

Scheme of Delegation

						Approval - DfE allow delegation to:				
Policy / Function	Policy	Sub-Cttee	Function	Statutory	Website	FGB	Committee	Individual Governor	Headteacher	Delegated to
Consider appeals against other staffing decisions on matters such as; pay, appraisal, the grievance procedure, flexible working etc.			P							Governance Panel
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.			P							Governance Panel
Consider Stage 3 Complaints			P	P						Governance Panel
Consider student exclusions			P	P						Governance Panel
Monitoring Single Central Record			P	P		P	P	P		Chair of P&T
Accounting	P			P		P				FGB
Admissions Arrangements	P			P	P	P	P			FGB
Agree, monitor and review the school improvement plan			P	P						FGB
Appoint Governance Profesional & Company Secretary			P	P		P				FGB
Appoint Headteacher and senior leaders			P							FGB
Appointing Chair and Vice Chair			P	P						FGB
Approve Annual Budget			P	P		P				FGB
Careers and Employability (inc. Provider access policy statement)	P			P		P				FGB
Children with health needs who cannot attend school	P			P		P				FGB
Complaints Procedure Statement	P			P	P	P	P	P	P	FGB
Decide on and review scheme of delegation			P	P		P				FGB
Determining governance structure			P	P						FGB
Determining school's vision, values and ethos			P	P						FGB
Early Career Teachers (ECTs)	P			P		P				FGB
Establish committees, review committee terms of reference & membership			P		P	P				FGB
Investment	P			P		P				FGB
Online Safety Policy	P			P	P					FGB
Receive feedback from the Governance Committee as and when appropriate		P								FGB

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SEN Policy	P			P		P				FGB
Supporting pupils with medical conditions	P			P		P				FGB
Virtual Meetings Policy	P									FGB
Whistleblowing procedures	P			P		P				FGB
Acceptance of gifts, hospitality, awards, prizes or benefits	P			P						FPGP
Accessibility Plan	P			P	P	P	P	P	P	FPGP
Charging & Remissions	P						P			FPGP
Competitive tendering	P			P		P	P	P	P	FPGP
Data Protection Policy & Privacy Notices	P			P		P	P	P	P	FPGP
Financial Regulations	P						P			FPGP
First Aid and Medicines Policy	P			P						FPGP
Freedom of Information Publication Scheme	P			P	P	P	P	P	P	FPGP
Governor Expenses Policy	P					P	P	P	P	FPGP
Health & Safety	P			P		P	P	P	P	FPGP
Manage & oversee assets & properties of the school			P							FPGP
Premises Management Documents	P			P		P	P	P	P	FPGP
Reserves	P						P			FPGP
Security Policy inc. Section 547 information	P						P			FPGP
Set annual budget for FGB approval				P						FPGP
Audit - advise the Governing Body on the appointment, re-appointment, dismissal and remuneration of the Academy's external and internal auditors. FGB make a recommendation to the Members at the AGM for reappointment of the external auditor only.		P	P	P		P	P			Audit and Internal Scrutiny Committee

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Audit - consider the reports of the auditors/scrutineers and, when appropriate, advise the Governing Board of material control issues		P	P	P						Audit and Internal Scrutiny Committee
Audit - review and agree a programme of work to provide assurance on financial controls and risks for both internal and external audit		P	P	P						Audit and Internal Scrutiny Committee
Maintain and review Governor database including attendance & profiles			P							Governance Professional
GB & committee minutes & papers	P			P		P	P			Governance Professional
Register of pupils' admission to school	P			P		P	P	P	P	HT
Register of pupils' attendance	P			P					P	HT
School Information on Website	P			P		P	P	P	P	HT
Single Central Record	P			P		P	P	P	P	HT / P&T
Anti-Bullying Policy	P									LWB
Attendance Policy	P			P	P					LWB
Child protection & Safeguarding policy and procedures	P			P	P	P	P			LWB
Consider concerns and make recommendations concerning issues of student behaviour and discipline			P							LWB
Ensure that a summary of the curriculum offer appears in the school prospectus			P							LWB
Ensure that the school maintains a broad and balanced curriculum in line with National Curriculum requirements, including the teaching of RE			P							LWB
Ensure, in consultation with senior staff, that appropriate targets for pupil achievement are set at the end of all Key Stages			P							LWB
Equality information and objectives (public sector equality duty) statement for publication (Equality and Community Cohesion Policy)	P			P	P	P	P	P	P	LWB
Examination contingency plan	P			P		P	P	P	P	LWB
Exclusions	P			P		P	P	P	P	LWB

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Monitor curriculum delivery through regular reports from curriculum areas			P							LWB
Monitor developments and changes in the curriculum at all Key Stages			P							LWB
Non-examination assessment	P			P		P	P	P	P	LWB
Receive reports from senior staff on learning and wellbeing matters at all key stages			P							LWB
Relationships and Sex Education	P			P	P	P	P			LWB
Report assessment and examination results to FGB, highlighting any significant points			P							LWB
SEND Information Report	P			P	P	P				LWB
Use of Reasonable Force Policy	P									LWB
Behaviour	P			P	P				P	LWB / HT
Capability of staff	P			P		P	P	P		P&T
Car Parking Policy	P									P&T
Disciplinary Policy (staff)	P			P		P	P	P	P	P&T
Employee Bullying and Harrassment	P									P&T
Flexible Working	P			P						P&T
Governor skills & experience audit			P							P&T
Governor training needs, including skills required for appeals panels etc.			P							P&T
Governors' code of conduct	P					P	P	P	P	P&T
Joint Staff & Governors Committee		P								P&T
Managing Change (Redundancy)	P									P&T
New Governor induction, mentoring & support			P							P&T
Pay Policy - Teachers and Associate Staff	P									P&T
Performance Management of staff			P							P&T
Probationary Policy	P									P&T
Receive reports on each year performance review			P							P&T

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Recognition of and enagement with Recognised Teachers Professional Associations (RTPAs) and Trades Unions			P							P&T
Register of business interests of headteachers and governors	P			P		P	P	P	P	P&T
Safer Recruitment	P									P&T
Staff Code of Conduct	P			P		P	P	P	P	P&T
Staff Grievance Procedure	P			P		P	P	P	P	P&T
Staff qualifications and continuing professional development			P							P&T
Staff Sickness Absence	P									P&T
Staffing levels, support and wellbeing			P							P&T
Statement of procedures for dealing with allegations of abuse against staff	P			P		P	P	P	P	P&T

Glossary

P = present

FGB = Full Governing Board

FPGP = Finance, Premises and General Purposes Committee

LWB = Learning and Wellbeing Committee

P&T = Personel and Training Committee

Governance Panel = Ad hoc panels for appeals