

# Wanstead High School

## Governing Body Scheme of Delegation



This Scheme of Delegation is based on the rules on delegation set out in Part 5 of [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) and the following legislation and statutory guidance:

- [Maintained Schools Governance Guide](#) (updated 2 October 2024)
- [The School Staffing \(England\) Regulations 2009](#)
- Guidance on the [constitution of governing bodies of maintained schools](#)
- Guidance on [school suspensions and permanent exclusions](#)

This Scheme of Delegation should be referred to in conjunction with the following school documents:

- Instrument of Government dated 4 January 2023
- Terms of Reference of the Behaviour & Personal Development Committee
- Terms of Reference of the Quality of Education Committee
- Terms of Reference of the Pay Committee
- Terms of Reference of the Resources Committee

**Approved by:** Full Governing Body

**Last reviewed:** September 2025

**Next review date:** 2026/27 academic year

## Overview

The Full Governing Body of Wanstead High School (**FGB**) has agreed this Scheme of Delegation as a formal record of those matters which are reserved exclusively for approval or decision by the FGB and those matters which are delegated to committees and individuals.

This Scheme of Delegation has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school (referred to below as **post-holders**) in respect of key aspects of the management of the school and to ensure compliance with the relevant regulations and guidance. The delegations set out in this scheme are delegated to the specified committees of the FGB and post-holders.

Any decisions taken by a committee shall be reported back to the FGB in a timely manner. The FGB as a whole remains responsible for any decision delegated.

Delegations may not be exercised other than by the designated committee or individual, unless otherwise directed or agreed by the FGB. A committee of the FGB may delegate tasks to an individual member, but responsibility and accountability may not be delegated. Instead of exercising their delegated powers, a post-holder or committee may refer the matter to the appropriate committee or the FGB.

In the case of absence or incapacity of the Headteacher, any delegations to the Headteacher are delegated to a Deputy Headteacher, unless otherwise directed or agreed by the FGB. In the case of absence or incapacity of a post-holder other than the Headteacher, any delegations to the post-holder are delegated to the Headteacher unless otherwise directed or agreed by the FGB.

During any period where co-headship arrangements are in place, either co-head may carry out a role designated in the Scheme of Delegation as the responsibility of the Headteacher, including voting, save that if both the co-heads vote then their votes shall be weighted to add up to a single vote.

The Chair of the FGB is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

This Scheme of Delegation shall be reviewed annually by the FGB.

## Powers reserved for the FGB

The following powers may be exercised by the FGB only and may not be delegated:

- co-opt or appoint persons to the FGB or a committee of the FGB;
- elect the Chair and Vice-Chair of the FGB;
- appoint/dismiss the Clerk to the FGB;
- approve school policies; and
- approve the school budget.

## Committees

The standing committees of the FGB are:

- Behaviour, Attitudes and Personal Development (BAPD) Committee;
- Quality of Education (QoE) Committee; and
- Resources Committee.

The following committees of the FGB will be constituted on an annual basis:

- Pay Committee: To consider the matters set out in the Terms of Reference of that committee, including to undertake the annual salary review, review the Pay Policy, and make recommendations on pay; and
- Headteacher Performance Review Panel: To undertake the review of the Headteacher's performance in the previous school year, set the Headteacher's objectives for the current year and make recommendations on the Headteacher's pay.

Special committees (or 'panels') will be convened as and when they are needed to consider:

- Suspensions and permanent exclusions (the Governing Body Disciplinary Committee)
- Disciplinary
- Grievances
- Complaints
- Headteacher recruitment

Governing Body Discipline Committee (GBDC):

- In accordance with the statutory guidance on suspensions and exclusions, three governors shall be appointed to a GBDC to:
  - consider reinstating a permanently excluded pupil;
  - consider suspensions of over 15 days;
  - consider suspensions of 5.5 to 15 days where requested by parents; and
  - consider suspensions of 5 days or fewer where requested by parents.
- Should three governors of the FGB not be available to meet and/or consider a particular case within the statutory timeframes, the FGB may invite a governor from a school in another borough (an 'external governor' to join the FGB governors on the GBDC to consider that case. The external governor shall be delegated the same powers by the FGB as the other FGB governor members of the GBDC in relation to that particular case.

In addition, the FGB may set up working groups to consider particular areas or issues as required, with delegations made as appropriate.

## **Quorum**

The Instrument of Government records the constitution of the FGB, including the composition of the FGB and the term of office for each category of governor.

The quorum for any FGB meeting is one third (rounded up to a whole number) of the FGB. The quorum for each of the committees of the FGB is set out in the Terms of Reference for the committee.

Where specific questions or decisions are to be decided at a FGB/committee meeting, and it is not clear from the discussion of these questions or decisions that the FGB/committee is in agreement, these matters will be determined by a majority of votes of those governors/committee members present and entitled to vote. If there is an equal number of votes, the chair (or the person acting as chair provided that they are a governor) has a second, or casting, vote.

