

Scheme of Delegation

Policy / Function	Delegated to
Governors' code of conduct	Appointments & Standards
Register of business interests of headteachers and governors	Appointments & Standards
Governor skills & experience audit	Appointments & Standards
Governor training needs, including skills required for appeals panels etc.	Appointments & Standards
Maintain and review Governor database including attendance & profiles	Appointments & Standards
New Governor induction, mentoring & support	Appointments & Standards
Consider appeals against other staffing decisions on matters such as; pay, appraisal, the grievance procedure, flexible working etc.	Appeals
Consider disciplinary, other matters and dismissals where not delegated to the Headteacher or, where the Headteacher has had detailed prior involvement or the case involves the Headteacher.	Appeals
Consider Stage 3 Complaints	Appeals
Consider student exclusions	Appeals
Monitoring Single Central Record	Chair of Personnel & Training
GB & committee minutes & papers	Governance Professional
Accounting	Full Governing Board
Admissions Arrangements	Full Governing Board
Child protection & Safeguarding policy and procedures	Full Governing Board
Children with health needs who cannot attend school	Full Governing Board
Complaints Procedure Statement	Full Governing Board
Designated teacher for looked-after and previously looked-after children	Full Governing Board
Early Career Teachers (ECTs)	Full Governing Board
Investment	Full Governing Board
Protection of childrens' biometric information	Full Governing Board
Provider access policy statement (Careers Guidance)	Full Governing Board
Relationships and Sex Education	Full Governing Board
Risk Register	Full Governing Board
SEN Policy	Full Governing Board
SEND Information Report	Full Governing Board
Supporting pupils with medical conditions	Full Governing Board
Virtual Meetings Policy	Full Governing Board
Whistleblowing procedures	Full Governing Board
Agree, monitor and review the school improvement plan	Full Governing Board
Appoint Headteacher and senior leaders	Full Governing Board
Appoint Secretary (Clerk)	Full Governing Board
Approve Annual Budget	Full Governing Board
Decide on and review scheme of delegation	Full Governing Board
Establish committees, review committee terms of reference & membership.	Full Governing Board
Accessibility Plan	Finance, Premises & General Purposes
Competitive tendering	Finance, Premises & General Purposes

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Policy / Function	Delegated to
Data Protection Policy & Privacy Notices	Finance, Premises & General Purposes
First aid	Finance, Premises & General Purposes
Freedom of Information Publication Scheme	Finance, Premises & General Purposes
Health & Safety	Finance, Premises & General Purposes
Premises Management Documents	Finance, Premises & General Purposes
Risk assessment	Finance, Premises & General Purposes
Charging & Remissions	Finance, Premises & General Purposes
Abuse, Threats and Violence Policy	Finance, Premises & General Purposes
Governor Expenses Policy	Finance, Premises & General Purposes
Security Policy inc. Section 547 information	Finance, Premises & General Purposes
Audit - act as a catalyst for risk management activity	Finance, Premises & General Purposes
Audit - advise the Governing Body on the appointment, re-appointment, dismissal and remuneration of the Academy's external and internal auditors.	Finance, Premises & General Purposes
Audit - review and agree a programme of work to provide assurance on financial controls and risks for both internal and external audit	Finance, Premises & General Purposes
Audit - Commission appropriate audit work on risk management	Finance, Premises & General Purposes
Audit - consider the reports of the auditors/scrutineers and, when appropriate, advise the Governing Board of material control issues	Finance, Premises & General Purposes
Audit - ensure that all significant losses have been properly investigated and reported as appropriate	Finance, Premises & General Purposes
Audit - monitor arrangements to secure value for money	Finance, Premises & General Purposes
Audit - monitor the effectiveness of the internal and external audit services and ensure co-ordination between the two	Finance, Premises & General Purposes
Audit - review auditors' findings and monitor the implementation of approved recommendations relating to both internal and external audit	Finance, Premises & General Purposes
Audit - oversee the policy on fraud and irregularity	Finance, Premises & General Purposes
Audit - receive and review relevant reports relating to audit from external bodies such as the National Audit Office and the ESFA	Finance, Premises & General Purposes
Audit - review all information which affects funding and ensure its accuracy and compliance with the relevant criteria	Finance, Premises & General Purposes
Audit - review the effectiveness of financial and other control systems	Finance, Premises & General Purposes
Audit - oversee annual review of the trisk register	Finance, Premises & General Purposes
Consider requests for expenditure additional to those budgeted	Finance, Premises & General Purposes
Consider requests for expenditure of any income accrued that was not bugeted	Finance, Premises & General Purposes
Decide on terms and conditions, and advise on the acceptance, of outside contracts in excess of £20,000	Finance, Premises & General Purposes
Manage & oversee assets & properties of the school	Finance, Premises & General Purposes
Set annual budget for FGB approval	Finance, Premises & General Purposes
Charging & Lettings Policy	Finance, Premises & General Purposes
Financial Regulations	Finance, Premises & General Purposes
Register of pupils' admission to school	Headteacher
Register of pupils' attendance	Headteacher
School Information on Website	Headteacher
Single Central Record	Headteacher
Anti-Bullying Policy	Learning & Wellbeing
Equality information and objectives (public sector equality duty) statement for publication	Learning & Wellbeing
Examination contingency plan	Learning & Wellbeing
Exclusions	Learning & Wellbeing

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Policy / Function	Delegated to
Non-examination assessment	Learning & Wellbeing
Consider concerns and make recommendations concerning issues of student behaviour and discipline	Learning & Wellbeing
Ensure that a summary of the curriculum offer appears in the school prospectus	Learning & Wellbeing
Ensure that the school maintains a broad and balanced curriculum in line with National Curriculum requirements, including the teaching of RE.	Learning & Wellbeing
Ensure, in consultation with senior staff, that appropriate targets for pupil achievement are set at the end of all Key Stages	Learning & Wellbeing
Monitor curriculum delivery through regular reports from curriculum areas	Learning & Wellbeing
Monitor developments and changes in the curriculum at all Key Stages	Learning & Wellbeing
Receive feedback from the Appeals Committee as and when appropriate	Learning & Wellbeing
Receive reports from senior staff on learning and wellbeing matters at all key stages	Learning & Wellbeing
Report assessment and examination results to FGB, highlighting any significant points	Learning & Wellbeing
<u>Behaviour</u>	Learning & Wellbeing / Headteacher
Acceptance of gifts, hospitality, awards, prizes or benefits	Personnel & Training
Capability of staff	Personnel & Training
Car Parking Policy	Personnel & Training
Pay Policy - Teachers and Associate Staff	Personnel & Training
Staff discipline, conduct and grievance	Personnel & Training
Disciplinary Policy	Personnel & Training
Statement of procedures for dealing with allegations of abuse against staff	Personnel & Training
Joint Staff & Governors Committee	Personnel & Training
Performance Management of staff	Personnel & Training
Receive reports on each year performance review	Personnel & Training
Recognition of and enagement with Recognised Teachers Professional Associations (RTPAs) and Trades Unions	Personnel & Training
Staff qualifications and continuing professional development	Personnel & Training
Staffing levels, support and wellbeing	Personnel & Training