

# St Bede's Catholic Primary School

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Scheme of Delegation



March 2017

## St Bede's Catholic Primary School Rotherham

### Scheme of Delegation 16-17

1. This revised scheme of delegation was approved by the Governing Body of St Bede's Catholic Primary School at its meeting on 23<sup>rd</sup> March, 2017
2. The scheme has been developed to clarify the responsibilities of governors and members of staff employed by the school in respect of key aspects of management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority policies.
3. The chart below sets out all areas of responsibilities and delegations. Delegations cannot be exercised other than by the delegated post holder of committee unless otherwise directed or agreed by the governing body.
4. In the absence or incapacity of the Headteacher, the delegations stand delegated to the deputy headteacher unless otherwise directed or agreed by the governing body. In the absence of a post holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the governing body
5. This scheme will be reviewed at the first meeting of the governing body in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.
6. The governing body has agreed the following Committees for the **2017-2018** academic year.
  - Admissions Committee
  - Staffing Committee
  - Pupil Discipline Committee
  - General Purposes
  - Curriculum Committee
  - Finance and Premises
7. The terms of reference for Committees will reflect all delegations. These terms of reference will be reviewed annually in line with para 5 above.
8. The governing body has also agreed the following areas of lead/link responsibility for the following
  - Maths
  - English
  - RE
  - Assessment
  - SENCO
  - Safeguarding
  - Health & Safety
  - Admission

## Schedule of Delegations 2017- 2018

Key Function	No	Tasks	Decision Level			
			Full Governing Body	Committee Of Governing Body	An individual Governor	Head
<b>Budgets</b>	1.	To approve the first formal budget plan each financial year	✓			
	2.	To monitor monthly expenditure and Cash Flow Forecast.	✓			
	3.	To establish a charging and remissions policy		✓		
	4.	Miscellaneous financial decisions				✓
	5.	To enter into contracts up to and including a total of £5,000 unless otherwise authorised by the Governing Body				✓
	6.	To ensure best value practice, obtain 3 competitive quotes for any item of £5000 or more unless best value suppliers have already been secured and evidence documented				✓
	7.	To make payments				✓
	8.	Approves that School follows EFA Financial Regulations	✓			
	9.	Approves any contract over £5000 (if not already included in the budget)	✓			
	10.	Signs off EFA budget returns.	✓			
	11.	Assesses costs on the school building priority list in accordance with the school prioritisation meeting, to plan for future expenditure and ensure it is incorporated into the future plan.	✓			
<b>Staffing</b>	12.	Head teacher appointments (selection panel)	✓			
	13.	Deputy appointments (selection panel)	✓			
	14.	Appoint other teachers				✓
	15.	Appoint non-teaching staff				✓
	16.	Agree a pay policy		✓		
	17.	Pay discretions		✓		
	18.	Establishing disciplinary/capability procedures				✓
	19.	Dismissal of headteacher	✓			
	20.	Dismissal of other staff		✓		
	21.	Suspending head	✓			
	22.	Suspending staff (except head)		✓		
	23.	Ending suspension (head)	✓			
	24.	Ending suspension (except head)		✓		

Key Function	No	Tasks	Decision Level			
			Full Governing Body	Committee Of Governing Body	An individual Governor	Head
	25.	Proposing changes to staff complement				✓
	26.	Determining staff complement	✓			
	27.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓			
	28.	Determining dismissal payments/ early retirement	✓			
<b>Curriculum</b>	29.	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				✓
	30.	To produce a curriculum statement				✓
	31.	To agree or reject and monitor curriculum policy		✓		
	32.	Responsible for standards of teaching				✓
	33.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓			
	34.	Responsibility for individual child's education				✓
	35.	Provision of sex education – to establish and keep up to date a written policy				✓
	36.	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	37.	To establish a charging and remissions policy for activities (non NC based)				✓
<b>Performance Management</b>	38.	To formulate a performance management policy				✓
	39.	To establish a performance management policy		✓		
	40.	To implement the performance management and Appraisal Policy				✓
	41.	To review annually the performance management policy. Including consideration of report from HT on the operation of the Appraisal Policy		✓		
<b>Data Analysis &amp; Target Setting</b>	42.	To scrutinise a range of pupil data to evaluate the school's performance	✓			
	43. *	To Agree challenging targets for pupil	✓			

Key Function	No	Tasks	Decision Level			
			Full Governing Body	Committee Of Governing Body	An individual Governor	Head
	43. *	achievement/attainment				
<b>Discipline/ Exclusions</b>	44.	To propose a discipline policy				✓
	45.	To establish a discipline policy	✓			
	46.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✓			
	47.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		✓		
<b>Admissions</b>	48.	To consult annually before setting an admissions policy	✓			
	49.	To consult before setting an admissions policy with changes, annually		✓		
	50.	To establish an admissions policy		✓		
	52.	Admissions: application decisions (VA, Foundation and special schools)		✓		
<b>Religious Education</b>	54.	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus character)				✓

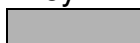
Key Function	No	Tasks	Decision Level			
			Full Governing Body	Committee Of Governing Body	An individual Governor	Head
	56.	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents)				✓
<b>Collective Worship</b>	61.	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓			
<b>Premises &amp; Insurance</b>	62.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓			
	63.	Developing school buildings strategy or master plan and contributing as required to Diocese Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)		✓		
	64.	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓		
<b>Health &amp; Safety</b>	65.	To institute a health and safety policy to include a Child Protection Policy	✓			
	66.	To work with the H&S Executive and scheduled inspections	✓			
	67.	To ensure that health and safety regulations are followed				✓

Key Function	No	Tasks	Decision Level			
			Full Governing Body Committee Of Governing Body	An individual Governor	Head	
<b>School</b>	70.	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	✓			
	71.	To ensure that the school meets for 380 sessions in a school year				✓
	72.	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓
<b>Information For Parents</b>	73.	To ensure provision of free school meals to those pupils meeting the criteria				✓
	74.	Adoption and review of home- school agreements		✓		
<b>GB Procedures</b>	75.	To draw up instrument of government and any amendments thereafter	✓			
	76.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	77.	To appoint and dismiss the clerk to the governors	✓			
	78.	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			
	79.	To set up a Register of Governors' Business Interests and review at each full governing body meeting	✓			
	80.	To approve and set up a Governors Expenses Scheme	✓			
	81.	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	82.	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	83.	To regulate the GB procedures (where not set out in law)	✓			
	84.	To consider forming a federation or joining an existing federation	✓			
<b>Federations</b>	85.	To consider requests from other schools to join the federation	✓			
	86.	To leave a federation	✓			
	87.*	To decide to offer additional	✓			
<b>Extended</b>						

Key Function	No	Tasks	Decision Level			
			Full Governing Body	Committee Of Governing Body	An individual Governor	Head
<b>Schools</b>	87.*	activities and to what form these should take				
	88.	To put into place the additional services provided and evaluate the impact of the allocation of Primary School Sport Funding.				✓
	89.	To ensure delivery of services provided				✓
	90.*	To cease providing extended school provision	✓			

\*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

Key



= function cannot legally be carried out at this level