

# SCHEME OF DELEGATION

Approved by FGB Chair: October 2013  
Review Date: October 2014



This Scheme of delegation has been approved by the full governing body at its October 2012 meeting. The scheme has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Education Authority policies.

The delegations set out in this scheme are delegated to the specified committees of the governing body and postholders employed at the school. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body. In the absence or incapacity of the headteacher, the delegation stands delegated to the acting headteacher and if there is no such postholder the delegations revert to the governing body. In the absence or incapacity of a postholder other than the headteacher, the delegations stand delegated to the headteacher unless otherwise directed or agreed by the governing body. Instead of exercising her/his delegated powers a postholder or committee may refer the matter to the appropriate committee or governing body.

The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

## **Powers to Be Exercised Only By the Full Governing Body:**

- Co-opt or appoint persons on to the governing body
- Elect or remove the chairman and vi-chairman of the governing body
- Decide what sex education is to be provided
- Decide the policy on charging and remissions
- Agree any general principles on pupil discipline
- Approve the prospectus and annual report to parents
- Take action as required or permitted by law on matters relating to school admission
- Decide any changes in the times of school sessions and dates of terms and holidays
- Appoint a headteacher
- Decide on a change of school category
- Approve the budget
- Agree the Instrument of Government
- To set and publish targets for pupil achievement at KS 2

## **The Full Governing Body Will:**

- Take account of health and safety matters
- Hold a meeting at least once per school term
- Ensure that the National Curriculum is implemented
- Ensure that RE and collective worship are provided
- Ensure balance in the presentation of political issues in the curriculum
- Review annually the scheme of delegation and committee terms of reference
- Review annually representation of statutory committees
- To draft and monitor review of School Development Plans and post OfSTED Action Plans

The governing body needs to retain an overview of all areas of the school's work. It requires each and every one of its committees to report at each meeting of the full governing body, and expects to endorse decisions taken by committees and postholders with delegated responsibilities, provided that these decisions recognize the powers which can be exercised only by the full governing body. The governing body has established two committees to support the organization and management of the school and has approved delegated responsibilities as shown:

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## I. FINANCE AND PREMISES COMMITTEE

This committee has a performance-monitoring function in respect of other budget-holders and has delegated responsibility for expenditure within the agreed budgets.

### Delegated Responsibilities

- To ensure health & safety issues are met
- To monitor monthly expenditure
- Miscellaneous financial decisions (e.g. write-offs)
- To investigate financial irregularities where those other than the headteacher are suspected
- To enter into contracts
- Determination of dismissal payments/early retirement
- To monitor and review charging and remissions policy
- To take advice and agree on buildings insurances
- Asset management plans and strategy (including budgeting for repairs etc)
- Monitoring of those areas of School Development Plan designated to the committee on the Plan

## 2. STAFFING AND CURRICULUM COMMITTEE

This committee has delegated responsibility for the spending of all staffing budgets (teachers, administrative/clerical staff, education support assistants and midday supervisory assistants. It will ensure that agreed staffing levels are met and decide promotions within agreed budget limits. There is no delegated budget for curriculum expenditure but delegated responsibility for ensuring value for money in the spending of budgets directly allocated to curriculum support, including books, stationery and materials.

### Delegated Responsibilities

- Monitoring of those areas of School Development Plan designated to the committee on the Plan and School Improvement Plan Monitoring of post –OfSTED Action Plan
- Establishing disciplinary/capability procedures
- Suspension of staff other than headteacher
- Determining staff complement
- To agree or reject and review curriculum policy
- To establish, implement and review the performance management policy
- To take admissions application decisions and make appeals against directions to admit pupils
- Appointment of non-teaching staff.
- Adopt and review home-school agreement
- Monitor and review what sex education is provided
- Monitor and review the Pupil Behaviour and Discipline Policy

The governing body delegates the establishment and review of policies to the two committees. Reviewed policies will be circulated to all governors and automatically be endorsed by the full governing body provided that these decisions recognize the powers which can be exercised only by the full governing body.

