Nottinghamshire County Council

MAINTAINED GOVERNING BODY SCHEME OF DELEGATION 2026-2027

Ordsall Primary School

Introduction

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without this permission from the FGB, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for the governing body and to whom they can delegate each task. **This scheme of delegation** shows to which level the governing body may legally delegate functions. Please note that this scheme of delegation does not apply to academies who will use their own documentation.

ACTION REQUIRED - The FGB need to use this scheme, consider each item, and indicate who has responsibility for each decision. Please note that some decisions cannot be delegated and remain the responsibility of the FGB, and this is indicated on the scheme.

- The governing body is responsible for the strategic direction of the school.
- Committees can be given delegated authority (subject to prescribed restrictions) to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.
- The Headteacher is responsible for operational decisions such as internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation therefore the governing body should receive reports/minutes from any individual or committee to whom a function of the governing body has been delegated and consider whether any further action is necessary.

Annual Review - The governing body must review the delegation of functions annually. The governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

Quoracy - Decisions may only be made if a meeting is quorate. The quorum for full governing body meetings is 50% (rounded up to the nearest whole number) of the governors in post (not including vacancies). The minimum quorum for a committee is three governors, but the full governing body may set this at a higher level if it wishes. Associate Members do not count towards quoracy.

Boards with committees - The governing body must determine the membership and proceedings of any committee. A chair must be appointed annually to each committee by the governing body or elected by the committee as determined by the governing body. The governing body may remove the chair of a committee from office at any time. The governing body must appoint a clerk to each committee established by it, who must not be the headteacher of the school.

Boards without committees – Circle Model - A board may decide to have a circle model of governance where the board may meet, usually twice a term, and no decisions are delegated down to committees (with the exception of the pay committee – see below). Each of the meetings need to be carefully planned out for the whole year to make sure that all responsibilities of the governing board are completed (see annual planner). it is important that governors keep on top of monitoring under the circle model, including both carrying out the visits or discussions and reporting them back to the board.

All boards - Pay Committees. - Pay decisions are usually made by a pay committee (non-staff governors) because if a decision is made about any aspect relating an employees pay, the pay policy provides a right to an appeal heard by a separate group of governors who have **not** been part of the original decision. Even though the law allows the headteacher to sit on a pay committee, as long as their own pay is not being discussed, this is **not** considered good practice. The pay process is more robust if the person making the recommendation, usually the headteacher, does not take part in the final decision. In any decisions on pay the governing body must ensure that there is no pecuniary interest.

Governor panels - may also be needed as required for governor complaints panels or exclusions etc. It is not recommended that a standing committee is set up for panel meetings, "standing" meaning permanently in place. If a standing committee member for a complaint panel has a conflict of interest or is not able to attend due to illness, then replacement cannot be sought easily as the committee membership would need to be reviewed by the full governing board and this may cause a delay in the process. It is more practicable to put together a governor panel as and when required from the governing body (governors can also be "borrowed" from other maintained and academy boards). Please see the complaints toolkit.

VA and VC Schools are required by law to establish the following statutory committees (where necessary):

- Community, Voluntary Controlled, Voluntary Aided and Foundation schools - Staff hearing/appeals.
- Voluntary Aided and Foundation schools - Admissions Committee

Chair's emergency powers/Chair's actions

The chair (or vice-chair if the chair is unavailable or the position is vacant) can make decisions on the governing body's behalf using the power of 'chair's action' (Regulation 8 of the Role, Procedures and Allowances Regulations).

The chair is first amongst equals and decisions should be made by the board, therefore the Chair's power should only be used where any delay would be likely to be seriously detrimental to the interests of:

- the school
- any pupil at the school or his/her parent
- or a person who works at the school.

Decisions taken under the power of 'chair's action' must be reported to the governing body at the first available opportunity.

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Grey box Function **cannot** be conducted at this level.

✓ Action could be undertaken by this level.

All Governors - ACTION REQUIRED - The board need to discuss and agree in a FGB meeting who has the responsibility for taking decisions regarding each item below, and if the decision has been delegated, then state who is responsible. (in line with the levels above). In practice, the HT and chair may review together the previous document and share a draft of the proposed scheme of delegation for consideration approval at the summer term Full Governing Board meeting, to be in place for the start of the new academic year.

