Sarum St Paul's Church of England (VA) Primary School

Scheme of Delegation 2026/27

Circle Model of Governance

For approval by the Full Governing Body

Policy agreed (date):	**September 2026**
Next review (date):	**September 2027**

Key Personnel:

Role	**Name**
Chair of Governors	Caroline Chitty
Vice Chair of Governors	Mark Nolan
Headteacher	Mrs Hannah Easthope

1. Introduction and purpose

This Scheme of Delegation sets out the responsibilities and extent of authority delegated by the Governing Body. It is reviewed annually at the first meeting of the academic year and is intended to provide clarity about roles, responsibilities, decision-making and accountability.

For 2026/27 the Governing Body will operate a circle model of governance. Standing subject committees are removed. The work of monitoring the school is allocated to individual governors or pairs of governors, who report their findings to the whole Governing Body. Strategic decisions remain with the Full Governing Body (FGB), except where this Scheme expressly delegates a function to the Headteacher or to a panel convened for a specific purpose.

The School Development Plan (SDP), school self-evaluation and agreed policies provide the principal strategic framework. Governors maintain a clear distinction between governance and operational management: the Governing Body sets strategic direction, holds leaders to account and oversees financial performance; the Headteacher is responsible for the day-to-day management of the school.

In the absence or incapacity of the Headteacher, delegations to the Headteacher stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the FGB.

2. How the circle model will operate

- The FGB will meet at least six times during the academic year.
- A yearly governance agenda planner will ensure that all statutory, strategic, financial, curriculum, safeguarding, premises, staffing and policy responsibilities are addressed at the appropriate point in the year.
- Each meeting will include appropriate standing items and will also have a planned principal focus. The focus will vary through the year so that sufficient time is available for detailed scrutiny.
- Governors or pairs of governors will be linked to specific areas. They will undertake agreed monitoring and report back to the whole Governing Body rather than to a subject committee.
- All strategic decisions previously delegated to the Personnel, Finance & Premises, Curriculum and Ethos Committees will be taken by the FGB.
- Time-limited working groups may be established for a defined task. They will not have delegated decision-making powers unless the FGB expressly and lawfully provides otherwise. Their purpose, membership and reporting arrangements will be recorded in the minutes.
- Panels required for confidential or individual matters may be convened when necessary in accordance with the relevant policy and this Scheme.

3. Full Governing Body Terms of Reference

Key purpose

To ensure that the school provides the best possible education for all pupils and fulfils its responsibilities as a Church of England Voluntary Aided primary school.

Core governance roles

- Provide a strategic view: agree the school's vision, priorities and strategy for improvement and monitor their impact.
- Act as a critical friend: support and challenge leaders, ask appropriate questions and seek evidence of impact.
- Ensure accountability: hold the Headteacher and senior leaders to account for educational performance, safeguarding, use of resources and implementation of agreed strategy and policy.

Membership and meetings

Area	Arrangement
Membership	As detailed in the school's Instrument of Government.
Quorum	One half of the membership of the Governing Body, rounded up and excluding vacancies.
Chairing	Chair of Governors, or Vice-Chair in the Chair's absence.
Clerking	The appointed Clerk/Governance Professional will take the minutes.
Frequency	Six FGB meetings each academic year, planned through the annual agenda planner. One admin meeting in July to review; SATs results, Elections, Link Roles, Self-Reflection/ Review.

4. Matters reserved to the Full Governing Body

Governance and procedure

- Draft the Instrument of Government and approve any subsequent amendments.
- Appoint Local Authority governors; appoint/remove co-opted governors and associate members.
- Appoint/remove the Chair and Vice-Chair and determine their term of office; agree suspension of governors where applicable.
- Appoint/dismiss the Clerk/Governance Professional and determine any additional functions.
- Approve and review this Scheme of Delegation and the circle-model arrangements annually.
- Determine the Governors' Code of Conduct and record governors' agreement to it.
- Maintain and publish required governor information and the register of business interests; ensure required information is submitted to the DfE database.
- Approve the Annual Governance Statement.

Strategy, self-evaluation and school improvement

- Agree the long-term vision and strategic plan.
- Agree the outcomes of school self-evaluation.
- Approve the School Development Plan, monitor implementation and evaluate impact.
- Ensure relevant Ofsted recommendations are incorporated into school improvement planning.

- Appoint link governors for agreed areas including SEND, safeguarding, vulnerable pupils, whistleblowing, curriculum/subjects and other priorities.

