

## FEDERATION OF GORING AND STOKE ROW CHURCH OF ENGLAND PRIMARY SCHOOLS



# SCHEME OF DELEGATION

Policy reviewed and agreed by: Federated Governing Body  
Date: Jan 2026  
Next review: Jan 2027

### 1. Introduction: The Remit of the Federated Governing Body

The Federated Governing Body (FGB) provides governance for Goring Church of England Primary School and Stoke Row Church of England Primary School. This Scheme of Delegation provides clarity about the roles and responsibilities of the FGB and the Executive Headteacher (EHT). It also sets out how the FGB organises its work across both schools.

Governors consider what committee structures are appropriate for the Federation and create balanced committee teams by considering the wishes, strengths, and skills of individuals and matching them to the relevant committee.

The role of the governing body aligns with the three core functions of governance:

1. **To provide a strategic view;**
2. **To act as a critical friend;**
3. **To ensure accountability.**

**Provide a strategic view** The FGB focuses on helping to decide the Federation's strategy so that all pupils learn most effectively and achieve the best outcomes across both schools. It considers the advice from the EHT before taking decisions, distinguishing between strategy and the implementation of detail. The School Development Plans (SDPs) for both schools provide the strategic framework, which is scrutinised and challenged by governors.

In addition, there is a rolling programme of policymaking and review which underpins the implementation of the long-term strategy and day-to-day running of the schools. Many policies are delegated to specific committees although the EHT has oversight of each policy, and the governing body must always be in receipt of all the information necessary to ratify those policies.

**Act as a critical friend** The FGB promotes the interests of both schools and their pupils. It offers support, constructive advice, a sounding board for ideas, a second opinion on proposals, and help where needed.

It is critical in the sense of its responsibility for monitoring and evaluating the effectiveness of both schools, asking challenging questions, and pressing for improvement.

**Ensure accountability** The FGB is responsible for ensuring good-quality education across the Federation. Governors respect the professional roles and expertise of the EHT and staff in their management of the schools. Governors are in turn accountable and must be willing and able to explain their actions and the Federation's overall performance to stakeholders.

## **2. Governance Structure**

### **Election and removal of Chair and Vice-Chair(s)**

The term of office for the Chair and Vice-Chair(s) will be one year. Election of these roles will take place annually, usually during the autumn term. The Clerk will manage the election procedures.

### **Meetings and proceedings of the governing body**

There will usually be five full governing body meetings a year (as per the Annual Schedule – Appendix 1). Meetings of the full governing body are convened by the clerk who will send out agenda/reports/papers to governors seven days before the meeting. Items for the agenda should be notified to the clerk ten days before the meeting. Any three members of the governing body may requisition a meeting by giving written notice, including a summary of the business, to the clerk.

A governor who, without the consent of the governing body, fails to attend FGB meetings for a period of six months is disqualified.

### **Quorum**

For all meetings of the FGB, the quorum will be 50% of the number of governors listed on the Instrument of Government (not including vacancies, rounded up).

### **Voting**

All matters are decided by a majority vote. In the event of a tie, the chair (or acting chair) has an additional (casting) vote.

### **Minutes and papers**

Minutes are prepared by the clerk. Draft minutes that have been approved by the chair will be given to governors as soon as possible. After approval by the FGB, finalised minutes (excluding confidential items) will be available to the public on request by emailing the clerk.

### **Restrictions on participation**

Governors must declare at the start of any meeting if there is a potential conflict of interest or a fair hearing is required and impartiality is in doubt. In such a case the governor must withdraw and cannot vote.

Governors must complete a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate. A register of interests will be updated at each meeting.

In the event of a dispute the governing body decides whether the individual should withdraw.

## Delegation to committees and individuals

The FGB can delegate any of its statutory functions to a committee, a governor, or the EHT, subject to the legal restrictions below. The FGB will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

### The following functions cannot be delegated:

- The constitution of the governing body.
- The appointment or removal of the Chair or Vice-Chair.
- The appointment of the Clerk.
- The suspension of governors.
- The establishment of committees and delegation of functions.

### The following functions can be delegated to a committee but cannot be delegated to an individual:

- The approval of the first formal budget plans of the financial year.
- The schools' discipline policies (Behaviour Policy).
- The approval of the admissions policy

## 3. Committees

The FGB operates with three main strategic committees, plus statutory sub-committees, to align with the core functions of the Federation.