The agreed Scheme of Delegation can help provide a terms of reference for your committee along with the Annual Planner, which will support the content of the board's termly agendas. (A draft term of reference for committees is available in the Nottinghamshire Governor Services Governorhub resources pages).

Area		Function	Level - allow				TO COMPLETE delegated to:
			1	2	3	4	
Budgets/ Finance	1	To scrutinise and approve the initial budget plan each financial year (best practice for approved by the full board)	✓	✓			Governing Body
	2	Ensure adherence to the LA scheme for financing schools in relation to: • obtaining quotes and inviting tenders • inventories and security of assets • use of income from the sale of assets	✓	✓		✓	Joint Committee
	3	To agree annual action plans and monitor how school premiums are spent (i.e., PE and sports premium, Y7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓			Joint Committee
	4	To monitor termly expenditure	✓	✓		✓	Headteacher
	5	Review completed mid-year reforecast and note impact of changes to projected carry forward	✓	✓		✓	Headteacher
	6	Submit committed balance return to School finance by 31 May, subject to timing of governing committee meetings	✓	✓		✓	Governing Body
	7	Approve the school's SFVS (to be signed by Chair of Governors and submitted by no later than 31st March)	✓	✓			Governing Body
	8	To review and approve the School's Finance Policy	✓	✓			Joint Committee
	9	To determine arrangements for the accounts, and annual auditing of the school funds and to send audited accounts to school internal audit	✓	✓			Joint Committee

	10	To monitor actions following a LA internal audit	✓	✓		✓	Joint Committee
	11	To approve write off of irrecoverable debts and the disposal of surplus and damaged equipment	✓	✓			Governing Body
	12	To establish a charging and remissions policy	✓	✓			Joint Committee
	13	To establish the financial limits of delegated authority to enter into commitments and to authorise payments	✓				Governing Body
	14	To enter into contracts (above £25,000)	✓				Governing Body
	15	To enter into contracts (below set financial limit - as set in finance policy)	✓	✓		✓	Headteacher
	16	Setting the Individual School Range (ISR). In accordance with School Pay Policy, and only set or reset the IPR (7 or 5 point range) if there is evidence that the role and responsibility of a post have changed significantly.	✓				Governing Body
Staffing – The employer in maintained schools is either the local authority (LA) or the governing board itself (if a VA school). Employer responsibility cannot be delegated, however a governing board may have delegated decision-making powers	1	To decide to recruit a new headteacher, determine person specification / job description and IPR.	✓				Governing Body
	2	Appoint selection panel for headteacher recruitment.	✓				Governing Body
	3	To decide to recruit a new deputy headteacher, determine person specification / job description and IPR.	✓				Governing Body
	4	Appoint selection panel for deputy head recruitment.	✓				Governing Body
	5	To determine the arrangements for the appointment of senior leadership team, including person specification / job description and pay range	✓				Governing Body
	6	Ratification of the appointment of a headteacher and deputy headteacher	✓				Governing Body
	7	To ensure the appointment of all staff on the leadership spine are made and reviewed in line with the school pay policy, statutory regulations and, for support staff, the JE scheme adopted by the governing body	✓	✓			Pay Committee
	8	Appointment of all other staff				✓	Headteacher
	9	To review annually the pay policy	✓	✓			Pay Committee
	10	To monitor the implementation of pay decisions in line with the pay policy and legal requirements		✓		✓	Pay Committee
	11	To consider the recommendations of the appraisal governors in relation to the headteacher's pay		✓			Pay Committee
	12	To receive a report from the headteacher on pay progression for all teaching and support staff line with the pay policy and the appraisal regulations		✓			Pay Committee

