Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)		FPP			
Valuation of assets for disposal	>£5k	FPP Over £1k to max. £5k		Over £50 to max. £1k	<£50
Approve the disposal of surplus and damaged equipment	>£5k	FPP Over £1k to max. £5k		<£1k	
Consider annual financial benchmarking data and analyse outcomes		FPP			
Ensure the budget has allocated funds to support the school improvement plan, any agreed changes to staffing structure, and any salary increases approved following appraisal outcomes		FPP			
Ensure all required finance policies and procedures are in place and implemented		FPP			
Agree end of year budget rollover		FPP			
Receive, and where appropriate respond to, reports from Local Authority Auditors		FPP			
Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning	FGB				

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Evaluate the impact of the allocation of the primary school sport premium funding in improving the quality and breadth of PE and Sport provision (primary schools)	FGB				
Approve (and keep under review) a governors' allowances scheme		FPP			
Agree budget allocation for governor training and evaluate the impact of spending	FGB (evaluate)	FPP (agree)			
BEDS specific: Petty cash top-up to the value of £100				SBM AO	

School Organisation Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Publish proposals to change category of school	FGB			
Consider forming, joining or leaving a federation *or multi-academy trust*	FGB			
Set the times of school sessions and the dates of school terms and holidays. NB: The government included a change of responsibility in the 2015 Deregulation Act - but it was never enforced – so this responsibility still lies with the LA and not the school.	FGB			
Ensure that the school delivers a school week of at least 32.5 hours.	FGB			
Ensure the school meets for 380 sessions in a school year	FGB			

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Health, Safety/Child Protection/ Safeguarding Responsibilities	**FGB**	**Cttee**	**Ind. Gov.**	**HT**
Keeping Children Safe in Education from **1st September 2026** (Annex 1: particularly governor oversight) and complete mandatory annual safeguarding training (that has been updated in response to significant changes to the guidance)) (All staff. All the FGB)	FGB	EDS	S/Gd Link Gov	HT (DSL)
Ensure compliance with health, safety and safeguarding legislation applied to schools, including a nominated governor for safeguarding	FGB	FPP EDS	S/Gd Link Gov H&S Link Gov Martyns's Law Link Gov	HT
Approve a health and safety policy and monitor its implementation	FGB (approve)	FPP (review)	H&S Link Gov Martyns's Law Link Gov	
Ensure effectiveness of health and safety policy		FPP	H&S Link Gov Martyns's Law Link Gov	HT
Conduct inspections of buildings, plant and equipment			H&S Link Gov Martyns's Law Link Gov	HT
Approve Child Protection Policy and procedures and review its effectiveness at least annually	FGB (approve)	EDS (review)		
Approve Protection of biometric information of children in schools and colleges Policy and review its effectiveness at least annually	FGB			
Ensure effectiveness of record keeping related to health, safety and safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks		FPP EDS	S/Gd Link Gov H&S Link Gov Martyns's Law Link Gov	HT
Consider school's annual safeguarding audit and monitor subsequent action plans	FGB (consider)	EDS (monitor)		
Ensure school meets national school food standards		FPP (monitor)		HT (ensure)

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Ensure compliance with statutory guidance regarding pupils with medical needs and allergies		EDS	S/Gd Link Gov Allergy Awareness Link Gov	HT (DSL)
Have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy	FGB			
BEDS specific: Ensure school meets statutory online filtering and monitoring responsibilities including at least annual audit of systems, audit report and action plan as needed.	FGB (receive report)	Filter/ Monitor Review Bd	S/Gd link Gov	
BEDS specific: Maintain oversight and ensure school is monitoring that external hirers are operating in accordance with the school Safeguarding policy, vision and aims.		EDS	S/Gd link Gov	

School Admission Responsibilities (voluntary aided and foundation schools)	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Establish and publish an admissions policy				
Consult before making any changes to the admissions policy. (Where there are no changes consult at least every 7 years.)				
Consider admissions applications				
Appeal against Local Authority direction to admit pupils				

