



## G5: SCHEME OF DELEGATION

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.

Delegations cannot be exercised other than by the designated person or committee unless directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher the delegations stand delegated to the Deputy Headteacher. In the absence or incapacity of the postholder, the delegations stand delegated to the Headteacher.

### **Powers to be exercised only by the full Governing Body:**

- Co-opt or appoint persons to the Governing Body
- Elect or remove the Chair and Vice Chair of the Governing Body
- Decide what sex education is to be provided
- Decide the policy on charging and remissions
- Agree any general principles on student discipline
- 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 Scheme of Delegation

### **The full Governing Body also has a duty to:**

- Hold a meeting at least once every two terms
- Ensure that an appropriate and outstanding curriculum is implemented
- Ensure that RE is provided
- Ensure balance in the presentation of political issues in the curriculum
- Hold an Annual General Meeting

**None of the above responsibilities may be delegated**

### **Statutory Committees**

- Staff Dismissal Committee
- Staff Dismissal Appeals Committee
- Pupil Discipline Committee
- Admissions Committee

The function and composition of the committees is detailed in the Law for School Governors and any subsequent or redrafted document. Further details regarding the function and composition of the Full Governing Body are available within the Articles of Association.

## Other Committees

- **Headteachers Performance Management Panel**  
Consists of three Governors appointed by the full Governing Body and whose duties and responsibilities have been defined by the DFE and includes the annual pay review for the Headteacher
- **Staffing Panel**  
Consists of three Governors, being Chair or Vice Chair, Chair of PAWS Committee and a member of the Finance and Planning Committee appointed by the full Governing Body and whose duties and responsibilities include determining the pay of all teaching and non teaching staff together with recommendations for early retirement. The Chair or Vice Chair shall nominate an alternative governor if the Chair of PAWS Committee is unavailable.
- **Chairs' Co-ordinating Group**  
Consists of the Chair and Vice Chair, the Headteacher, Deputy Headteacher, Chairs of the Finance and Planning, Curriculum and PAWS committees, and the Business Manager. The terms of reference for the group are:
  - To close the planning loop across all 3 Committees to ensure we understand the wider impact of decisions made in each committee
  - To prepare for any impending OFSTED inspection
  - To be a focus for the strategic plan and school development plan
  - To approve new posts before they are advertisedThe group will meet once per term, to be arranged in light of business.
- **Finance and Planning**  
Powers and responsibilities are detailed in Appendix A
- **Curriculum**  
Powers and responsibilities are detailed in Appendix B
- **Personnel and Welfare of Students (PAWS)**  
Powers and responsibilities are detailed in Appendix C

## Procedural

As and when required the Full Governing Body can establish task oriented, time limited subgroups to provide advice and guidance on specific issues. Expectation is that:

- All meetings will be held on school premises
- All meetings will terminate 2.5 hours after commencement unless there is a majority vote in favour of continuation for a specified period of time.

## Finance and Planning

The Committee shall comprise at least five governors, including the Headteacher together with the Business Manager and Assistant Business Manager.

### Chair

A governor who is not the Headteacher or employed at the school

### Quorum

4 governors, including Headteacher.

### Frequency of meetings

Ideally one meeting two weeks or more before each full Governors meeting, at the discretion of the committee.

### Agendas/Minutes

Agendas to be circulated to all committee members 7 days before the meeting.

Minutes to be circulated to the Clerk to Governors within fourteen working days, so that they might be distributed with the agenda for the next Full Governors meeting.

### Budget Review

To be circulated to committee members at each meeting.

NB latest accounts will be circulated with agenda to Full Governors before each meeting.

### Terms of Reference

- To act as the Audit Committee
- To ensure that short and long term financial planning serves the strategic aims of the school linking with the School Development Plan and Strategic Plan.
- To ensure that the school receives all income due from the DFE and Local Authority, identifying other sources of income and participating in the process of compiling and submitting such bids.
- To advise the Governing Body on financial strategy and policy within the resources available.
- Leading the process of establishing longer-term plans which are in line with the aims of the school being informed by the advice of the other committees, the Headteacher and school senior management team.
- To receive, consider and present to the Governing Body annual estimates of the schools budget once income is finalised by the ESFA. To ensure that relevant financial returns are compiled and submitted to regulatory bodies within the given deadlines
- To review the forecast income and expenditure for the current financial year, updated on a monthly basis and reported to full governors at least quarterly, highlighting any significant changes from the agreed budget.
- To keep under review the staffing establishment of the school and in collaboration with the PAWS Committee and Pay Panel to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget.
- To review and/or secure contracts for bought in services, managed on a day to day basis by the Business Manager.
- To compile a programme of work for Internal Audit that focusses on key high risk areas and, where appropriate, linked to the Risk Register.
- To receive regular reports from Internal Audit and initiate any appropriate action.