Each committee should be chaired by a governor who is not a member of staff at either school. The responsibilities of committee chairs are as follows:

1. To convene meetings in accordance with the annual schedule (Appendix 1), ensuring an agenda is circulated to committee members at least 7 days before the meeting.
2. To ensure accurate minutes are taken during the meeting (not necessary by the Chair) and circulated in a timely manner.
3. To ensure the approved minutes are uploaded onto GovernorHub or equivalent system.
4. To coordinate any other matters relevant to their committee outside of meetings, e.g. reviews of policies ahead of FGB meetings.
5. To provide updates of their committee's activities at FGB meetings.

### Finance & Resources Committee (F&R)

**Quorum:** 3

#### Terms of Reference

To provide strategic oversight and monitoring of all financial, personnel, premises, and statutory compliance matters across the Federation. This combines the functions of the previous Finance, Personnel, Buildings, and Admissions (policy only) committees.

1. **Finance:** For each school, to review and allocate the school's annual budget, monitor expenditure throughout the year (e.g., P6, P9), complete the Schools Financial Value Standard (SFVS), and present the final budget for FGB approval.

2. **Personnel:** To draft and review the Federation's staffing structure, oversee the appointment procedure for staff where appropriate, and review salary policies for recommendation to the FGB (Pay Policy review by 31 Oct/Dec).
3. **Premises & H&S:** To advise the FGB on priorities for the maintenance and development of both schools' premises, oversee the Asset Management Plan, carry out site walks for Health & Safety compliance, and review the Risk Register.
4. **Admissions (where this process is not managed by the LA):** To produce a draft version of an Admissions Policy each year for approval by the full governing body. The committee will also manage decisions on in-year admissions and represent the schools at any non-admission appeals.

## Teaching, Learning & Inclusion Committee (TL&I)

**Quorum:** 3

### Terms of Reference

To provide strategic oversight, monitoring, and evaluation of all matters relating to teaching quality, learning outcomes, curriculum, standards, safeguarding, and inclusion (SEND).

1. **Standards & Curriculum:** To scrutinise data, review outcomes and monitor the implementation and impact of the School Development Plans (as per Annual Schedule).
2. **Inclusion:** To oversee the effectiveness and provision for pupils with Special Educational Needs and Disabilities (SEND) and pupils receiving Pupil Premium funding, including reviewing the SEND Information Reports and Pupil Premium Strategy & Evaluations for both schools (Annual Schedule).
3. **Safeguarding & Behaviour:** To ensure the statutory duties for Safeguarding are met, including receiving the annual safeguarding reports for both schools, reviewing the Single Central Records (SCR), and approving statutory policies (e.g., Safeguarding and Behaviour Policy/Principles).
4. **Monitoring:** To ensure a programme of annual monitoring visits (learning walks) is linked to the SDP priorities and that policy documents relevant to teaching and learning are reviewed for both schools.

## Ethos Committee

**Quorum:** 3

### Terms of Reference

To ensure that the distinctive Christian vision of each school is embedded in the school community, and to monitor the impact of this.

1. **Christian Vision:** Ensuring that all school leaders and governors contribute to developing and sustaining the Federation's distinctive Christian ethos and the individual vision statements of both schools.
2. **RE & Worship:** To ensure that learning and teaching in Religious Education are effective and that pupils' progress is assessed. To monitor the arrangements for collective worship, across both schools, and review worship themes.
3. **SIAMS:** To oversee the schools' self-evaluation as Church schools, ensuring readiness for Statutory Inspection of Anglican and Methodist Schools (SIAMS).

## Executive Headteacher Appraisal Sub-group

### Composition

Two or three governors from the Finance and Resources Committee. Members of this subgroup should not currently have children in the Federation.

**Quorum:** Two governors with an external adviser present.

### Terms of Reference

To oversee the annual appraisal process for the Executive Headteacher, setting objectives, meeting mid-year to review progress, and producing a report with pay progression recommendations for the Finance & Resources Committee by the December deadline.

## Staff Dismissal Committee & Staff Dismissal Appeal Committee

These are statutory sub-committees, operating outside the F&R Committee for impartiality on dismissal matters, to be formed on an ad-hoc basis.

### 4. Named Governor Roles

The FGB appoints Named Governors (Link Governors) to monitor specific areas across the Federation and report back to the relevant main committee or the FGB.

