



GRANTHAM VILLAGES' CE PRIMARY SCHOOLS GOVERNING BOARD SCHEME OF DELEGATION PLANNER 2026-2027



Governing Board Delegation Planner (based on NGA's planner)

This delegation planner details the legal responsibilities that governing bodies have as well as wider responsibilities that are fundamental to effective governance. It is intended to support conversations between governors, headteachers and governance professionals about how tasks are delegated to ensure the governing body fulfils its duties.

The GVSF Governing Board operates the circular model of governance with delegated panels appointed as outlined in the 2025-2026 Grantham Villages' C of E Primary Schools Federation Governing Board Terms of Reference and Standing Orders for Circle of Governance v21 dated Sept 2025. In this model, governors are appointed to oversee areas of governance work and report to the FGB who retain collective responsibility as **the Governing Board retains collective responsibility** and should receive regular reports in order to stay informed.

Key

✓	Delegation recommended
	Delegation not recommended
	Delegation not recommended but operating circular model allows appointed governors to monitor and report to FGB who retain overall control
x	Cannot delegate to this level

Legal and Compliance Responsibilities

Area of Responsibility		On	Full Board	Panel	Individual Governor	Executive Headteacher	Notes and Resources
Admissions	1	Comply with the School Admissions Code in setting out admissions arrangements, making decisions and managing appeals	✓			x	
	2	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓				
	3	To annually determine admission arrangements by 28 February every year even if there is no change ensuring all appropriate bodies are notified. Publish a copy of the determined arrangements on the schools' websites and send to the Local Authority (LA) by 15 th March	✓				

Area of Responsibility		On	Full Board	Panel	Individual Governor	Executive Headteacher	Notes and Resources
	4	To establish and publish an admissions appeal timetable				✓	Published on websites
Attendance	5	Regularly review pupil attendance data and patterns	✓				LCC Policy states attendance governor should be appointed. Link governor appointed and monitors attendance.
Behaviour	6	Annually review the behaviour policy. Make and review a written statement of behaviour principles (upon which the behaviour policy is based) published at Appendix A to behaviour policy	✓		x	✓	Reviewed in September each year.
Budget and Finance	7	Scrutinise the draft budget	✓				Finance Governor monitors budget regularly, but scrutiny and decision is at FGB
	8	Approve the budget	✓		x	x	Annually April/May
	9	Monitor expenditure against the budget 6 times a year	✓				At each FGB meeting
	10	Approve the schools' financial value standard (SFVS)	✓	x	x	x	Finance Governor may review SFVS prior to scrutiny and approval at FGB meeting.
	11	Monitor and oversee the impact of pupil premium and other targeted funding streams this includes PE and sport premium	✓				Monitored by link governors
	12	To establish a charging and remissions policy	✓				Reviewed annually
Complaints	13	To establish, publish and review a complaints and procedure policy	✓				Reviewed annually
	14	Make clear to parents/carers where the complaints procedure can be found (usually published on school website)				✓	Published on websites under Policies
Curriculum	15	Ensure that the school has a broad and balanced curriculum that covers the national curriculum and (where applicable) delivers the EYFS statutory framework	✓				Individual governors' areas of responsibilities for monitoring purposes
	16	Monitor and evaluate pupil progress and attainment and make appropriate recommendations	✓				Reviewed and monitored 3 times a year at FGB meetings
	17	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and requirements of the trust deed.	✓				
Data Protection	18	Ensure that the school complies with the General Data Protection Regulation (GDPR) when handling information belonging to pupils, staff, parents and governors	✓				DPO reports to FGB annually (July)