Staffing	13	To determine and review any temporary pay allowances for teaching and support staff in line with the schools pay policy		✓			Pay Committee/ or similar
	14	Suspending headteacher		✓	✓		Normally Chair, supported by a senior LA officer
	15	Suspending staff (except headteacher)	✓			✓	Should be headteacher but can be delegated to a committee
	16	Ending suspension (headteacher)	✓	✓	✓		Chair of Governors with support from LA as required.
	17	Ending suspension (except head)	✓	✓	✓	✓	Headteacher
	18	To determine the staffing complement of the school in line with the budget and requirements of the school	✓	✓			Governing Body
	19	To determine and review staffing structure annually including any temporary appointments in line with the fixed term agreement policy. To ensure all teaching posts are paid in line with the STPCD. To ensure all support staff posts are graded in line with NJC and school / NCC policies. To ensure all support staff posts have been evaluated by the LA and paid in line with the schools Job Evaluation Scheme	✓	✓			Governing Body
	20	To receive a report from the Head Teacher on the outcome of annual salary / grade payroll audit check in line with the current staffing structure	✓	✓			Governing Body
	21	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights and inform the Local Authority	✓				Governing Body
	22	To produce and maintain a Single Central Record (SCR) of recruitment and vetting checks in line with Safer Working Practice and current version of KCSiE				✓	Headteacher
	23	To ensure an up to date a Single Central Record (SCR) of recruitment and vetting checks is kept in line with statutory requirements	✓		✓	✓	Senior DSL & Safeguarding Governor
	24	Establish, review, consult and implement HR policies and procedures for addressing staff matters when polices are updated by the HR Service / provider including discipline, conduct and grievance, harassment, capability and absence management	✓				Governing Body
	25	To facilitate the outcome of all employment matters as required through the application of all HR related policies (Hearings and Appeals) in relation to all staffing matters and to ensure that any hearing or appeal panels set up to consider staffing matters are properly convened in line with school policy	✓	✓			Governing Body

	26	To make recommendations on dismissal and consider dismissal payments/early retirement (seek advice from the LA for community schools)	✓	✓			Governing Body
	27	Dismissal of headteacher	✓	✓			Committee plus hearing/appeal panel
	28	Dismissal of other staff	✓			✓	Headteacher (plus hearing/ appeal panel)
	29	Ensure employment law and guidance is being followed robustly in all matters	✓	✓			Governing Body
	30	Ensure the HT benefits from any statutory entitlements and complies with the duties imposed on them in the School Teachers' Pay and Conditions	✓				Governing Body
Curriculum	1	Ensure National Curriculum (NC) taught to all pupils, delivering (where applicable) the EYFS statutory framework		✓		✓	Headteacher
	2	To comply with the requirements of the Ofsted Inspection Framework	✓	✓		✓	Governing Body
	3	To consider in detail any inspection report made by Ofsted or the LA	✓	✓	✓	✓	Governing Body
	4	To ensure that recommendations following an Ofsted inspection are incorporated into the SIP	✓	✓		✓	Governing Body
	5	To approve and monitor the school improvement plan	✓	✓			Governing Body
	6	To be involved in the formulation and review of school self-evaluation	✓	✓		✓	Governing Body
	7	To consider any disapplication for pupil(s)				✓	Headteacher
	8	To monitor the standards of teaching and attainment		✓		✓	Headteacher
	9	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓		✓	Governing Body
	10	Establish and review an RSE policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children				✓	Headteacher
	11	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based (year 7-13) This includes providing at least six encounters with technical education or training providers for all pupils (year 8-13)				✓	Headteacher
	12	To prohibit political indoctrination of pupils and ensure a balanced treatment of political issues				✓	Headteacher

	13	To ensure the curriculum complies with the Equality Act legislation				✓	Headteacher
	14	Responsibility for ensuring that provision of Religious Education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓		✓	Governing Body
	15	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Headteacher
	16	To set and monitor targets for pupil achievement				✓	Headteacher
	17	To receive and monitor pupil achievement against set targets	✓	✓			Joint Committee
Extra-curricular provision	1	To consider activities to be offered and ensure the effective delivery of activities provided	✓				Governing Body
	2	To put into place and monitor the effectiveness and financial sustainability of the additional services provided	✓	✓		✓	Headteacher
	3	To decide whether to stop providing additional activities	✓	✓		✓	Governing Body
	4	Where services or activities are not under the direct supervision or management of the school, the individual organisations must have appropriate procedures and safeguarding in place (in line with the current version of KCSiE)	✓	✓		✓	DSL / Headteacher
Performance management	1	To adopt and review School Appraisal policy for all teachers, including the headteacher	✓	✓			Pay Committee
	2	To appoint the panel to conduct the appraisal of the head teacher	✓				Governing Body
	3	To appoint an external adviser to support the appraisal governors in conducting the headteacher's appraisal process	✓				Governing Body
	4	To appoint a QA governor to conduct the QA of the headteacher appraisal process	✓				Governing Body
	5	To conduct the annual appraisal of the headteacher with the assistance of the external adviser		✓			Appointed appraisal governors who report to the appropriate committee
	6	To report and address any concerns about serious performance or conduct issues in relation to the headteacher as appropriate to the local authority. To respond effectively to any report from the LA which raises serious concerns about the performance of the HT	✓				Headteacher
	7	To conduct appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher

Pupil Discipline/ Exclusions	1	To review all permanent exclusions and fixed term 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)	✓	✓			Governing Body
	2	To appoint a clerk to the Discipline Committee (who is not a governor or the headteacher)	✓				Governing Body
	3	Ensure compliance with the exclusions related provisions of the Education & Inspections Act 2006	✓	✓		✓	Headteacher
	4	To implement the behaviour policy, anti-bullying policy and child on child abuse policy (inclusive of sexual violence and sexual harm).				✓	Headteacher
	5	To annually review the behaviour policy and receive regular (termly) reports on the use of exclusion in school in comparison with local and national data	✓	✓			Headteacher
Admissions	1	To consider annually the LA consultation on admission arrangements	✓				Governing Body
	2	To implement the LA's admission arrangements including the coordinated admissions scheme				✓	Headteacher
	(Items 3 -11) VA and foundation schools only *Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to delegate authority to committee level*						
	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 school website and send to the local authority by 15th March.	✓	✓			N/A
	4	To carry out statutory consultation when changes are proposed to admission arrangements, as outlined in the School Admissions Code (paragraphs 1.45 – 1.48). This includes catchment areas, supplementary information forms and sixth form arrangements where relevant or where the school has not consulted on their arrangements in the last seven years.	✓	✓			N/A
	5	To consult with the Local Authority on variations to the admissions number	✓			✓	N/A
	6	To verify and rank admission applications against the school's admission oversubscription criteria according to the Local Authority's co-ordinated scheme	✓	✓			N/A
	7	To inform the Local Authority whether the school intends to be part of the in-year coordinated scheme for the next academic year by 1 August at the very latest	✓	✓			N/A
	8	To notify the Local Authority of applications and outcomes for in-year applications (for schools not participating in the Local	✓	✓			N/A

		Authority's non-statutory co-ordinated in-year scheme) in line with the timeframe set out in the School Admissions Code paragraph 2.30					
	9	To establish and publish an admissions appeal timetable		✓			N/A
	10	To attend admissions appeals as necessary (presenting school's case)				✓	N/A
	11	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also, community and VC schools where LA is the admissions authority)		✓			N/A
	(Items 12 – 13) Special schools						
	12	To establish an admissions policy (where pupils do not have an Education Health and Care Plan acting with the Local Authority	✓				N/A
	13	To establish an admissions policy (where pupils have an Education Health and Care Plan – for Local Authority after consultation with the governing body	✓				
Premises & Insurance	1	To determine insurance arrangements – GB to seek advice from LA, diocese or trustees where appropriate	✓				Governing Body
	2	Procuring building maintenance works in accordance with the school's delegated and devolved responsibilities (see LA property handbook) and developing a properly funded site maintenance plan				✓	Headteacher
	3	To establish a lettings policy and ensure safer working practices are in place	✓	✓			Governing Body
Health & Safety	1	To ensure a health and safety policy and procedures are in place	✓	✓			Headteacher / H&S Governor
	2	To ensure that health and safety regulations and fire safety regulations are followed				✓	Headteacher
	3	To monitor the use and suitability of the premises in relation to the above				✓	Headteacher
	4	To ensure there is a competent person appointed to make sure that the school meets its health and safety duties	✓	✓		✓	Headteacher
	5	To monitor the arrangements of school visits/ residentials	✓	✓		✓	Headteacher
School Organisation	1	To consider the alteration, discontinuation or change of category of maintained schools (must be confirmed by governing body)	✓	✓		✓	Governing Body
	2	To ensure publication of proposals to change category of school	✓	✓			Governing Body
	3	To decide whether to convert to academy status	✓				Governing Body
	4	Propose to alter voluntary foundation or foundation special school	✓				Governing Body
	5	Propose to discontinue voluntary foundation or foundation special school	✓				Governing Body

