

**SET Scheme of Delegation WHFPS - Review Document – November 2020**

Requirement	Detail	Timeframe	Associated Governor/ Leader/ Committee	Key Documents / Evidence	Comments
<i>These columns have been directly extracted from the latest Scheme of Delegation issued in 2019</i>					
<b>Strategy &amp; Leadership</b>					
<b>Approve the Strategic Objectives of the School</b>	The LGB is required to <b>approve the in-year school improvement plan (SIP)</b> . The plan must <b>reflect the strategic aims of the Trust</b> (taken from the Trust SIP) and must also <b>meet local need</b> as identified by the Headteacher	The <b>Plan must be approved at the first meeting of the LGB</b> at the beginning of the academic year	Chair	<b>SIDP</b>  <b>School's vision / mission statement</b>  <b>SET SIP</b>	1 <sup>st</sup> Meeting of the year went through SIP and key strengths and weakness. Approved.
<b>Scrutiny and Quality Assurance</b>	The LGB is required to <b>review the school's performance</b> against the SIP.	The <b>LGB is required to review the SIP on a termly basis</b> and is to ensure that the <b>whole plan is reviewed by the end of the academic year</b> . The programme of review is determined by the LGB.	<b>Whole LGB</b> via nominated governors for monitoring areas	<b>SIP</b>  <b>Meeting minutes</b>  <b>Monitoring reports</b>	
<b>Self-Evaluation</b>	The LGB is required to <b>approve the school self-evaluation form (SEF)</b> . The plan must <b>reflect the outcomes of the QA process</b> and the <b>other evaluations</b> that take place at the school across the academic year	The <b>SEF should be approved by the LGB at the start of each year</b> . The SEF will <b>reflect the previous year's activities</b> – their successes or otherwise – and an <b>evaluation of where the Headteacher/LGB believes the school to be performing</b> against the relevant Ofsted framework	<b>Whole LGB</b>	<b>SEF</b>  <b>SIP</b>  <b>Action plans related to SEF</b>	1 <sup>st</sup> Meeting of the year went through SIP and key strengths and weakness. Approved.
<b>Governance</b>					
<b>Declaration of Interests</b>	The Clerk to the LGB is to ensure that each <b>LGB has a Register of Interests (Rofl)</b> that is updated as required. The agenda of each meeting should have a <b>standing item to allow governors to declare any conflicts of interest</b>	The Clerk is to ensure that the <b>Rofl is updated at least annually</b> . This is to be <b>published on the school's website</b> .	<b>Clerk &amp;</b>  Website Lead	School website:  GovernorHub <b>Rofl Report</b>	All declarations of interest are complete and on website from Nov 2020 hard copies in LGB folder in HT office
<b>Appointment of Governors</b>	The LGB is to ensure that there are <b>sufficient governors to carry out its business</b> in accordance with the TORs and this Scheme of Delegation.	Where it is known that there will be governor shortages, the <b>Chair of the LGB is to contact the Chair of the Trust/CEO</b> to discuss what <b>alternatives may be available to allow the LGB to continue to function</b> . <b>All LGB appointments must be in accordance with the TORs and ratified by the Board of Trustees.</b>	Chair & Vice Chair	GovernorHub <b>'governing board'</b> page	Currently... 1 staff / 3 co-opted / 2 parents plus HT. 2 parents joining Xmas 2020

