



Hotwells Primary School

Scheme of Delegation

Key:

Level 1: Academy Trust (Members)

Level 2: Governors/Trustees (Directors)

Level 3: A committee of the Board of Governors/Trustees (Directors)

Level 4: The Accounting Officer (Headteacher)

Key Function	No.	Task	Decision Level			
			1	2	3	4
Budgets and Accounts	1	Approve budget plan for the financial year		✓		
	2	Monitor monthly expenditure				✓
	3	Establish charges and remissions policy			✓	
	4	To enter into contracts (refer to Financial Scheme of Delegation)		✓	✓	✓
	5	To ensure academy annual accounts are prepared within the appointed time			✓	
	6	To approve and submit the annual accounts		✓		
	7	To receive the Annual Report and Accounts	✓			
	8	Review annually and appoint External Auditors	✓	✓		
	9	Review annually and appoint the Responsible Officer		✓	✓	
	10	Review annually and appoint the Internal Auditors		✓	✓	
Staffing	11	Headteacher appointments		✓		
	12	Deputy Headteacher appointments		✓		
	13	Teaching staff appointments				✓
	14	Non-teaching staff appointments				✓
	15	Pay policy		✓		
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			✓	
	17	Dismissal of the Headteacher		✓		
	18	Dismissal of other staff			✓	✓

Key Function	No.	Task	Decision Level			
			1	2	3	4
	19	Suspension of the Headteacher		✓		
	20	Suspension of the staff				✓
	21	Ending suspension of the Headteacher		✓		
	22	Ending the suspension of all other staff			✓	✓
	23	Determining staffing requirements			✓	✓
	24	Dismissal payments/early retirements			✓	✓
Curriculum	25	Establish and implement Curriculum Policy				✓
	26	Approval of Curriculum Policy			✓	
	27	Responsibility for standards of teaching				✓
	28	Decide which subject options will be taught including activities outside the school day			✓	✓
	29	Responsibility for individual child's education				✓
	30	Provision for Sex and Relationships Education (SRE) – includes establishing and maintaining an up to date policy				✓
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues				✓
Discipline/Exclusions	32	Establish performance management policy and review annually		✓	✓	
	33	Implement the performance management policy				✓
	34	Set and publish targets for students achievement				✓
	35	Establish a discipline policy			✓	✓
	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 dates in total a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)			✓	
	37	Direct reinstatement of excluded students				✓
Admissions	38	Consult annually before settling an Admissions Policy		✓		
	39	Admissions: applications decisions (main round)		✓	✓	
	40	Arrangements for collective worship				✓

Key Function	No.	Task	Decision Level			
Premises and Insurance	41	Buildings insurance, personal liability and Governors' Indemnity Insurance			✓	
	42	Develop academy building strategy				
	43	Procure and maintain buildings, including properly funded maintenance programme			✓	
Health and Safety	44	Institute a Health and Safety Policy		✓		
	45	Ensure Health and Safety regulations are followed			✓	
School Organisation	46	Set times of academy day and dates of academy terms and holidays		✓		✓
	47	Ensure academy meets 380 sessions in a school year				✓
	48	Ensure academy lunch nutritional standards are met				✓
Information for Parents	49	Prepare and publish the academy prospectus				✓
	50	Ensure provision for free school meals to those students meeting the criteria				✓
	51	Adopt and review home school agreements				✓
GB Procedures	52	Appoint (and remove) the Chair and Vice Chair		✓		
	53	Appoint (and dismiss) the Clerk to Governors/Trustees		✓		
	54	Hold full GB/BoT meetings at least three times in the academic year		✓		
	55	Appoint (and remove) Governors/Trustees	✓	✓		
	56	Set up register of Governors/Trustees business interest		✓		
	57	Approve and set up Governors expenses scheme		✓		
	58	Discharge duties in respect of students with special needs by appointing a 'responsible person'		✓		
	59	Consider whether or not to delegate functions to individuals or committees		✓		
	60	To delegate 'Chair's Actions' to the Chair of Governors/Trustees		✓		
	61	Regulate the GB/BoT procedures		✓		
Multi-Academy Trusts	62	To consider forming a MAT or joining an existing MAT	✓	✓		
	63	To consider requests from other schools to join the MAT	✓	✓		
	64	To leave a MAT	✓	✓		

Key Function	No.	Task	Decision Level			
Extended Schools	65	Decide to offer additional activities and what form these should take				✓
	66	Put in place and ensure delivery of services to be provided				✓
	67	Cease providing extended school provision				✓
Equality and Inclusion	68	To establish and publish annually an 'Equality Information and Objectives Statement' and review Equality Objectives every four years		✓	✓	
	69	To establish and review a Special Educational Needs (SEN) and Disability policy		✓		
	70	To designate a 'responsible person' for Safeguarding		✓		
	71	To designate a 'responsible person' for looked after children		✓		
	72	To establish an accessibility plan and review it every three years			✓	
	73	To establish and review annually a child protection policy and relevant procedure		✓		

Approved by the Governing Body
May 2019