



## Delegation of Responsibility to Individuals - Terms of Reference

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain, their decisions and actions.

The Governing Board shall act as “critical friend” to the Executive Headteacher/Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

### Main Terms of Reference

- To liaise with appropriate members of staff
- To gather information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the Governing Board, or committee which the Governing Board deems most appropriate on developments and progress within their areas of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate
- Additional items which the Governing Board may wish to include

### Functions relating to the following cannot be delegated to an individual:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- Exercise the functions of school Discipline, Pay, Grievance, Complaints or Appeals Panels
- Exclude of pupil(s) (except in an emergency when the chair has the power to exercise these functions)
- Decide on whether or not any child should be admitted to the school
- Review of Admission arrangements

### Review

Individual Responsibilities to be reviewed and ratified annually at the first Full Governing Board meeting.

<b>Area(s) of Responsibility</b>	<b>Name of Governor</b>	<b>Liaising with</b>	<b>Reporting to</b>
Safeguarding	Mrs Jones	Designated Safeguarding Lead	Pupil Welfare Committee
On-line Safety	Mrs Jones	Designated Safeguarding Lead	Pupil Welfare Committee
Social Media	Mrs Jones	Designated Safeguarding Lead	Pupil Welfare Committee
Prevent	Mrs Jones	Designated Safeguarding Lead	Pupil Welfare Committee
Pupil Premium	Mrs Jones	Designated Safeguarding Lead/Assistant Headteacher	Pupil Welfare Committee
SEND	Mrs L Lane	Assistant Headteacher and SENDCo	Pupil Welfare Committee (annual written report)
Literacy/Numeracy	Mrs L Lane	Lit/Num Coordinator	Curriculum Committee (annual written report)
Drugs Education and Awareness	Mr D Grounds	Assistant Headteacher	Pupil Welfare Committee
Equality Awareness	Mr D Grounds	Assistant Headteacher	Pupil Welfare Committee
Racial Awareness	Mr D Grounds	Assistant Headteacher	Pupil Welfare Committee
Health & Safety	Mrs J Brooks Mrs J Finch	Health and Safety Officer	Finance & Staffing Committee
Pupil Premium & PP Plus	Mrs C Grounds	Designated Safeguarding Lead	Pupil Welfare Committee
Young Carers	Mrs C Grounds	Designated Safeguarding Lead	Pupil Welfare Committee
Looked-After Children	Mrs C Grounds	Designated Safeguarding Lead	Pupil Welfare Committee
Link Governor (LA Liaison)	Mr S Ryan	Executive Principal and Headteacher	Full Governing Board

**Ratified By Full  
Governing Board:**

Signed: ..... Date: 08.11.2018  
(Chair)

**Date of next Review – Full Governing Board – 20.03.2019**