## Overview of Delegated Matters

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
<b>Behaviour and exclusions</b>	Make and from time to time review a written statement of principles to help the Headteacher determine the measures that make up the school's behaviour policy (which must include measures to prevent all forms of bullying among pupils) <sup>1</sup>		BAPD			
	Send pupils to provision outside school premises that is aimed at improving their behaviour ('directing off-site') <sup>2</sup>				✓	Director of Inclusion
	Convene a meeting to consider reinstating a permanently excluded pupil <sup>3</sup>			GBDC		
	Convene a meeting to consider suspensions of over 15 days <sup>4</sup>			GBDC		
	Convene a meeting to consider suspensions of 5.5 to 15 days where requested by parents <sup>5</sup>			GBDC		
	Consider suspensions of 5 days or fewer where requested by parents <sup>6</sup>			GBDC		
	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days <sup>7</sup>				✓	Director of Inclusion
<b>Complaints</b>	Establish procedures for dealing with complaints about the school <sup>8</sup>	✓				
	Investigation of a Stage 2 Complaint				✓	
	Investigation of a Stage 2 Complaint about the Headteacher			Chair of Governors		

<sup>1</sup> Section 88(2) Education and Inspections Act 2006

<sup>2</sup> Section 29A Education Act 2002

<sup>3</sup> Part 7 DfE Suspension and permanent exclusion guidance

<sup>4</sup> Part 7 DfE Suspension and permanent exclusion guidance

<sup>5</sup> Part 7 DfE Suspension and permanent exclusion guidance

<sup>6</sup> Part 7 DfE Suspension and permanent exclusion guidance

<sup>7</sup> Part 6 DfE Suspension and permanent exclusion guidance

<sup>8</sup> Section 29 Education Act 2002

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
	Review of school's response to a Stage 2 Complaint (Stage 3)			Governor Panel		
Curriculum	Ensure the school teaches a balanced and broad curriculum which: (a) promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and in society; and (b) prepares pupils at the school for the opportunities, responsibilities and experiences of later life <sup>9</sup>				✓	
	Ensure that the school has in place a written policy for Relationships and Sex Education <sup>10</sup>	✓				
	Ensure access to independent careers guidance for Years 8 to 13 <sup>11</sup>				✓	
	Ensure there is an opportunity for a range of education and training providers to access all pupils in Years 8 to 13 for the purpose of informing them about approved technical education qualifications and apprenticeships <sup>12</sup>				✓	
	Ensure the school is using the Gatsby Charitable Foundation's Benchmarks to develop and improve their career provision <sup>13</sup>					Assistant Headteacher, Careers
	Approve non-residential domestic educational visits					Educational Visits Coordinator
	Approve residential and/or overseas educational visits				✓	
Finance and budget	Approve the annual school budget	✓				
	Monitor school finances	✓	Resources			
	Decide how to spend the delegated school budget, depending on any conditions for maintained schools set out in the local authority scheme for financing schools		Resources			

<sup>9</sup> Section 78 Education Act 2002

<sup>10</sup> Paragraph 40 Governance Handbook 2019

<sup>11</sup> Section 42A Education Act 1997

<sup>12</sup> Paragraph 59 Governance Handbook 2019

<sup>13</sup> Paragraph 62 Governance Handbook 2019

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
	Decide how far to delegate spending power to the Headteacher and set financial limits		Resources			
	Ensure accurate school accounts are kept		Resources			School Business Manager
	Enter into contracts and make payments (depending on financial limits set by Resources Committee)				✓	School Business Manager
	Monitor use of Recruitment & Retention Fund		Resources			
	Approve the Schools Financial Value Standard (SFVS)	✓				
	Monitor impact of pupil premium funding		Resources	Pupil Premium Governor		
Governance	Approve school policies	✓				
	Elect the Chair and Vice-Chair of the FGB	✓				
	Appoint or dismiss the Clerk to the FGB	✓				
	Co-opt or appoint persons to the FGB or a committee of the FGB	✓				
	Co-opt or appoint persons to a working group of the FGB	✓				
	Delegate functions to committees, working groups and individuals	✓				
	Approve the Terms of Reference for the BAPD, Quality of Education, Pay and Resources Committees	✓				
	Elect Chair and Vice-Chair of the BAPD, Quality of Education, Pay and Resources Committees		✓			
	Maintain a published register of business and pecuniary interests of the FGB					School Business Manager

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
Health & Safety	Monitor the implementation of the Health & Safety Policy			Health & Safety Governor		
	Ensure there is an appointed person in charge of first aid				✓	
	Ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and that an appropriate and up-to-date Fire Risk Assessment (FRA) is in place				✓	
Pupil wellbeing	Ensure the provision of free school meals to those pupils meeting the criteria				✓	
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and certain previously LAC, and that they undertake appropriate training				✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this				✓	
	Make arrangements for supporting pupils with medical conditions				✓	
Safeguarding	Appoint a governor to have specific oversight of the school's arrangements for Safeguarding (including Prevent)	✓				
	Oversight of the school's arrangements for Safeguarding			Safeguarding Governor		
	Appoint a member of staff to be the designated safeguarding lead (DSL)				✓	
	Make sure that safeguarding arrangements take into account the procedures and practice of the local authority, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board					DSL
	Ensure a member of the FGB is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Headteacher	✓				DSL