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## TERMS OF REFERENCE: Staffing & Curriculum Committee

<b>Title</b>	The title is to be the Staffing & Curriculum Committee
<b>Composition</b>	The committee is to comprise a minimum of 50% of the Governing Body (rounded down where the Governing Body is an odd number). This should include at least one Staff Governor, one Parent Governor, and two Foundation Governors. The Headteacher and Chair of Governing Body may also attend.
<b>Quorum</b>	At least half of the Committee is required to be present in order for a meeting to be quorate. Voting in absentia is not permitted.
<b>Committee Officers</b>	A Chair will be elected annually from within the committee at the first meeting of the school year. Employees of the School are not permitted to stand as Chair.
<b>Frequency of Meetings</b>	The committee will meet as required but usually once per term, and ideally in the fortnight preceding a Full Governors' meeting or Finance and Premises Committee meeting, whichever is earlier.
<b>Minuting and Reporting</b>	The Clerk should issue an agenda 7 days prior to the meeting. Minutes will be circulated to all governors prior to the subsequent Full Governors' meeting. Confidential issues or those which could subsequently lead to disciplinary action (whether of staff or pupil) will be omitted from the minutes circulated to all but the members of the committee.
<b>Areas of Responsibility</b>	<p><u>The committee will advise the Full Governing body on the following areas</u></p> <ul style="list-style-type: none"><li>• Headteacher appointments, suspensions and dismissals</li><li>• Pay discretions</li><li>• Deputy appointments</li><li>• Setting and publishing of targets for pupil achievement at KS2</li><li>• Sex education policy</li><li>• Policy on the treatment of political issues</li><li>• Charging and remissions policy for non NC-based activities</li><li>• Setting of the annual admissions policy</li><li>• Arrangements for collective worship</li><li>• Dates of school terms and holidays and times of school sessions</li><li>• Discipline policy for pupils</li><li>• Educational visits</li><li>• Race Equality</li></ul> <p><u>With the Headteacher, be responsible for:</u></p> <ul style="list-style-type: none"><li>• Recruitment, selection, suspension and dismissal of staff</li><li>• Reviewing and agreeing curriculum policy</li><li>• Ensuring requirements of the NC are met.</li><li>• Reviewing those policies designated by Full Governing body in the delegated policy review table (page 3 Scheme of Delegation)</li></ul>
<b>Delegated Areas</b>	The committee will have powers delegated to it as specified in Scheme of Delegation.

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## TERMS OF REFERENCE: Finance & Premises Committee

<b>Title</b>	The title is to be the Finance and Premises Committee
<b>Composition</b>	The committee is to comprise a minimum of 50% of the Governing Body. The Headteacher and Chair of Governing Body may also attend.
<b>Quorum</b>	At least half of the Committee is required to be present in order for a meeting to be quorate. Voting in absentia is not permitted.
<b>Chairing Arrangements</b>	A Chair will be elected annually from within the committee at the first meeting of the school year. Employees of the School are not permitted to stand.
<b>Frequency of Meetings</b>	The committee will meet as required but usually once per half term, and ideally in the fortnight preceding the Full Governors meeting.
<b>Minuting and Reporting</b>	The Chair should try to issue an agenda 7 days prior to the meeting. Minutes will be circulated to all governors prior to the subsequent Full Governors meeting.
<b>Areas of Responsibility</b>	<p><u>The committee will advise the Full Governing body on the following:</u></p> <ul style="list-style-type: none"><li>• Planning of annual budget with reference to School Development Plan and School Improvement Plan</li><li>• Planning and initiating activities and incorporating projected income into budget planning</li><li>• Submitting annual allocation for approval</li><li>• Checking budget information, seeking clarification and initiating queries in order to aid forward planning</li><li>• Monitoring, identifying and rectifying areas of overspend</li><li>• Implications of budget planning – 3 year plan</li><li>• Designating signatories</li><li>• Condition of site, premises and equipment and H&amp;S</li><li>• Analyse and award contracts for building/maintenance works</li></ul> <p><u>With the headteacher, the committee will be responsible for</u></p> <ul style="list-style-type: none"><li>• Managing all required accounts</li><li>• Repairs and maintenance of premises, up to £1000 devolved to Headteacher in case of emergency, and not more than £5000 in any one year</li><li>• Expenditure of over £1000 requires a decision of the F&amp;P committee members</li><li>• Carrying out lettings procedures and collecting income</li><li>• Ensuring Fire Regulations are not contravened</li><li>• To ensure 2 'no fire' drills are carried out per year and that relevant staff are aware of such procedures.</li><li>• Reviewing those policies designated by Full Governing body in the delegated policy review table (page 3 Scheme of Delegation)</li></ul>
<b>Delegated Areas</b>	The committee will have powers delegated to it as specified in Scheme of Delegation