A RESOURCE FOR GOVERNING BODIES OF WILTSHIRE LOCAL AUTHORITY MAINTAINED SCHOOLS

This framework is produced for use by governing bodies when reviewing their schemes of delegation annually. It has been compiled by Wiltshire School Governance Service 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 Maintained School Delegation Planner; 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 maintained schools (Maintained schools governance guide 2024)

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.

General and Procedural Responsibilities	**FGB**	**Cttee**	**Ind. Gov.**	**H T**
Draft instrument of government and any subsequent amendments	✓			
Co-opt governors *(School Governance Constitution regulations 2012)* and appoint (and remove) associate members	✓			
Appoint Local Authority governors *(School Governance Constitution regulations 2012)*	✓			
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*	✓			
Agree suspension of governors	✓			
Appoint (and remove) the chair and vice chair of the governing body	✓			
Determine period of office of chair and vice chair (between 1 and 4 years)	✓			
Appoint (and dismiss) the clerk to the governors	✓			
Determine any functions to be performed by the clerk to governors *that are additional to those laid out in regulations*	✓			
Establish and review committees	✓			
Elect or appoint committee chairs		✓		
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*				✓

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*				✓
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*	✓			
Approve Annual Governance Statement (no longer statutory) *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*	✓			
Determine level of delegation of functions to individuals or committees annually	✓			
Establish any required GB procedures (where not set out in law)	✓			
Submit governor information to *the DfE database of governors via Get Information About Schools (GIAS) https://www.get-information-schools.service.gov.uk/*				✓
School Self Evaluation/School Improvement Planning Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**H T**
Agree the outcomes of the School's Self Evaluation process	✓			
Agree long term Vision and Strategic Plan	✓			
Approve school improvement plans and evaluate their impact	✓			
Appoint governors for SEND, safeguarding, whistle blowing and any others agreed by GB	✓			
Ensure OFSTED recommendations are incorporated into the school improvement plan	✓			

Data Analysis and Target Setting Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**H T**
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*	✓			
Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them	✓			
Scrutinise analysis of examination results and key stage assessments against agreed targets	✓			
Ensure rigorous assessment processes are in place				✓

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

Discipline/Exclusions Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**H T**
Agree a behaviour principles statement and ensure that this is posted on the school website Also monitor Exclusion rates – Elective Home Education – any patterns of which the board needs to be aware		✓		
Draft a school behaviour policy and publicise to staff, students and parents				✓
• Consider parents' representations about a suspension or permanent exclusion (can be delegated to a sub-committee of at least 3 governors)		✓		

• 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)	N/A	N/A		

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

Staffing Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**H T**
Formally approve appointments of head teacher and deputy head teacher	✓			
Appoint an external adviser to assist with the head teacher's performance management		✓		
Nominate 2/3 governors to conduct head teacher's performance management		✓		

Approve, and keep under review, a school pay policy/teachers' pay policy	✓			
In voluntary and foundation schools, decide whether to give advisory rights to Diocese/Local Authority	N/A	N/A	N/A	
Fulfil role expected of governing bodies in adopted procedures for range of staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment		✓		
Approve a Statement of Procedures for dealing with allegations of abuse against staff				✓
Approve applications for early retirement, secondment and leave of absence not covered by local agreements		✓		
Approve, and keep under review, a teacher appraisal policy		✓		
Carry out appraisal of other teachers (or delegate to line managers in the school)				✓
Make teachers' pay progression decisions following recommendations of head teacher (by end of October)		✓		
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)		✓		
Determine the school's staffing complement and structure	✓			
Ensure safer recruitment requirements are met				✓
Ensure that required staffing policies and procedures are in place and implemented				✓
Appoint selection panel for head teacher and deputy head teacher appointments	✓			
Appoint selection panel for other members of the senior leadership team				✓
Ensure that at least one person on the selection panel for head teacher appointment has completed Safer Recruitment training	✓			

Finance Responsibilities	FGB	Cttee.	Ind. Gov.	H T
Award contracts (GB to determine levels of authorisation)				✓
Approve transfers between budget headings (GB to determine levels of authorisation)				✓
Approve annual budget (as required by Wiltshire Scheme of Financial Delegation)				
Ensure that the budget is only spent for school purposes				✓
Agree the first budget plan, prioritised against school improvement priorities		✓		
Review contracts and services due for renewal (GB to determine levels of authorisation)				✓
Monitor adequacy of financial management competency amongst staff and governors	✓			
Approve signatories for authorising orders and payments		✓		
Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)		✓		
Monitor income and expenditure reports and approve returns required by LA		✓		
Establish (and keep under review) a charging and remissions policy				✓
Appoint (annually) auditors to conduct an audit of the School Fund (if the school operates a School Fund account)		✓		
Receive an annual report on the audited accounts of the School Fund (if the school operates a School Fund account)		✓		
Approve (and keep under review) ordering and payment systems				✓
Approve purchase of services from Local Authority and other sources (GB to determine levels of authorisation)				✓
Approve the writing off of irrecoverable debts up to the value of £500 (LA approval required above this amount)		✓		