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
	Make sure that effective support is provided for any employee facing an allegation				✓	
SEND	Appoint a governor to have specific oversight of the school's arrangements for SEND	✓				
	Oversight of the school's arrangements for SEND			SEND Governor		
	Designate a qualified teacher to have responsibility for coordinating the provision for pupils with special educational needs (SENDCO) <sup>14</sup>				✓	
	Ensure the school meets the requirements of the <i>Special educational needs and disability code of practice: 0 to 25 years</i> (statutory guidance)					SENDCO
	Take such steps as it is reasonable to have to take to avoid the substantial disadvantage to a disabled person caused by a provision, criterion or practice applied by or on behalf of a school, or by the absence of an auxiliary aid or service <sup>15</sup>					SENDCO
	Use best endeavours to secure that the special educational provision called for by the pupil's special educational needs is made <sup>16</sup>					SENDCO
	Ensure the parent of the pupil is informed that special educational provision is being made for that child <sup>17</sup>					SENDCO
	Prepare a report containing SEN information (as defined in the relevant act) <sup>18</sup>					SENDCO
	Cooperate with the local authority in the exercise of the local authority's SEN functions <sup>19</sup>					SENDCO

<sup>14</sup> Section 67(2) Children and Families Act 2014

<sup>15</sup> Equality Act 2010

<sup>16</sup> Section 66(2) Children and Families Act 2014

<sup>17</sup> Section 68(2) Children and Families Act 2014

<sup>18</sup> Section 69 Children and Families Act 2014

<sup>19</sup> Section 28 Children and Families Act 2014



Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
Staff and Pay	Ensure that: (a) any person who interviews an applicant has completed the safer recruitment training; or (b) where appointment is delegated to a panel, that at least one member of the panel has completed the safer recruitment training <sup>20</sup>	✓				
	<i>Headteacher:</i>					
	In respect of the recruitment of a headteacher or deputy headteacher, establish a selection panel of at least three governors <sup>21</sup>	✓				
	In respect of the recruitment of a headteacher or deputy headteacher: (a) select for interview such applicants for the post as it thinks fit (notifying the local authority in writing of the names of headteacher applicants selected); (b) interview those applicants; and (c) where it considers it appropriate, recommend to the FGB for appointment one of the applicants interviewed <sup>22</sup>			Governor Panel		
	Approve or appoint a selection panel's recommendation for the appointment of a headteacher or deputy headteacher <sup>23</sup>	✓				
	Conduct Headteacher appraisal		HT Review Panel			
	Appoint external adviser for Headteacher appraisal		HT Review Panel			
	Make recommendations on the Headteacher's pay		HT Review Panel			
	Ensure that the Headteacher: (a) complies with the duties imposed upon the head teacher; and (b) benefits from any entitlement conferred upon the head teacher, by any order under section 122 of the Education Act 2002 (teachers' pay and conditions) <sup>24</sup>	✓				

<sup>20</sup> Section 9 The School Staffing (England) Regulations 2009, as amended.

<sup>21</sup> Section 15(3) / 27(3) The School Staffing (England) Regulations 2009, as amended.

<sup>22</sup> Section 15(3) / 27(3) The School Staffing (England) Regulations 2009, as amended.

<sup>23</sup> Section 27(5) The School Staffing (England) Regulations 2009, as amended.

<sup>24</sup> Section 5 The School Staffing (England) Regulations 2009, as amended.

Function	Action	FGB	Delegated to:			
			Committee	Governor / Governor Panel	Headteacher	Post-holder
	Notify the local authority in writing of the action the FGB proposes to take in the light of any report from the local authority which raises serious concerns about the performance of the Headteacher <sup>25</sup>	✓				
	Dismiss a headteacher	✓				
	<i>Other Staff:</i>					
	Establish procedures for dealing with lack of capability on the part of staff at the school <sup>26</sup>	✓				
	Establish procedures: for the regulation of the conduct and discipline of staff at the school; and by which staff may seek redress for any grievance relating to their work at the school <sup>27</sup>	✓				
	Review and determine teachers' annual pay review		Pay Committee			
	Manage staff sickness absence				✓	
	All other functions relating to staff employment not set out above <sup>28</sup>				✓	
<b>Wider community</b>	Ensure the required information is published on the school website	✓			✓	
	Ensure the school complies with the Freedom of Information Act 2000				✓	

<sup>25</sup> Section 6 The School Staffing (England) Regulations 2009, as amended.

<sup>26</sup> Section 6 The School Staffing (England) Regulations 2009, as amended.

<sup>27</sup> Section 6 The School Staffing (England) Regulations 2009, as amended.

<sup>28</sup> Under The School Staffing (England) Regulations 2009, as amended, the FGB may delegate any of the functions conferred upon it by the Regulations other than those conferred by regulations 5 to 9, 15(3) and (5) and 27(3) and (5).