<b>Governor Role</b>	<b>Terms of Reference</b>	<b>Reporting Committee</b>
<b>Safeguarding Governor</b>	To advise the FGB on safeguarding issues, confirm all governors have read KCSIE, receive the annual safeguarding reports, and undertake specific safeguarding monitoring visits (e.g., SCR review).	Teaching, Learning & Inclusion
<b>SEND Governor</b>	Maintain links with and support the SEND Coordinators (SENDCOs), and participate in the monitoring of the Federation's arrangements.	Teaching, Learning & Inclusion
<b>Pupil Premium Governor</b>	To ensure accountability for the use of Pupil Premium funding, monitor the provision and evaluate the impact, and report to the relevant committee/FGB on outcomes.	Teaching, Learning & Inclusion
<b>Health and Safety Governor</b>	To advise the FGB on health and safety priorities for the maintenance of both schools, and to oversee at least one H&S site walk per year (delegated to the F&R Committee for action).	Finance & Resources
<b>Filtering and Monitoring Governor</b>	To ensure appropriate standards are met regarding the filtering and monitoring of online material.	Teaching, Learning & Inclusion
<b>Policy/Documentation Governor</b>	To ensure that systems are in place to maintain governor documents, manage version control, and remind governors/committees of document review dates (aligned with the Annual Schedule).	FGB / Clerk

## **5. Further Chair/Vice-Chair/Clerk and Executive Headteacher Responsibilities**

### **Chair/Vice-chair/Clerk**

- Setting FGB and Committee meeting agendas and recording minutes (with the Clerk).
- Ensuring the Annual Schedule of FGB work is undertaken, including all statutory policy approvals and review dates.
- Managing new governor induction, recruitment/election management, and managing the governor skills audit.
- Monitoring the websites of both schools for legal compliance and governor information.

### **Executive Headteacher**

- The Executive Headteacher is responsible for leading the Federation towards its set targets and for discharging many responsibilities on the governors' behalf, as well as responsibilities delegated directly.
- This includes ensuring the FGB is provided with enough information (e.g., Executive Headteacher's written and verbal reports) to monitor achievement, progress, and effective discharge of all statutory duties.

## **Appendix 1 – Annual Schedule by Term**

### **Autumn Term 1 (September–October)**

- **FGB (early September):** Welcome new staff/governors, confirm committee membership, governor appointments (Chair/Vice-Chair), review statutory responsibilities, policy approvals, review safeguarding annual reports, approve School Development Plans.
- **Executive Headteacher Appraisal (September)**
- **Finance & Resources (late September):** Review budget monitoring, staffing updates, premises issues, health & safety site walk.
- **Teaching, Learning & Inclusion (October):** Review summer outcomes, new school priorities, safeguarding and SEND updates, curriculum overview.

### **Autumn Term 2 (November–December)**

- **FGB (late November):** Executive Headteacher’s report, policy approvals, monitoring SDP progress, safeguarding focus, governor training needs.
- **Ethos Committee (December):** Review impact of Christian vision, worship monitoring, SIAMS preparation, wellbeing.

### **Spring Term 1 (January–February)**

- **Finance & Resources (January):** Mid-year budget monitoring, staffing updates, premises and H&S checks, risk register review, admissions. Produce and submit SFVS.
- **Teaching, Learning & Inclusion (February):** Progress and attainment review (autumn data), safeguarding/SEND updates, curriculum deep dive.

### **Spring Term 2 (March)**

- **FGB (mid-March):** Executive Headteacher’s verbal report, mid-year progress against SDP, safeguarding focus, policy approvals.
- **Finance & Resources (late March):** Review year-end forecast, draft budget for next year, staffing for next academic year, premises updates.
- **Ethos Committee (end of term):** Review worship themes, pupil voice on ethos/Christian distinctiveness, community links.

### **Summer Term 1 (April–May)**

- **FGB (early April):** Approve next year’s budget, policy approvals, Executive Headteacher’s verbal report, safeguarding training review.
- **Teaching, Learning & Inclusion (early May):** Review Spring data, SEND and safeguarding updates, curriculum impact monitoring, governor visits.
- **Finance & Resources (late May):** Staffing structure, health & safety site walk, teacher appraisal.

### **Summer Term 2 (June–July)**

- **Ethos Committee (mid-June):** SIAMS readiness check, review impact of Christian vision on curriculum and wellbeing.
- **FGB (early July):** End-of-year Executive Headteacher’s report, reports from named governors, policy approvals, review of governor impact, set priorities for next year.

**Meeting Totals**

- Full Governing Board (FGB): 5
- Finance & Resources: 4
- Teaching, Learning & Inclusion: 3
- Ethos: 3