- To receive audited statutory accounts and report to management from the auditors, and to initiate any appropriate action.
- To monitor and evaluate the effective use of funds in consultation with the Headteacher, Business Manager and Internal Audit.
- Review all F&P policies and levels of letting charges annually and recommend changes

### **Premises**

- To review all aspects of premises management.
- To formulate a premises plan to facilitate the development actions in the School Development Plan.
- To keep under review the overall state of the school buildings and playing fields including fixtures & fittings and maintenance.
- To ensure that assets are capitalised and depreciated in accordance with school policy
- To ensure that the appropriate insurance is in place.
- Establish and review the policy on lettings.
- To advise the Governing Body on its responsibilities under Health & Safety legislation.

### **Delegated Powers**

- To approve virements within the approved annual budget up to the limit of £30k. Amounts above £30k or exceed the approved budget require approval by the full Governing Body.
- To review, negotiate together with the Business Manager and approve contracts for the day to day services to the school including Grounds Maintenance, Cleaning, Utilities, Insurance, Catering, Payroll and so forth advising full Governing Body of agreements.
- To approve contracts to be entered into by the school for annual sums not exceeding £40k and for no more than three years duration. Contracts outside these limits require approval by full Governing Body.
- To keep under review the School's insurance policies.
- To approve premises repairs and maintenance within the limits of £10k to £40k – over £40k requires the approval of the full Governing Body.
- To approve disposal of assets where value exceeds £1,000.

### Powers delegated to Headteacher/Business Manager

- To approve orders for goods and services up to the value of £10,000.
- Where the goods or services are expected to cost £5,000 and up to £10,000, a specification will be prepared and three fixed price quotations will be required. These will be examined and agreed by at least three staff members, one of whom should normally be the Business Manager
- To approve disposal of assets below the value of £1,000 under the approved guidelines
- The petty cash float limit is to be maintained at £500, this limit may be exceeded when authorised by the Headteacher to meet unusual circumstances.

### Powers delegated to Assistant Business Manager

- To oversee and approve payment of the school payroll.
- To approve orders for goods and services up to the value of £3,000. A single written quotation is required for all goods and services expected to cost in excess of £1,000, but less than £3,000.

### Powers delegated to Budget Holders

- Three written quotations are required for goods and services related to the maintenance and improvement of premises and expected to cost over £3,000. A single written quotation is required for all goods and services expected to cost in excess of £1,000, but less than £3,000.

- Three written quotations are required for all other goods or services expected to cost over £3,000. Financial limits for spending are for amounts not exceeding the annual allocation
- Petty cash claims are to be authorised by the Budget holder and normally limited to £50.

## Curriculum

The Committee shall comprise at least 5 governors, including the Special Needs Governor. The Deputy Headteacher will attend the Committee's meetings but does not count towards the quorum nor have voting rights.

## Chair

A governor who is not the Headteacher or employed at the school.

## Quorum

3 governors (2 of whom will not be staff governors).

## Frequency of meetings

Ideally one meeting two weeks or more before each full Governors meeting, at the discretion of the committee.

## Agendas/Minutes

Agendas to be circulated to all committee members 7 days before the meeting.

Minutes to be circulated to all by the Clerk to Governors within 14 working days, so that they might be distributed with the agenda for the next Full Governors meeting.

## Terms of Reference

- To ensure that a broad and balanced curriculum is taught to all pupils and consider arrangements for disapplication of pupils with the Headteacher.
- To work with the Headteacher and senior management team to formulate and review the School Development Plan, the Strategic Plan and the Curriculum Plan.
- To receive reports about new and existing curriculum requirements from the Headteacher and to make recommendations to the full Governing Body.
- To draft curriculum policy statements when necessary for recommendation to the full Governing Body, especially those in respect of sex education, discipline, collective worship and special education needs.
- To review Home School agreements and with the Headteacher make recommendations to the full Governing Body.
- To assess the budgetary impact of curriculum change and development and bring this to the attention of the full Governing Body.
- To advise the full Governing Body and the Finance Committee of any changes to the school buildings or site which may be necessitated by curriculum development or by the School Development Plan.
- To prepare a policy with the Headteacher for off-site activities together with procedures for approving and conducting these activities, for agreement by the full Governing Body.
- Advise the PAWS Committee on the staffing to meet curriculum needs.
- To review charging policy for non-National Curriculum activities and make recommendations to the full Governing Body
- To monitor progress towards compliance with the Gatsby Benchmarks

## Delegated Powers

- To review and approve off site trips involving pupils ensuring that policy procedures have been followed.