Pupil outcomes, curriculum, inclusion and equality

- Scrutinise pupil performance information and progress against agreed priorities and targets.
- Maintain strategic oversight of the curriculum through reports from leaders and link-governor monitoring.
- Approve the SEND policy, Behaviour for Learning policy and other policies reserved to the FGB.
- Approve and ensure publication of the Equality Information and Objectives Statement and review equality objectives at the required interval.
- Determine matters relating to admissions that are reserved to the Governing Body.
- Ensure appropriate provision and statutory duties for pupils with SEND, looked-after children and pupils with medical needs are overseen.

Safeguarding, health and safety and premises

- Approve the Child Protection/Safeguarding policy and review its effectiveness at least annually.
- Nominate a lead governor for safeguarding and ensure safeguarding requirements in current statutory guidance are implemented.
- Oversee the school's Prevent duty arrangements.
- Approve the Health and Safety policy and monitor its implementation.
- Agree the long-term strategy for use, security and maintenance of school premises and receive appropriate risk, audit and premises reports.
- Monitor implementation of the Accessibility Plan as it relates to premises.

Staffing

- Appoint the selection panel for Headteacher and Deputy Headteacher appointments and formally approve those appointments.
- Ensure safer recruitment requirements are met for relevant appointment panels.
- Appoint an external adviser for Headteacher performance management and appoint the Headteacher Performance Management Panel.
- Approve and keep under review the school Pay Policy.
- Convene a Pay Awards Panel and any staffing appeal panel as required.
- Determine the strategic staffing structure/complement where this is a governing-body responsibility and consider staffing implications of the SDP and budget.
- Nominate a governor for whistleblowing.

Finance and resources

- Approve the annual budget as required by the Wiltshire Scheme of Financial Delegation.
- Approve transfers between budget headings above £10,000.
- Enter into, review or approve contracts/services above £10,000.

- Receive and scrutinise regular income and expenditure information and ensure compliance with the Schools Financial Value Standard (SFVS).
- Ensure the budget supports the SDP, agreed staffing structure and approved pay decisions.
- Evaluate the impact of pupil premium and primary PE and sport funding.
- Approve and keep under review the Governors' Allowances Scheme.
- Maintain strategic oversight of contracted services, insurance, financial controls, benchmarking, school fund arrangements and significant premises expenditure.

Pupils, parents, community and organisation

- Ensure the Governing Body can demonstrate accountability to parents and the wider community.
- Receive information on attendance, exclusions/suspensions and elective home education as appropriate.
- Ensure arrangements for looked-after children are consistent with statutory guidance.
- Ensure the school has a published Freedom of Information scheme.
- Consider matters relating to the role of the school in the community.
- Publish proposals to change category of school and consider forming, joining or leaving a federation or academy where applicable.
- Set school session times and term/holiday dates where this is a Governing Body responsibility.

5. Link governor monitoring under the circle model

The FGB will agree link-governor responsibilities annually, taking account of the SDP, statutory responsibilities, governor skills and school priorities. A governor may hold more than one link area and an area may be allocated to a pair of governors.

Statutory Roles	Governor	Key Staff Member
Safeguarding (+allergy)	Caroline Chitty	Hannah Easthope
Health and Safety	Jon Adams	Janette Field/ Stephen Brown
SEND and Inclusion	Kim Ryalls	Julia Beales
Pupil Premium	Mark Nolan	Hannah Easthope
Other Link Roles	Governor	Key Staff Member
Finance	Ross Gilfillan	Janette Field
Wellbeing	Gina Hepburn	Hannah Easthope
Early Years	Bev Hancock	Deb Gregory
Curriculum	Petra Randall	Annie Martindale/ Subject Leaders
School Development Priority 1: Teaching and Learning	Camilla Knapman	Hannah Easthope/ Annie Martindale
School Development Priority 2: SIAMS and Christian Distinctiveness	David Misselbrook and Craig Ryalls	Hannah Easthope/ Deb Gregory
School Development Priority 3: Attendance	Caroline Chitty	Hannah Easthope

Monitoring Visits

- Three times a year
- Safeguarding Governor = termly where possible (6 times a year)
- Behaviour to be included in all visits (previous priority)
- Must produce a report and send to link member of staff and headteacher for checking before sending to Clerk to Governors for distribution

Visits will be planned and proportionate. Governors will report evidence, challenge, assurance and any recommended next steps to the whole board. Link governors do not make operational decisions and do not replace the collective accountability of the FGB.

