

# Scheme of Delegation

October 2022

## Governing Body Delegation Planner

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

- The governing body is responsible for the strategic direction of the school
- Committee can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The Principal and staff play the major role in formulating plans, policies and targets to bring the committees or to the body for discussion prior to adoption by the full governing body.
- The Principal is responsible for internal organisation, management and control of the school and is accountable to the governing body.
- Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

The table below sets out the major areas of responsibility for governing bodies and who tasks are delegated to.

### Key

- Level 1: Full governing body
- Level 2: A committee of the governing body
- Level 3: Principal
- Level 4: SLT
- Level 5: Budget holder

## **AREAS COVERED**

- 1. Governance**
- 2. Strategy**
- 3. Policies and Information**
- 4. Safeguarding**
- 5. Education / Curriculum / Pastoral Care**
- 6. Behaviour and Discipline**
- 7. Inclusion and Equality**
- 8. Finance**
- 9. Premises and Insurance**
- 10. Health and Safety**
- 11. Information Technology**
- 12. Staffing / PM**
- 13. Admissions**
- 14. Marketing / PR**
- 15. Inspection**

Area	Function	Level					This responsibility is delegated to:	
		1	2	3	4	5		
<b>GOVERNANCE</b>	<p>Ensure focus on three core strategic functions:</p> <ol style="list-style-type: none"> <li>1. Ensuring clarity of vision, ethos and strategic direction</li> <li>2. Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff</li> <li>3. Overseeing the financial performance of the school and making sure its money is well spent</li> </ol>	✓						
	To set up and publish a register of governors' business and pecuniary interests	✓						Collated by Head of Finance
	To set the structure and remit of the governing body and any committee including a governor appointment details, term of office and attendance record	✓						Chair and Vice Chairs
	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓						Clerk of Governors
	To approve and set up a governors' expenses scheme	✓						Head of Finance
	To consider whether or not to exercise delegation of functions to individuals or committees	✓						
	To regulate the Governing Body procedures (where not set out in Scheme of Governance)	✓						
	To agree governor induction and training programme	✓						HR Manager

Area	Function	Level					This responsibility is delegated to:
		1	2	3	4	5	
STRATEGY	To review progress against strategic plan and evaluate governing body performance	✓					
POLICIES AND INFORMATION	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office		✓				Resources Committee
	Maintain a register of pupil attendance				✓		Deputy Heads
	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met				✓		Registrar
	To establish, publish and review a complaints procedure	✓					Registrar ensures publication
	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓					Registrar
SAFEGUARDING	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices as outlined in the <i>Prevent</i> duty into the child protection policy	✓	✓	✓	✓		DSL to Safeguarding Governors to Board
	To adopt and review annually a child protections policy and relevant procedures	✓	✓	✓	✓		DSL to Safeguarding Governors to Board

Area	Function	Level					This responsibility is delegated to:
		1	2	3	4	5	
EDUCATION / CURRICULUM / PASTORAL CARE	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)				✓		SLT
	Establish and review a sex and relationships education policy	✓	✓	✓	✓		Written by SLT, approved by Committee, ratified by Board
BEHAVIOUR & DISCIPLINE	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term of would lose the opportunity to sit a public examination  (Can be delegated to chair/vice chair in cases of urgency)		✓	✓			Pupil Discipline Committee
	To produce a set of written principles for the school behaviour policy and present these for consultation	✓	✓	✓	✓		Deputy Heads, approved by Learning Committee, ratified by Board
INCLUSION & EQUALITY	To establish and approve an additional educational needs (AEN) policy	✓	✓	✓	✓		SLT to Learning Committee to Board
	To establish an accessibility plan and review it every three years	✓	✓	✓	✓		Estates Manager to Resources Committee to Board