Approve the disposal of surplus and damaged equipment				✓
Complete annual financial benchmarking data and analyse outcomes				✓
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		✓		
Ensure all required finance policies and procedures are in place and implemented				✓
Agree end of year budget rollover		✓		
Receive, and where appropriate respond to, reports from Local Authority Auditors		✓		
Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning				✓
Evaluate the impact of the allocation of the school PE and sports premium funding in improving the quality and breadth of PE and Sport provision (primary schools)				✓
Approve (and keep under review) a governors' allowances scheme		✓		
Agree budget allocation for governor training and evaluate the impact of spending		✓		

School Organisation Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**HT**
Publish proposals to change category of school	✓			
Consider forming, joining or leaving a federation *or multi-academy trust*	✓			
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	✓			
Ensure that the school delivers a school week of at least 32.5 hours				✓
Ensure the school meets for 380 sessions in a school year				✓

Health, Safety/Child Protection/ Safeguarding Responsibilities	**FGB**	**Cttee**	**Ind. Gov.**	**H T**
Read Keeping Children Safe in Education from **1st September 2026** (Part 1, Annex 1: particularly governor oversight) and complete mandatory annual safeguarding training (that has been updated in response to significant changes to the guidance)	✓			
Ensure compliance with health, safety and safeguarding legislation applied to schools (including appointing a nominated governor for safeguarding) for the 2026-27 school year				✓
Approve a health and safety policy and monitor its implementation	✓			
Ensure effectiveness of health and safety policy				✓
Conduct inspections of buildings, plant and equipment				✓
Approve Child Protection Policy and review its effectiveness at least annually	✓			
Ensure effectiveness of record keeping related to health, safety and safeguarding responsibilities, including maintenance of single central record of recruitment and vetting checks				✓
Review school's annual safeguarding audit and monitor subsequent action plans		✓		
Ensure school meets national school food standards				✓
Ensure compliance with statutory guidance regarding pupils with medical needs and allergies				✓
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	✓			

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.	H T
Ensure that the relevant national curriculum programmes of study are taught				✓
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)				✓
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				✓
Consider any disapplication for pupils (from the National Curriculum)				✓
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)				✓
Approve the school's SEND policy and publicise to parents and carers and report annually to parents on provision for pupils with SEND	✓			
Ensure appropriate provision is provided for gifted, more able and talented pupils				✓
Ensure that only approved external qualifications and syllabuses are offered to pupils	N/A	N/A	N/A	N/A

Prohibit political indoctrination and ensure the balanced treatment of political issues				✓
Designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)				✓
Designate a "responsible person" *(staff)* for Looked After Children				✓
Establish an accessibility plan and review it *at least every three* years				✓
Ensure that the statutory requirements for Early Years Foundation Stage are implemented				✓
Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea				✓
Establish and publish annually an "Equality information and objectives statement" and review equality objectives every four years				✓
Ensure that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed				✓
Decide RE syllabus (Foundation, VA, VC schools)	N/A	N/A	N/A	N/A
Ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓

Pupils, Parents and Community Responsibilities	**FGB**	**Cttee.**	**Ind. Gov.**	**H T**
Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance.				✓
Ensure legally required information is published online, including annually required information e.g. report on SEN, pupil premium funding				✓
Agree parental complaints procedure and publicise to parents				✓
Consider parental complaints against head teacher (as outlined in complaints procedure)	✓			
Ensure the governing body can demonstrate its accountability to parents	✓			
Revisiting the school's vision statement annually – bearing in mind any current government restrictions (post-Covid)	✓			
Adopt (and keep under review) home-school agreements *(no longer statutory and does not apply to nursery schools)*	N/A	N/A	N/A	
Consider matters relating to the role of the school in the community				✓
Ensure the school has a published freedom of information scheme and complies with it				✓
Annually register with the Information Commissioner's Office if desired. Schools are exempt, as non-profit organisations.				✓
Establish a data protection policy in line with the General Data Protection Regulation (GDPR) and review it annually				✓
Ensure provision of free meals to those pupils meeting the criteria				✓
Maintain a register of pupil attendance				✓