## SET Scheme of Delegation WHFPS - Review Document – November 2020

<b>Appointment of Clerk</b>	The LGB is responsible for <b>appointing their Clerk</b>	The LGB should ensure that they have <b>appropriate clerking support</b> which can either be through an agency or a directly appointed Clerk.	Chair		Clerk appointed for WHFPS – Stephanie Grand
<b>Governor Training</b>	The LGB must undertake an <b>annual self-review of governance</b> that should <b>identify training needs</b>	The LGB Clerk is to <b>discuss the outcome of the review with the Clerk to the Trustees</b> annually		<b>Self-review document</b>  GovernorHub <b>training reports</b>  <b>+ NGA Skills Audit / Matrix</b>	<b>To be completed</b>
<b>Policies</b>					
<b>Policy Review</b>	The LGB is to ensure that it has <b>all policies in place to meet statutory and Board requirements</b> . All appropriate <b>policies</b> i.e. those required by the DfE are to be <b>displayed on the school website</b>	The <b>LGB is not responsible for writing policies</b> . Policies will either be <b>provided by the Trust or by the Headteacher</b> .	Website Lead	School website: <a href="https://www.whitehousefarmprimary.org/1225/key-policies">https://www.whitehousefarmprimary.org/1225/key-policies</a>	All policies are on GHub and School Website that have been identified in trust document and evidenced in file in HT office.
<b>Education &amp; Curriculum</b>					
<b>Quality Of Teaching</b>	The LGB is to <b>satisfy itself that the quality of teaching and level of support and intervention is appropriate</b> to meet the aims of the SIP.	The programme of review should <b>form part of the QA process</b> noted above.		<b>SIDP</b>  <b>HT Report</b>	Yearly planner QA shared
<b>Curriculum</b>	The LGB is to <b>monitor the content and delivery of curriculum provision through its QA process</b> to ensure that it is fit-for-purpose.	The LGB is to ensure that the <b>school's curriculum plan is displayed on the school website</b>	&  Website Lead	<b>SIDP</b>  <b>School website</b>	SIP priority so will be monitored by LGB
<b>Pupil Premium Sports Premium EAL Year 7 Catch-Up Funding</b>	The LGB is to check that there is a <b>plan in place at the beginning of each academic year detailing how these allocated funds</b> will be spent during the year. The <b>LGB must receive an evaluation report</b> at end of each year on each of these areas.	The LGB is to <b>receive a plan</b> for the coming academic year and an <b>evaluation report on the previous years spend</b> in each of these areas. The LGB is to <b>scrutinise and approve the plans</b> .	Website Lead	<b>PP Spend Plan</b>  <b>Website</b>	SP anticipated this year – plan for both SP and PP spending on website

**SET Scheme of Delegation WHFPS - Review Document – November 2020**

<b>School Admissions Policy</b>	The LGB is to <b>review and approve the Admissions Policy each year</b> before being formally approved by the Board of Trustees	The <b>approval process</b> including the <b>consultation period</b> must <b>follow the timelines</b> laid down by the DfE.	<b>Whole LGB</b>	<b>School admissions policy</b> + <b>Minutes of relevant meeting</b>	Approved Jan meeting for Sept 2021 going to 2 form.
<b>Collective Worship Arrangements</b>	The LGB is to <b>check that the school complies with the statutory requirements for collective worship</b> and the <b>teaching of RE.</b>	This should be <b>included as part of the LGB QA process</b> throughout the year.	<b>Whole LGB</b>	<b>Assemblies Policy</b>	Policy for collective worship agreed – Assembly plan on wall in HT room – Discovery RE scheme and Jigsaw PSHE scheme in place – displays linked with church
<b>Student Issues</b>	The LGB is to <b>receive regular reports on student matters</b> (academic), <b>exclusions</b> (fixed-term and permanent) and <b>attendance</b>	The LGB should <b>monitor all of these issues either through scrutiny of the Headteacher’s report or as part of their QA process.</b>	<b>HT</b>	<b>HT report</b> <b>Safeguarding report</b> <b>Behaviour/bullying reports</b> <b>Monitoring SIDP</b>	HT report deals with these at all formal LGB’s.
<b>School Hours</b>	The LGB is to <b>approve the school opening and closing times.</b>	The LGB should ensure that any <b>decisions made about changing opening and closing times</b> at the school have been <b>subject to proper consultation</b>	<b>Whole LGB</b>	<b>Minutes of relevant meeting</b> <b>Consultation feedback document</b>	No recent changes have been made.
<b>Term Dates</b>	The LGB is to <b>approve the term dates</b> on behalf of the Board	The LGB is to ensure that any <b>changes to term dates are subject to proper consultation</b>	<b>Whole LGB</b>	<b>Minutes of relevant meeting</b> <b>Consultation feedback document</b>	INSETs and dates agreed as group of primaries for LGB agreed.