Area	Function	Level					This responsibility is delegated to:
		1	2	3	4	5	
FINANCE	Preparing annual draft budget plan for consideration of the Finance and Building Committee and Full Governing Board				✓		Head of Finance
	To approve the first formal budget plan each financial year	✓	✓				Resources Committee with ratification at Full Governing Body Meeting
	To monitor monthly expenditure		✓	✓	✓		Principal, Head of Finance, Resources Committee
	To enter into contracts. Ordering Goods and Services.  Ensuring appropriate segregation of duties.	✓	✓	✓	✓	✓	Up to £1,000 – Budget Holder  Up to £5,000 – Budget Holder plus SLT  £5,001 to £25,000 – Principal plus above  £25,001 to £50,000 – as above plus Resources Committee supported through formal tendering process  Over £50,000 – Governing Body supported through formal tendering process
	Signatories for cheques, BACS payments authorisations and other bank transfers			✓	✓		Two signatories

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<b>FINANCE</b>	Virement of budget between budget heads	✓	✓	✓	✓		Up to £5,000 – Head of Finance  £5,001 to £25,000 – as above plus Principal  £25,001 to £50,000 – as above plus Resources Committee  Over £50,000 – Governing Body
	Disposal of Assets	✓	✓	✓			Up to £1,000 – Principal  Up to £5,000 – Resources Committee  Over £5,001 – as above plus Governing Body
	Write Off Bad Debts	✓	✓	✓			Up to £5000 – Principal  £5,001 to £25,000 – Resources Committee  Over £25,000 – Governing Body
	Purchase or sale of any freehold property	✓					
	Granting or take up of any leasehold or tenancy agreement exceeding five years	✓					



Area	Function	Level					This responsibility is delegated to:
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FINANCE	Raising invoices to collect income (not school fees)	✓	✓	✓	✓		Up to £15,000 – Head of Finance  £15,001 to £50,000 – as above plus Principal  Over £50,001 – Governing Body
	Buildings insurance and personal liability				✓		Head of Finance
HEALTH & SAFETY	To ensure a health and safety policy and procedures are in place	✓	✓	✓	✓		Estates Manager to Resources Committee to Board
	To ensure that health and safety regulations are followed	✓	✓	✓	✓	✓	
IT							
STAFFING/PM	Appoint selection panel for Principal	✓					
	Appoint selection panel for Deputy Principal		✓				
	Appoint selection panel for other members of the senior leadership team			✓			
	Appoint other teachers			✓	✓		Delegated to Deputy Principal if needed
	Appoint support staff			✓	✓		
	To put in place a pay policy	✓	✓				Personnel Committee, ratified by Board

Area	Function	Level					This responsibility is delegated to:
		1	2	3	4	5	
STAFFING/PM	To make pay decisions in line with the pay policy			✓			
	Dismissal of Principal		✓				
	Initial dismissal of other staff			✓			
	Suspending Principal	✓					Chair of Governors
	Suspending staff (except Principal)			✓	✓		Delegated to Deputy Principal if needed
	Setting the overall staffing structure	✓	✓				Personnel Committee ratified by Board
	Employee Settlements / Determining dismissal payments / early retirement		✓	✓			Principal ratified by Chair of Finance & Personnel Committee
	To produce and maintain a central record of recruitment and vetting checks (Single Central Register)				✓		HR Manager
	Establish and review procedures for addressing staff discipline, conduct and grievance	✓	✓				Ratified by Finance & Personnel Committee
	Ensure payroll is checked and certified for payments			✓	✓		Principal, HR Manager and Head of Finance
	To adopt and review appraisal policy	✓	✓				Personnel Committee ratified by Board
	To appoint the panel to carry out the appraisal of the Principal		✓				Personnel Committee ratified by Board
	To carry out appraisal of other teachers (or delegate to line managers in the school)			✓	✓		

Area	Function	Level					This responsibility is delegated to:
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ADMISSIONS	To determine an Admissions Policy (including the award of scholarships and bursaries)	✓	✓	✓	✓		Board review every 3 years. Policy underpinned by Registrar and Principal.
MARKETING & PR	To agree and deliver appropriate strategy		✓	✓	✓		Resources Committee, Principal and Registrar
INSPECTION	To ensure that the School complies with Estyn guidance	✓		✓			Principal to report annually to the Board