

THE JOHN OF GAUNT SCHOOL SCHEME OF DELEGATION

Presented for Agreement to the full governing body on 9th October 2017

The Scheme has been developed to clarify the responsibilities and powers of the governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and the Academy Articles and Funding Agreement, all of which have precedence over this document in case of contradictions.

The delegations set out in this Scheme are delegated to the specified committees of the governing body and postholders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body.

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 or incapacity of a postholder, other than the Headteacher, the delegations stand delegated to the Headteacher, unless otherwise directed or agreed by the governing body.

Instead of exercising her/his delegated powers, a postholder or committee may refer a matter to the appropriate committee or governing body.

The Scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Members, the Governing Body and its committees.

THE MEMBERS

The Members of the Academy, normally at least 3 Governors including the Chair of Governors, have no other obligations in that role beyond what is prescribed in the Articles, including to appoint new Members and Governors, and holding meetings including an Annual General Meeting.

THE FULL GOVERNING BODY

Composition:

- 1 LA governor
- up to 10 Appointed governors
- at least 2 Parent governors
- 5 staff governors to include Headteacher, 1 teacher and 1 non teaching member of staff
- 1 Clerk (non-voting)
- 2 Deputy Headteachers (non-voting)
- up to 3 Co-opted governors

GENERAL STRUCTURE

- The governing body will elect a chairperson and vice chairperson at the first meeting of each school year. Governors will be invited to nominate themselves before the date of the first governing body meeting. (Employees at the school are not eligible for election.) The term of office for each is one year.
- All governors are expected to be a member of at least one committee.
- Each committee should elect a chairperson at the beginning of each school year. The term of office is one year.
- The quorum for a meeting of a committee shall be any three governors.
- Seven days' notice should be given of any committee meetings.
- The governing body should appoint clerks to all committees. All committees must be clerked by one of their members or by an appointed clerk (not the Headteacher).
- Names of governors and others present should be recorded.
- Committee minutes must be signed as approved by the chair of the committee.
- Copies of committee minutes should be circulated to all members of the governing body.
- Any member of the governing body may attend the meeting of any Committee as a non-voting observer.
- Only governors who are members of the committee being attended have the right to vote at that meeting.
- No vote may be taken unless the majority present are members of the governing body.

GOVERNING BODY DECISION PLANNER

KEY

The use of ticks shows that decisions **can be taken** by various groups or individuals as detailed below:

Level 1: Decision to be taken by **full governing body**

Level 2: Decision to be delegated to a **committee** of the governing body

Level 3: Decision to be delegated to an **individual governor**

Level 4: Decision to be delegated to **head**.

The use of crosses shows that decisions **cannot be taken** by the indicated group or individual.

Key Function	No	Action Sheets Tasks	Decision Level			
			1	2	3	4
Strategy		Agree long term vision and strategic plan	✓			
Information	1	To provide information to be published by governing bodies (in so far as approval of the school prospectus)	✓			X
	2	Make available a procedure for dealing with complaints.				✓
	3	Agree the Freedom Of Information Act (FOIA) publication scheme and access policy	✓			
	4	Ensure that employees at the academy are able to comply with requests for information under the FOIA and register annually with the Information Commissioner's Office				✓
	5	Establish a data protection policy and review it at least every two years	✓			
General	6	To ensure that the school meets for 380 sessions in a school year	✓			✓
	7	To ensure that the school lunch nutritional standards are met		S&C		✓
GB procedures	8	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓	X	X	X
	9	To appoint and dismiss the clerk to the governors	✓	X	X	X
	10	To hold a governing body meeting at least three times in a school year or a meeting of the temporary governing body as often as may be required	✓	X	X	X
	11	To appoint and remove co-opted, including temporary additional governors.	✓	X	X	X
	12	Agree suspension or removal of governors	Depending on governor category, where the articles allow this at all, it is done by the body that appointed them.			
	13	Publication of governors' details on school website. [As a minimum this should include: each governor's (or associate member's) name; category; appointing body; term of office; any committees they serve on; positions they hold such as Chair, Vice Chair, Chair of a Committee. Associate members' voting rights on any committees should also be included]				
	14	Write and approve Annual Governance Statement			Chair	

		Action Sheets	Decision Level			
Key Function	No	Tasks	1	2	3	4
	15	Establish and review Governors' Code of Conduct	✓			
	16	Establish, publish on website, (and update annually) a register of headteachers', members' and governors' business interests. The register must set out details of any relevant business interests and any other schools at which they govern. It should also detail any relationships between governors and school staff including spouses, partners and relatives and a register of gifts and hospitality	✓	X	X	X
	17	To approve and set up an Expenses Scheme	✓			X
	18	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools			Spec Needs Gov	X
	19	To consider whether or not to exercise delegation of functions to individuals or committees	✓	X	X	X
	20	To regulate the GB procedures (where not set out in law)	✓	X	X	X
	21	Responsibility for minor updates of policies		Indiv comm		
	22	Recommendations to members on appointment of new members and governors	✓			
School Organisation	23	To draw up instrument of government and any amendments thereafter	✓	X	X	X
	24	Appoint (and dismiss) the Company Secretary	✓			
	25	Determine any functions to be performed by the Company Secretary	✓			
	26	To publish proposals to change category of school	✓		X	X
	27	To draft a school Action Plan and distribute copies to parents	✓			✓
	28	To set the times of school sessions and the dates of school terms and holidays	✓			X
School Partnerships	29	To consider forming formal school partnerships	✓			
	30	To consider requestes from other schools to join the federation	✓			
	31	To leave a federation	✓			
Target Setting and Monitoring	32	Scrutinise a range of pupil performance data to evaluate the school's performance, including the OFSTED Data Dashboard		CL & ES		✓
	33	Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them.	✓			X
	34	Scrutinise analysis of examination results and key stage assessments against agreed targets.	✓			
	35	Ensure rigorous assessment processes are in place.				✓
Staffing	36	Ensure that safer recruitment requirements are met				✓
	37	Head teacher appointments (selection panel and final approval)	✓	X	X	X
	38	Deputy appointments (selection panel and final approval)	✓	X	X	X