Monitoring and Evaluation Schedule

Cycle 1	Cycle 2	Cycle 3
Autumn	**Spring**	**Summer**
Oct–Dec	Jan–Mar	Apr–Jun

Monitoring responsibility	**Recommended approach**
Teaching and Learning (SDP 1)	Governor Monitoring Days
SIAMS / Christian Distinctiveness (SDP 2)	Governor Monitoring Days plus focused discussions
Curriculum	Governor Monitoring Days
Early Years	Governor Monitoring Days
Attendance (SDP 3)	Focused long termly meetings and data scrutiny
Safeguarding	Focused long termly visits, with opportunities to join monitoring days
SEND and Inclusion	Focused long termly visits, with opportunities to join monitoring days
Pupil Premium	Governor Monitoring Days or focused long termly visits, linked to teaching, inclusion and outcomes
Health and Safety	Termly premises inspections and compliance monitoring
Finance	Termly finance meetings and budget scrutiny

Wellbeing	Termly staff and pupil wellbeing monitoring – could be on Governor Monitoring Days

Governor Monitoring Visits

- Individual visits are a chance for governors to monitor their area of responsibility, specifically if they cannot attend the governor monitoring day or their link area is separate to what is being focussed upon during the monitoring days (e.g. finance, health and safety).
- There will be specific forms to complete when you complete a visit which should also help structure the visit e.g. specific areas you need answers for.

Governor Monitoring Days

Autumn – Establishing and embedding

- Focussing on the school's vision and values and the learning environment.

Spring – Consistency and development

- Focussing on how consistently approaches are being used and how leaders are responding to monitoring findings.

Summer - Impact and next steps

- Focus on evaluating the impact of improvements and identifying priorities for the following year.

Governor	Main Monitoring Focus
Teaching and Learning	How effectively is the agreed approach to lesson design being implemented across the school?
SEND and Inclusion	How effectively is teaching adapted to meet the needs of pupils with SEND and other additional needs?
Curriculum	How effectively is the curriculum designed, sequenced and delivered so that all pupils can access and achieve?
Early Years	How effectively do the learning environment, continuous provision and adult interactions support children's learning and development?
Pupil Premium	How effectively are disadvantaged pupils supported to achieve and overcome barriers to learning?
Wellbeing	How effectively does the school support pupils' and staff wellbeing and create the conditions for learning?

SIAMS/ Christian Distinctiveness	How effectively are the school's vision, values and approach to spirituality embedded in teaching, worship and school life?

6. Panels and time-limited working groups

The circle model removes standing subject committees. The following panels may nevertheless be convened for specific confidential, statutory or policy-based functions. Membership will be selected to preserve impartiality and, where an appeal may arise, to ensure that sufficient uninvolved governors remain available.

Panel	Purpose / membership
Headteacher Performance Management Panel	Three governors, including the Chair of Governors, to conduct Headteacher performance management with assistance from the External Adviser.
Pay Awards Panel	At least three governors, including the Chair where appropriate and excluding staff governors, to consider Headteacher Performance Management Panel recommendations and Headteacher recommendations on teachers' pay progression.
Staffing Appeals Panel	Three eligible governors, excluding staff governors and anyone involved in the original decision, to hear appeals under adopted staffing procedures.
Pupil Discipline Panel	At least three eligible governors, convened as required to fulfil governing-body responsibilities relating to suspension/exclusion in accordance with the relevant procedure.
Parental Complaints Panel	At least three eligible governors, convened as required in accordance with the school's complaints procedure.

Working groups may be established by the FGB for a specific issue or project. Their purpose, membership, timescale and method of reporting back must be recorded in the minutes. Unless expressly authorised, a working group makes recommendations to the FGB rather than decisions on its behalf.

7. Delegation to the Headteacher

The Governing Body delegates the following operational responsibilities to the Headteacher, subject to legislation, statutory guidance, school policies, the approved budget and any financial scheme applying to the school.

Pupils, parents and community

- Draft and implement the school behaviour policy and publicise it appropriately.
- Maintain and review pupil admissions and attendance records and provide required information.
- Respond to parental concerns in accordance with the school's complaints/concerns procedure.
- Ensure legally required information is published online and kept up to date.
- Maintain appropriate data protection arrangements and required registration.
- Ensure statutory school-session requirements and entitlement to free school meals are met.