## SET Scheme of Delegation WHFPS - Review Document – November 2020

<b>Safeguarding</b>	<p>The LGB is to appoint a <b>Safeguarding Governor who has specific responsibilities to monitor safeguarding at the schools.</b></p> <p>This must include a <b>meeting with the DSL, a check of the single central record and a check that all staff safeguarding training is up-to-date.</b></p> <p>The LGB is to <b>review and approve the school's safeguarding policy.</b></p>	<p>The safeguarding Governor must <b>meet with the DSL at least termly.</b> The safeguarding Governor must <b>report the outcome of their meeting and any other safeguarding activities</b> they engage in to every meeting of the LGB.</p> <p>The School's <b>Safeguarding Policy must be reviewed annually.</b></p> <p><b>The LGB should receive annual safeguarding update/training at the beginning of each academic year or as necessary.</b></p>	Safeguarding Governor & DSL	<p><b>Minutes of relevant meeting</b></p> <p><b>Safeguarding Reports</b></p> <p><b>Safeguarding Governor Terms of Reference</b></p>	Policy approved.
<b>School Meals</b>	<p>The LGB is to check that the <b>provision of school meals meets all appropriate guidelines and standards</b></p>	<p>The LGB <b>should check this throughout the year</b> as part of their QA process. Sources of evidence include <b>regulatory inspection reports, interviews with students, formal student feedback</b> avenues including the Catering Committee (or similar)</p>	Governor & HT	<p><b>Student feedback / voice sessions</b></p> <p><b>Food Regulatory inspection reports</b></p> <p><b>Food Provision contract</b></p>	<p>5 star rating given for Breakfast and after school club provision – staff have hygiene certificate – Norse run as separate catering</p>
<b>HR &amp; Operations</b>					
<b>Appointing the Headteacher</b>	<p>The LGB shall be <b>involved in the recruitment of the Headteacher</b></p>	<p>The process of recruitment of the Headteacher shall be <b>agreed between the Chair of the Board of Trustees, CEO and Chair of the LGB.</b></p>	Chair	HR/Recruitment Documents	Superseded by HT Transition.
<b>Appointment of SLT</b>	<p>The LGB shall be <b>involved in the recruitment of members of the SLT</b></p>	<p>The process of recruitment shall be decided <b>between the CEO, Chair of the LGB and Headteacher</b></p>	Chair & HT	HR/Recruitment Documents	<p>No SLT as school growing yearly and HT in core position until year 4 of opening.</p>
<b>Headteacher Performance Management</b>	<p>The Chair of the <b>LGB shall be involved in the Headteacher Performance Management process</b></p>	<p>The Performance Management of the Headteacher shall be the <b>responsibility of the CEO but with input from the Chair of the LGB.</b></p>	Chair & CEO		Superseded by HT Transition.
<b>Staff Handbook</b>	<p>The LGB shall check that a <b>staff handbook is available to all staff</b></p>	<p>The LGB should ensure that the <b>Staff handbook is updated annually and reflects the school operation</b></p>		<b>Staff handbook</b>	<p>Sent out to all staff when starting along with volunteer guide</p>
<b>School Website</b>	<p>The LGB is to periodically <b>review the school website to ensure that it meets all DfE requirements while promoting the school in the most effective way</b></p>	<p>This should be <b>carried out as part of the LGB QA programme</b></p>	Website Lead Gov	<p><a href="#">DfE School website guidance</a></p> <p>School Website</p>	<p>MCW has reviewed website Nov 2020 and will follow up o/s tasks</p>