Area of Responsibility		On	Full Board	Panel	Individual Governor	Executive Headteacher	Notes and Resources
Equalities	19	Ensure that the school and governing board complies with The Equality Act 2010, which includes a distinct public sector equality duty	✓				
Exclusions	20	Review permanent exclusions and fixed term exclusions where the pupil is excluded for more than 15 days in total in a term		✓	x	x	The governing board appoints a panel of 3 governors to carry out this function. Clerk appointed.
	21	Monitor data on pupil suspension and exclusion	✓				See part seven of statutory guidance on suspension and exclusion for details
Health and Safety	22	To ensure a Federation Health & Safety policy and procedures are in place. Monitor the effectiveness of the policy and procedures	✓				Link governor monitors H&S H & S Policy reviewed annually
	23	Undertake health and safety inspections				✓	
Parents/Carers	24	Have regard to the views of parents/carers (consult and listen to the PTFA and FOMS)	✓				
Pupils with SEND	25	Ensure that provision for pupils with special educational needs and disability (SEND) is in place and monitor effectiveness	✓				Monitored by link governor and FGB
	26	Have specific oversight of the federation's arrangements for SEND	✓		✓		An individual governor is appointed to support monitoring of this area
	27	To establish an accessibility plan and review at least every three years	✓				
Safeguarding and Child Protection	28	To adopt, review and approve annually a child protection and safeguarding policy	✓				FGB agrees to adopt the LCC's child protection and safeguarding policy each September.
	29	Promote the welfare of children and comply with the DfE's statutory guidance on Keeping Children Safe in Education and the Prevent duty	✓				
	30	Comply with the requirement for the governing board to complete safeguarding training – LSCP 6 year pathway	✓				Allocated safeguarding modules to complete each year.
	31	Take leadership responsibility for safeguarding arrangements			✓		1 safeguarding governor appointed
Staffing	32	Oversee staff pay, progression and CPD		✓			Pay Review Panel – 3 governors
	33	Executive Headteacher recruitment and appointment		✓	x	x	Most of this process is managed by a board-appointed panel, with the FGB ratifying their decisions

Area of Responsibility		On	Full Board	Panel	Individual Governor	Executive Headteacher	Notes and Resources
	34	Executive Headteacher suspension		✓		x	If necessary, the decision to suspend may be taken as a chair's action
	35	Executive Headteacher reinstatement and dismissal		✓		x	
	36	Conduct Executive Headteacher performance management (appraisal) and review their pay		✓		x	The panel of 3 governors and external adviser conducts the appraisal and provides a written recommendation to the pay review panel
	37	Operational employment decisions including recruiting and managing staff below senior leadership level				✓	

Wider Responsibilities

Area of Responsibility		Task	Full Board	Panel	Individual governor	Executive Headteacher	Notes and Resources
Policies	38	Ensure that the policies required by law are in place, have been formally approved by the governing board and are readily accessible	✓				Policies ratified and read through School Bus, Policies published on schools' websites.
	39	Draft school policies				✓	
Risk Management	40	Understand the main areas of risk associated with the board's strategic priorities and the school's improvement plans, ensuring these are captured within a risk register	✓				Risk Register – high risk items reviewed at each FGB meeting; whole register reviewed annually
	41	Maintain a risk register to document risks and control measures				✓	On School Bus. Last updated July 2025
School Self-Evaluation	42.	Use evidence gathered from data and surveys to inform a process of self-evaluation that identifies what the school does well, and what areas require improvement				✓	Governors need to be assured that the self-evaluation process is accurate and helps them to make the right decisions
School Website	43.	Ensure that required information is published on the school websites and that school leaders have effective systems and routines in place to remain compliant	✓				Link governor appointed. Websites reviewed annually inline with current compliance.
Strategic Direction	44.	Set the strategy for the schools (based on a clear vision for the future, with defined strategic priorities and a plan to monitor progress)	✓				The strategy document must be approved by the full governing board. Agreeing the strategy should be the result of collaboration between the governing board and senior leaders in the schools.

Governing Board Business

The governance professional plays an important role in supporting and advising on matters of governing board business.

Function		Task	Full Board	Panel	Individual Governor	Executive Headteacher	Notes
Organisation and Constitution	45	Appoint and dismiss clerk to the board	✓				
	46	Review/establish roles of responsibilities, panels and maintain terms of references and standing orders.	✓	x	x	x	Annually reviewed at first FGB meeting
	47	Elect a governing board chair and vice chair	✓	x	x	x	Serves a term of 2 years
	48	Maintain and publish a register of pecuniary and business interests	✓				Annually reviewed at first FGB meeting
	49	Approve a governors' allowance policy	✓				Annually reviewed
	50	Determine governing board constitution and terms of office	✓	x	x	x	
	51	Draft schedule of governor monitoring visits to school	✓				Agreed between the governing board, school leaders and relevant staff
	52	Ensure that the school and governance information is correct on Get Information about Schools (GIAS)	✓				The governance professional should ensure that information is shared with relevant responsibility school staff member.
Development	53	Adopt/review a code of conduct	✓				Reviewed annually and agreed at first FGB meeting – based on NGA's model updated July 2025
	54	Complete skills and diversity audits	✓				Last completed Sept 2023 – governors to regularly review their numerations on skills audit – available on Governor Hub
	55	Conduct governing board self-evaluation	✓				At least Biennially – Last one done 2025
	56	Encouraged to develop their knowledge and skills by attending training sessions					Free online training available through LCC and NGA learning portal Attend courses run by LCC and LDBE