## PAWS

The Committee shall comprise at least five governors, plus the Headteacher together with the Business Manager.

### Chair

A governor who is not the Headteacher or employed at the school.

### Quorum

3 governors, including Headteacher.

### Frequency of meetings

Ideally one meeting two weeks or more before each full Governors meeting, at the discretion of the committee.

### Agendas/Minutes

The agenda to be issued seven days prior to the Committee meeting.

Minutes are to be taken and distributed to the Clerk to Governors within fourteen working days, so that they might be distributed with the agenda for the next Full Governors meeting.

### Terms of Reference

#### 1) Deployment

- a) Plan overall strategy for staff deployment- teaching, non-teaching, full and part-time posts with reference to the Strategic Plan and recommendations of the Curriculum Committee.
- b) Approve staffing levels.
- c) Consider further options as opportunities arise.
- d) Liaise with the Finance Committee on any matter that affects the School Budget, and must receive approval from the Finance Committee before implementing any policy/staff changes that affects the school budget.

#### 2) Recruitment and appointments

- a) To be responsible for the recruitment and appointment of replacement and new staff (refer to Appendix 1).
- b) The selection panel will have discretion on the remuneration of staff, following policy agreed by PAWS Committee subject to liaising with the Finance Committee.

#### 3) Induction: Monitor school policy on induction of new staff.

4) Development Together with the Headteacher decide on strategies for the continuing development of staff for their own and the schools benefit and link these with the School Development Plan and Strategic Plan.

5) Remuneration: The committee is responsible for annual and other salary reviews to which recommendations may be made.

#### 6) Procedures

- a) Adopt and operate staffing policies with reference to Grievance, Capability, Discipline, and Termination of employment and appeal to be applied to all staff.
- b) Notify Governing Body of any decision relating to the above.

7) Supply Cover: Agree a policy for use of and approve procedural guidelines relating to supply cover; monitor and review periodically.

8) Leave of absence: Agree with Headteacher leave of absence policy and review periodically having regard to statutory obligations, staff's conditions of service and Local Authority guidelines.

9) Exit Interviews: conduct interviews with staff who are leaving the school and NQTs completing their first year of teaching.

10) Safeguarding: Ensure that -

- a) Staff training is maintained
- b) Systems and policies are compliant and up to date
- c) Information is reported to governors as required

11) Student Welfare Issues: monitor and review periodically pastoral student issues, to include:

- a) Behaviour and achievement
- b) Attendance
- c) Student voice and School Council
- d) Anti-bullying
- e) E-safety

12) Delegation: The Governing Body delegates powers to the following staff - see Appendix 2.

## Annex 1 to Appendix C

Staff committee appointing interviews policy – preferred composition of interview panel.

Where the post is a key management post e.g. Head of Subject, Head of House and above, the governor representation on the interview panel must be a governor who is not a member of the staff of the school. For other posts a governor is not expected to attend, however the Chair of PAWS or other member of the CCG should be contacted to confirm that no governor is available to do the interview.

### SMT

Headteacher - This function may not be delegated to a committee.

Deputy Headteacher and Assistant Headteacher:

At least one Governor, Headteacher, plus outside professional (optional).

### Teaching

Temporary posts - One SMT, plus Governor whenever possible.

### Permanent

Main Grade - Headteacher and/or other SMT, Head of Faculty plus one or two Governors.

Allowance Grade - Headteacher and/or other SMT, plus at least one Governor.

### Support Staff

Business Manager - Headteacher, Chair of Finance and Planning Committee, minimum of one other Governor.

Temporary and part-time posts - Business Manager.

Permanent - Business Manager, Headteacher or Deputy Headteacher or other depending on post.

## Annex 2 to Appendix C

### Powers delegated to the Headteacher

- a) Agree staff leave of absence on paid and unpaid leave following guidelines in leave of absence policy.
- b) Serious discipline of staff, short of termination of employment.
- c) Initiate filling of vacant posts, unless Governors have declared post redundant, including; -  
Drawing up job/person specifications  
Drawing up and placing advertisements.  
Arranging short list of candidates.  
Arrangement of interview dates.  
Composition of panel using guidelines in Appendix 1.
- d) Dismissal on the grounds of Ill-health Retirement only, to be reported at the next meeting of the PAWS Committee

### Powers delegated to Deputy Headteacher and Assistant Headteacher's

- a) Appraisal, training and development of teaching staff in liaison with line managers.
- b) Intermediate discipline of teaching staff.

### Powers delegated to Heads of Department /Faculty/Year

- a) Initial discipline of staff.
- b) Appraisal, training and development of staff in liaison with Assistant Headteacher