

## Whitley Park Primary and Nursery School Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference:

- Liaise with the appropriate member(s) of staff
- Visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- Regularly report to the Governing Body, on developments and progress within their area of responsibility
- Raise the profile of the area of responsibility when related matters are considered by the Governing Body
- Attend training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an individual:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)

**The responsibility for the day to day administering of the school has been delegated to the Head Teacher**

Area Of Responsibility	Lead Governor	Liaising with	Reporting to
Curriculum	Andrea Brown	Nathan Butler-Broad SLT	Teaching and Learning Committee
Assessment	Cathy Woodcock	Nathan Butler-Broad Sue Jackson	Teaching and Learning Committee
Health and Safety/Premises	Marc Murphy	Nathan Butler-Broad Chris Whale Stuart Barber Sue French	Resources Committee
Safeguarding governor	Andrea Brown	Nathan Butler-Broad Sue Jackson	Governing Body
SEND	Jane Clare	Nathan Butler-Broad Sue Jackson Ruth Thompson Julie Rivers	Teaching and Learning Committee
Finance	Tim Pascall	Nathan Butler-Broad Allison Dench	Resources Committee
Pupil Premium	Steve Woodhull	Nathan Butler-Broad Ruth Thompson	Resources Committee