



THE FULHAM BOYS SCHOOL

GOVERNING BODY SCHEMES OF DELEGATION

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1. CORE FUNCTIONS

- 1.1 Setting the strategic direction
- 1.2 Accountability to external bodies e.g. DfE, parents, OFSTED
- 1.3 Monitoring and evaluation of the school's performance
- 1.4 Accountable to the FBS Founders for upholding the school's ethos

2. DELEGATION

- 2.1 The GB may delegate any of its functions to employees e.g. headmaster, or to committees, or to working parties and ad hoc committees. There are 4 different levels of delegation:

Level 1	Governing body retains the function and all discussion and decisions are taken by the full governing body.
Level 2	Committee considers the issues and prepares a recommendation for the governing body to approve, revert or reject.
Level 3	Committee takes decisions without further reference to the governing body. The governing body is kept informed through the committee's minutes.
Level 4	Decisions made by Headmaster

- 2.2 These decision levels will be reviewed annually or in response to a significant change in circumstances.

3. COMMITTEES

- 3.1 The Governing Body will delegate many of its functions to 4 main Committees:

Finance and Resources Committee (Finance, Premises, Health and Safety)

Personnel Committee (Appointments of staff, staff appraisal, pay policy, equality of opportunity, employment policies)

Education Committee (admissions, attendance, standards of attainment and achievement, curriculum and safeguarding)

Sport and Enterprise Committee (communications and marketing, parental and community relations, sport, co-curricular, enterprise)

- 3.2 The chairperson of each committee shall be appointed by the Governing Body
- 3.3 Agendas and papers shall normally be prepared by the Chairman of the Committee and should use the Standard report format for reporting back to the Governing Body. The Clerk to the committee will take notes during the meeting.
- 3.4 The Finance and Resources, Education and Sport and Enterprise Committee shall meet at least 3 times per year but may meet more frequently as required. The Personnel committee will meet once per year and when required to deal with HR issues and approval of policies.
- 3.5 The quorum for a meeting of the Committee shall be any three members.

4. MEMBERSHIP OF COMMITTEES

- 4.1 Finance and Resources Committee – Claire McAloon (Chairperson of the Committee and Governor), David Smith (Head of School), Jean-Marc Brisv (Governor), Mark Harris (Head of Finance and Operations) and Brendan Gilmore.
- 4.2 Personnel Committee – Liam Walker (Chairperson of the Committee and Governor), David Smith (Head of School), Holly Mazur, (Staff Governor), Caroline Greaves and Avis Hawkins.
- 4.3 Education Committee – Meriel Stinson (Chairperson of the Committee), David Smith (Head of School), Elizabeth Phillips (Governor), Tom Passmore (Governor) and James Stratford-Martin.
- 4.4 Sport and Enterprise Committee – Ian Holdcroft Chairperson of the Committee), David Smith (Head of School), Liam Walker (Governor) Deborah Prescott and Friends of FBS representative and other co-opted members as may be required.

5. DELEGATION OF POWERS AND FUNCTIONS

5.1 Finance and Resources Committee

Key Function	Tasks	DECISION LEVEL			
		1	2	3	4
To Finances	To submit to the GB a formal annual budget plan			✓	✓
	To consider and approve any proposed revisions to the budget plan submitted by the Headmaster during the course of the year			✓	
	To approve the first formal budget plan each financial year and submit to the ESFA	✓			
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction.				
	To decide how to spend additional grants paid to the school			✓	
	To monitor monthly expenditure			✓	✓
	To monitor termly expenditure			✓	
	Miscellaneous financial decisions (e.g. write offs)			✓	✓
	To enter into contracts with a value of up to £9,999.				✓
	To enter into contracts with a value £10,000-£49,999.			✓	
	To enter into contracts above £50,000.	✓			
	To enter into contracts for more than 1 year	✓			
	To investigate irregularities (other suspected)			✓	
	To enter into service contracts over 1 year in duration	✓			

	Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer	✓			
	Buildings and personal liability insurance			✓	
Premises	To oversee the school's management of the school premises both during and outside the school day			✓	
	To decide on what charges to levy where external providers want to use the school premises			✓	
	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓		
	To institute a health and safety policy		✓		
Health and Safety	To ensure that health and safety regulations are followed				✓
	To ensure provision of free School meals to those pupils meeting the criteria			✓	✓
Parents					