	6	To agree school session times (taking into account recommended minimum weekly lesson time)	✓				Governing Body
	7	To ensure that the school meets for 380 sessions in a school year	✓				Governing Body
	8	To ensure that school lunch nutritional standards are met				✓	Headteacher
	9	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	✓	✓		✓	Data Protection Officer
	10	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	✓	✓	✓	Headteacher
	11	Maintain a register of pupil attendance				✓	Headteacher
	12	Make sure all school staff receive adequate training on attendance				✓	Headteacher
	13	To monitor and review pupil attendance regularly to help leaders focus improvement efforts on pupils who need it	✓	✓	✓		Headteacher
	14	Make sure school leaders fulfil expectations and statutory duties around attendance	✓	✓	✓		Headteacher
	15	Monitor school food provision and ensure school food standards are being met		✓			Headteacher
	16	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	✓	✓		✓	Headteacher
	17	Ensure that the school is taking action on environmental sustainability and agree on a climate action plan	✓				Headteacher
Information for Parents	1	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓		✓	Governing Body
	2	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓		✓	Governing Body
	3	Consult and listen to the parent body, when required	✓	✓			Governing Body
	4	To approve, publish and review a complaints procedure	✓	✓			Governing Body
	5	To make clear to parents where the complaints procedure can be found (usually on the school website)				✓	Governing Body
	6	To have regard to the views of parents (consult and listen to the parent body)		✓			Governing Body
	7	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓		✓	Governing Body
	1	Ensure focus on three core strategic functions	✓				Governing Body

GB roles, procedures and development	2	Set the strategy for the school based on a clear vision for the future with defined strategic priorities and a plan to monitor progress	✓				Governing body
	3	Adopt/review a governor's Code of Conduct	✓				Governing body
	4	Complete a skills and diversity audit (and create action plans)	✓				Governing body
	5	To draw up an instrument of government and any amendments thereafter (requiring subsequent approval by the LA/Diocese)	✓				Governing Body
	6	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓				Governing Body
	7	To appoint and remove Chairs and Vice Chairs of Committees	✓	✓			Governing Body
	8	To appoint panel members (including independent governors/associate members) to manage the application of HR related policies or Complaints panels.	✓	✓	✓		Chair of Governors
	9	To appoint investigating governor/associate member/officer for HR related or complaints matters	✓	✓	✓		Recommended COG or their nominee if conflict of interest
	10	To appoint and dismiss the clerk to governors and clerk to each committee	✓				Governing Body
	11	To appoint or remove community/co-opted, partnership, any appointed parent, any sponsor governors and associate members	✓				Governing Body
	12	To appoint local authority governors	✓				Governing Body
	13	To suspend any governor	✓				Governing Body
	14	To establish, publish and oversee the maintenance of a register of governors' business and pecuniary interests	✓	✓			Governing Body
	15	To set the structure and remit of the governing body and any committees including governor appointment details, terms of office and attendance record	✓				Governing Body
	16	To decide on additional attendance at full governing body meetings	✓				Governing Body
	17	To appoint link or designated governors e.g. appraisal, safeguarding, complaints	✓				Governing Body
	18	To draft a schedule of governor monitoring visits to school	✓				Governing body
	19	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record				✓	Headteacher
	20	To submit governor information to the DfE database of governors via GIAS				✓	Headteacher
	21	To determine whether or not to pay governor allowances for out-of-pocket expenses	✓				Governing Body
	22	To establish and monitor a governors' expenses policy	✓				Governing Body