School self-evaluation and improvement

- Lead school self-evaluation and improvement planning and ensure relevant inspection recommendations are incorporated into the SDP.
- Provide the FGB with sufficient, focused information to enable it to monitor progress and hold leaders to account.

Staffing

- Appoint staff other than the Headteacher and Deputy Headteacher, subject to agreed procedures.
- Ensure safer recruitment requirements and required staffing policies/procedures are implemented.
- Implement staff performance management and teacher appraisal procedures, with appropriate delegation to school leaders.
- Appoint selection panels for other senior leadership posts as appropriate.

Finance

- Approve virements of up to £2,500 between budget headings.
- Enter into contracts below £2,500 and review contracts/services below that threshold.
- Approve purchase of services from the Local Authority and other sources below £2,500.
- Approve/make payments under the approved system and monitor expenditure monthly.
- Ensure the school fund is properly audited for presentation to the Governing Body.
- Ensure pupil premium and sports grant funding are allocated and reported in accordance with requirements.

Premises, health, safety and safeguarding

- Develop the school buildings strategy and contribute to asset-management planning.
- Ensure security of premises/equipment and that appropriate risk assessments are completed and acted upon.
- Establish and review the Accessibility Plan at least every three years.
- Implement the agreed hiring arrangements.
- Ensure compliance with health, safety and safeguarding requirements, maintain required records and report to the FGB.
- Report outcomes of safeguarding audits and implement agreed action plans.
- Ensure compliance with requirements relating to school food and pupils with medical needs.

Curriculum

- Ensure the relevant National Curriculum and statutory curriculum requirements are implemented.
- Analyse pupil performance information and maintain rigorous assessment and target-setting processes.
- Implement agreed arrangements for relationships/sex education and parental information/withdrawal rights as applicable.
- Ensure appropriate provision for pupils with SEND and designate a qualified SENCO.
- Designate a responsible member of staff for looked-after children.
- Approve off-site visits and activities in accordance with Local Authority guidance and school policy.
- Ensure statutory requirements for RE, collective worship and EYFS are implemented.
- Ensure equality duties are embedded in school policies and practice.

Policies

- Draft the range of school policies, plans and procedures required for Governing Body consideration, delegating drafting to relevant staff where appropriate.
- Ensure consistent implementation of all approved school policies and procedures.

8. Policy, plan and assurance cycle

The annual agenda planner will replace committee-based policy schedules. Policies and assurance items will be allocated to the FGB meeting at which they can be considered most effectively. The following provides a starting framework and should be aligned with the school's current policy review calendar.

Policy / assurance item	Indicative timing / frequency	Approval / oversight
Governor induction	As required	FGB
Governors' Code of Conduct	At least annually / as required	FGB
SEND	Autumn/Spring as scheduled	FGB
Child Protection / Safeguarding	At least annually	FGB
Behaviour	As scheduled	FGB
Written Statement of Behaviour Principles	As required	FGB
Complaints	As scheduled	FGB
School Development Plan	At least three monitoring points per year	FGB, informed by link monitoring
School self-evaluation	As required	FGB
Scheme of Delegation	Autumn Term	FGB
Equality Information and Objectives	As required / scheduled	FGB
Pay	Autumn / as required	FGB; individual decisions via Pay Awards Panel
Health & Safety	At least annually / scheduled monitoring	FGB
Admission arrangements	As required	FGB

Register of Business Interests	Each FGB meeting / annual publication update	FGB
Finance / SFVS / financial procedures	According to LA timetable and annual planner	FGB

9. Suggested annual meeting pattern

The detailed agenda planner should be agreed separately. In line with the circle-model guidance, meetings should contain standing assurance items while alternating the principal focus so that all areas receive sufficient scrutiny.

Meeting focus	Examples of matters to schedule
Meeting A – school improvement focus	SDP, pupil outcomes/data, quality of teaching/curriculum, safeguarding, SEND, governor monitoring.
Meeting B – resources and organisational focus	Finance, staffing, premises, health & safety, resources, risk, policy approvals, succession planning and governor monitoring.

This pattern can be repeated across the three terms, with timing adjusted to statutory and Local Authority deadlines, including budget approval and pay decisions.

10. Review and approval

This Scheme of Delegation is to be reviewed annually and whenever there is a significant change to governance arrangements, legislation, statutory guidance or the school's circumstances.

This Scheme of Delegation for the academic year 2026/27 was approved by the Full Governing Body at its meeting on: 28th September 2026

Signed: 

Chair of Governors

Date for next review: September 2027