

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference. For a details of where functions cannot be delegated to an individual see item 1 in these notes of guidance.

Terms of reference:

- To liaise with the Headteacher and appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the governing body or the Teaching and Learning Committee whichever the governing body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the governing body
- To attend training as appropriate
- To link with School Development Plan and targets

Terms of reference agreed by the governing body on (date):

23rd October 2025

Area of Responsibility	Name of Governor	Liaising with
Safeguarding	Baylon Kamalarajan Pinky Jain (Deputy)	Designated Safeguarding Lead
SEND (including Gifted and Talented), LAC and Pupil Premium	Beth Gibbs	SENCO/Headteacher
Curriculum	Pinky Jain Amanda Fischer-Lee	Headteacher
Greater Depth	Baylon Kamalarajan	Headteacher/Subject Lead
Early Years	Andrea Baylis	Mrs J Fairlamb
Enrichment	David Simpson Simon Sharpe	Headteacher
Health & Safety	David Simpson	H&S Co-ordinator
Behaviour & Safety	Amanda Fischer-Lee	Headteacher
E-Safety	Jane Fairlamb	Miss A Unitt
Mental Health & Well-being	Amanda Fischer-Lee	Headteacher/ Mrs J Fairlamb

Date delegation agreed:

23rd October 2025

Date of review by governing body:

October 2026