	23	To consider whether or not to exercise delegation of functions to individuals or committees	✓				Governing Body
	24	To determine voting rights for associate members on committees	✓				Governing Body
	25	To decide the arrangements for full governing body meetings (legal minimum three per year)	✓				Governing Body
	26	To regulate the GB procedures (where not set out in law)	✓				Governing Body
	27	To agree and implement a governor induction and training programme	✓	✓	✓		Governing Body
	28	To annually review progress against strategic plan and evaluate governing body performance	✓				Governing Body
	29	To understand the main areas of risk associated with the governing body's strategic priorities and the school improvement plans, and ensure these are captured within a risk register	✓				Governing body
	30	Maintain a risk register to document risks and control measures				✓	Headteacher
	31	To check that all statutory policies and documents are in place	✓				Governing Body
	32	To approve new policies or amendments to policies	✓	✓			Governing Body
Formal collaboration	1	To consider forming/joining/leaving a group of schools in a formal collaboration	✓				Governing Body
	2	To consider requests from other schools to join a formal collaboration	✓				Governing Body
Academies	1	To consider approach and time scale to academy conversion	✓	✓			Governing Body
	2	To consider forming or joining an existing multi-academy trust (MAT)	✓	✓			Governing Body
Federations	1	To consider forming a federation or joining/leaving an existing federation	✓				Governing Body
	2	To consider requests from other schools to join the federation	✓				Governing Body
	3	Review of structure including any subsequent conversion to MAT status	✓				Governing Body
Inclusion and equality	1	To ensure that 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	✓				Governing Body
	2	To establish and approve a special educational needs (SEN) policy, following the statutory SEND Code of Practice	✓			✓	Governing Body
	3	To have specific oversight of the school's arrangements for SEND and support monitoring		✓	✓		Governing Body
	4	SEND information report to be updated and published on the school website at least annually (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓		✓	Governing Body

	5	To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENDCO)				✓	Headteacher
	6	To make arrangements for supporting pupils with medical conditions	✓	✓		✓	Headteacher
	7	Ensure that the necessary special educational provision is made for any pupil who has SEN and monitor its effectiveness		✓	✓	✓	Headteacher
	8	Ensure that parents/carers are notified by the school when special educational provision is being made for their child – (While these functions can be delegated to a committee, individual governor or headteacher**, it remains the board's responsibility)**	✓	✓	✓	✓	Headteacher
	9	To establish an accessibility plan and review it every three years	✓	✓		✓	Governing Body
Safeguarding	1	To 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. To produce a Prevent Action Plan and Risk Assessment and review this annually.	✓				Governing Body
	2	Promote the welfare and safeguarding of children and comply with the current version of DfE's statutory guidance on Keeping Children Safe in Education (KCSiE) and HM Working Together to Safeguard Children 2023	✓				Governing body
	3	Comply with the requirement for the governing body to complete safeguarding training complete safeguarding training in accordance with the current version of KCSiE at Induction and annually	✓				Governing body
	4	To appoint an individual governor to have specific oversight of the school's arrangements for safeguarding and support monitoring	✓				Governing body
	5	To adopt and review annually a child protection policy and relevant procedures and report to the LA, in line with the current DfE KCSiE, HM Working Together to Safeguard Children 2023 (statutory guidance) and local NSCP Policy and Practice Guidance.	✓	✓			Headteacher/ Governing Body
	6	To appoint a Snr Designated Safeguarding Lead (who is a member of the school's senior leadership team) and ensure the role and responsibilities of DSL are written into the person's job description. To consider the need to appoint Deputy DSL's and ensure the role and responsibilities are defined within their job description.	✓			✓	Headteacher/ Governing body
	7	To appoint a Designated Teacher to promote the educational achievement of registered pupils who are looked after or previously looked after. Ensure the role and	✓			✓	Headteacher/ Governing body

		responsibilities are written into their job description.					
	8	To adopt the NCC & Nottinghamshire Safeguarding Children's Partnership (NSCP) Safeguarding in Education Annual Audit. To be completed during the spring term and reported to the LA. To be signed off at the full Governing body meeting spring term. (Linked to Headteacher appraisal).	✓		✓	✓	Governing Body/ Headteacher/ Snr DSL/ Safeguarding Governor
	9	To provide a safe environment for online learning and ensure that appropriate filters and monitoring systems are in place in line with current statutory advice and KCSiE	✓				Governing Body
	10	Ensure that effective support is provided for any employee facing an allegation	✓	✓		✓	Governing Body
	11	To adopt and carry out the best practice NCC & NSCP annual spring term child protection and confidential file audit and report to Governing body.	✓		✓	✓	Governing Body/ Headteacher/ Snr DSL/ Safeguarding Governor