5.2 Personnel Committee

Key Function	Tasks	DECISION LEVEL			
		1	2	3	4
Staffing	Headteacher appointments (selection panel)	✓			
	Deputy appointments and other leadership roles and Chaplain (selection panel)	✓			
	Appoint teaching staff				✓
	Appoint non-teaching staff				✓
	Agree a pay policy		✓		
	Employment terms and conditions		✓		
	Pay discretions			✓	
	Establishing disciplinary /capability procedures	✓			✓
	Dismissal of other staff			✓	✓
	Suspending Headteacher	✓			
	Suspending staff (except Headteacher)		✓	✓	✓
	Ending suspension (Headteacher)	✓			
	Ending a suspension (except Headteacher)			✓	✓
	Determining staff complement			✓	
	Determining dismissal payments/early retirement		✓		
Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)				✓	
Make sure employment law and guidance is being followed	✓	✓			

Performance Management	To formulate and establish a performance management policy		✓		
	To implement the performance management policy				✓
	To review annually the performance management policy			✓	

5.3 Education Committee

Key Function	Tasks	DECISION LEVEL			
		1	2	3	4
Curriculum	To establish and implement a curriculum policy		✓		✓
	To establish and implement a Teaching and Learning policy			✓	✓
	To establish and implement a SEN policy			✓	✓
	To establish and implement an RE and Collective Worship policy			✓	✓
	To establish and implement a PSHCE and Citizenship policy			✓	✓
	To establish and implement a SMSC policy			✓	✓
	To establish and implement a Child Protection and Safeguarding policy			✓	✓
	Responsible for standards of teaching				✓
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum		✓		✓
	Establish and implement an assessment policy		✓		✓

	To ensure that the school's assessments are fit for purpose		✓		✓
	Provision of sex education - make and keep up to date a written policy			✓	✓
	To decide the disapplication of any pupil(s)			✓	
	Monitor pupil premium funding	✓			
Standards of attainment and Achievement	To set and publish targets for pupil achievement			✓	✓
	Hold school leaders to account (termly)			✓	
	Hold school leaders to account for progress (annually)	✓			
Behaviour	To establish a discipline policy		✓		
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB. The GB must act through their pupil discipline committee	✓			
	To direct reinstatement of excluded pupils	✓			
Admissions	To consult annually before setting an admissions policy	✓			
	To establish an admissions policy		✓		

	Admissions: application decisions through the admissions committee	✓			
	To appeal against LA directions to admit pupil(s)		✓		
Safeguarding	Ensure the school complies with statutory guidance on safeguarding	✓	✓		
	Appoint a member of staff to be the designated safeguarding lead				✓
Parents	To establish a policy for reporting to parents				✓
	To ensure that open evenings, parents evenings and consultations are fit for purpose			✓	✓
	Make sure the required information is on the school website	✓			✓

5.4 Sport and Enterprise Committee

Parents	To prepare and publish the School prospectus				✓
	Adoption and review of home-school agreements		✓		
Social Enterprise	To ensure extensive provision of Social Enterprise activities			✓	✓
	To monitor boys are achieving the FBS Enterprise Award			✓	✓
Co-Curricular	To ensure broad and balanced co-curricular provision		✓		✓
	To ensure a rich programme of school visits, trips and speakers			✓	✓
	To ensure celebration assemblies and the annual awards and sports evenings are of a			✓	✓

	high standard				
	To hold to account the music and drama performances at FBS			✓	✓
	To hold to account the performance of Sport at FBS			✓	✓
Media	To ensure the school receives positive media coverage and mitigates against negative				✓

6. FREQUENCY OF MEETING

- 6.1 Each Committee shall meet at least 3 times per year, with the exception of the Personnel committee, but may meet more frequently as required.

7. QUORUM

- 7.1 The quorum for a meeting of the Committee shall be any three governors.

8. VOTING RIGHTS

- 8.1 All members have equal voting rights. In the event of an equal division of votes, the Chairperson shall have a second or casting vote. However, no vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are governors.

9. ACCOUNTABILITY

- 9.1 Each Committee reports directly to the Governing Body which receives minutes, reports and recommendations from the Committee.

10. SECRETARIAT

- 10.1 Agendas and papers shall normally be prepared by the Chairperson of the Committee and should use the Standard report format for reporting back to the Governing Body. The Clerk to the committee will take notes during the meeting.

11. APPEALS PANEL

- 11.1 When necessary the Governing Body will convene ad hoc committees to deal with appeals on admissions, exclusions, pay and audit
- 11.2 Appeals panels will consist of 3 governors.
- 11.3 We will avoid putting parent governors on Exclusion and Admission panels.
- 11.4 Staff governors will not form part of any appeals panels to avoid conflict of interest.