Curriculum/Inclusion/ Equality Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Ensure that the relevant national curriculum programmes of study are taught		EDS (monitor)		HT

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Establish (and keep under review) a policy on RSE (Relationships and Sex Education) and ensure staff/parents/pupils have been consulted on it (parents are informed of their right to withdraw their children)	FGB (approve)	EDS (review)		HT
Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based – link to the national guidance: Careers guidance		EDS (monitor)		HT
Consider any disapplication for pupils (from the National Curriculum)		EDS (monitor)		HT
Decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)		EDS (monitor)		HT
Approve the school's SEND policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND	FGB			
Ensure appropriate provision is provided for gifted, more able and talented pupils		EDS (monitor)		HT
Ensure that only approved external qualifications and syllabuses are offered to pupils		EDS (monitor)		HT
Prohibit political indoctrination and ensure the balanced treatment of political issues		EDS (monitor)		HT
Designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)				HT
Designate a "responsible person" *(staff)* for Looked After Children				HT
Establish an accessibility plan and review it *at least every three* years	FGB (review)			HT (establish)
Ensure that the statutory requirements for Early Years Foundation Stage are implemented		EDS (monitor)	EYFS Link Gov (monitor)	HT (ensure)

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Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea. *Note: practically, this is now delivered by a LA department: "We would recommend it is delegated to the H & S governor to monitor this so it is operational but you would expect the H & S governor/relevant committee to be aware and monitor that the school is actioning this - alongside the LA H & S Team/LA H & S policy/advice given to the school by the LA." Re Sandra Singer – Governor Services*		FPP (monitor, SI)	H&S Link Gov (monitor)	
Establish and publish annually an "Equality information and objectives statement" and review equality objectives every four years	FGB			
Ensure that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed		EDS (monitor)	RE Link Gov	HT (ensure)
Decide RE syllabus (Foundation, VA, VC schools)				HT
Ensure that all pupils take part in a daily act of collective worship in line with statutory requirements			CW Link Gov (monitor)	HT (ensure)

Pupils, Parents and Community Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.			DL Link Gov	HT
Ensure legally required information is published online, including annually required information e.g. report on SEN, pupil premium funding	FGB	~~EDS~~	~~DL Link~~ Website compliance Link Gov	HT
Agree parental complaints procedure and publicise to parents	FGB			
Consider parental complaints against head teacher (as outlined in complaints procedure)		HTPM		
Ensure the governing body can demonstrate its accountability to parents	FGB	SSG		

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Revisiting the school's vision statement annually – bearing in mind current government restrictions (post-Covid)	FGB			
Adopt (and keep under review) home-school agreements *(no longer statutory and does not apply to nursery schools)* *BEDS Specific: To adopt and review home-school agreement on website*		EDS (generic)	S/Gd Link Gov (Indiv pupils)	
Consider matters relating to the role of the school in the community	FGB			HT
Ensure the school has a published freedom of information scheme and complies with it	FGB	~~FPP~~		
Annually register with the Information Commissioner's Office if desired. Schools are exempt, as non-profit organisations.	FGB	~~FPP~~		
Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually	FGB	~~FPP~~		
Ensure provision of free meals to those pupils meeting the criteria				HT
Maintain a register of pupil attendance	FGB (monitor)			HT (maintain)
BEDS Specific: To compile a report each year on each learner's educational achievements and forward to their parents/carers				HT
BEDS Specific: To monitor and communicate to parents the right to withdraw their child from SRE, RE, Collective Worship under certain circumstances		EDS (monitor)		HT (communicate)
BEDS Specific: To monitor SMSC across all key stages				HT
BEDS Specific: To ensure equal inclusion in the curriculum for all learners			DL Link Gov (monitor)	HT (ensure)

Pupils, Parents and Community Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
BEDS Specific: To provide daily collective worship in accordance with beliefs of the Church of England				HT

BEDS Specific: To monitor provision of collective worship			CW Link Gov	