		Action Sheets	Decision Level			
Key Function	No	Tasks	1	2	3	4
	39	Appoint selection panel for other members of senior leadership team			Chair	✓
	40	Determine the head teacher appraisal process	✓			
	41	Appoint other teachers				✓
	42	Appoint non teaching staff				✓
	43	Pay discretions			Chair of Resources	X
	44	Establishing disciplinary/capability procedures		Consult		✓
	45	Dismissal of headteacher (GB must act through Dismissal Committee)		Spec Cttee*		X
	46	Dismissal of other staff (GB must act through Dismissal Committee but normally delegated to head)		Spec Cttee*		
	47	Suspending head			Chair	X
	48	Suspending staff (except head)				✓
	49	Ending suspension (head)			Chair	X
	50	Ending suspension (except head)			Chair	X
	51	Determining staff complement		Resources		✓
	52	Determining dismissal payments/ early retirement		Resources		X
	53	Fulfil role expected of governing bodies in adopted procedures for staffing issues e.g. discipline, capability, grievance, redundancy, termination of employment	✓	✓		X
Performance Management	54	To formulate and establish performance management and pay policies		Consult		X
	55	To implement the performance management and pay policies				✓
	56	To review annually the performance management and pay policies	✓			X
	57	Make teachers' pay progression decisions following recommendations of head teacher		Pay Cttee		X
Pupils, parents and community	58	To ensure provision of free school meals to those pupils meeting the criteria		S&C		X
	59	Adoption and review of home-school agreements		S&C		X
Admissions	60	Ensure that all the mandatory provisions of the School Admissions Code (2012) are implemented.				✓
Curriculum	61	Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil(s)		CL & ES		
	62	To draft curriculum policy	X	X	X	✓
	63	To implement curriculum policy				✓
	64	To agree and monitor curriculum policy	✓			X
	65	Responsible for standards of teaching				✓
	66	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)		CL & ES		✓
	67	Responsibility for individual child's education				✓

Key Function	No	Action Sheets Tasks	Decision Level			
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	68	Provision of sex education – make and keep up to date a written policy		S&C and CL & ES		X
	69	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓
	70	To draw up a charging and remissions policy for activities (non national curriculum based)	✓			
	71	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)		CL & ES		✓
Collective Worship	72	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply	✓	X	X	✓
	73	Arrangements for collective worship (schools without religious character)	✓	X	X	✓
Safeguarding	74	Approve Child Protection Policy	✓			
	75	Review effectiveness of Child Protection Policy at least annually		S&C		
	76	Ensure effectiveness of record keeping related to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks				✓
	77	Consider School's annual safeguarding audit and monitor subsequent actions.		S&C		
	78	Ensure that school policy and procedures for looked after children are consistent with the measures set out in statutory guidance				✓
Exclusions and Behaviour	79	Draft a school behaviour and discipline policies and publicise to staff, students, and parents		S&C	X	X
	80	To exclude a pupil for one or more fixed terms (not exceeding 15 days in total in a year) or permanently.	X	X	X	✓
	81	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 5 days in total in a term or would lose the opportunity to sit a public examination. NB the GB must act through their pupil discipline committee		Disc Cttee	X	X
	82	To direct reinstatement of excluded pupils		Disc Cttee	X	X
	83	To consider parents' representation about exclusions		Disc Cttee	X	X
Finance procedures	84	(refer also to 'Academies Financial Handbook' and 'Academies Accounts Direction')				
School Budgets and Payments	85	Oversee the preparation of the annual budget plan in line with strategic and other relevant plans				✓
	86	Approve the first formal budget plan each financial year		Resources	X	X
	87	Approve the final budget	✓			
	88	Notify the final budget to appropriate authorities				✓
	89	Evaluate the impact of the allocation of Pupil Premium Funding (and year 7 catch up funding) on overcoming barriers to learning and report this on the academy website	Evaluate	CL & ES to consider and report	✓	Report
	90	To monitor monthly expenditure.		Resources		

Key Function	No	Action Sheets Tasks	Decision Level			
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	91	Miscellaneous financial decisions (e.g. write-offs)				✓
	92	Authorise other income-generation activities		Resources		
	93	Accept quotations/tenders and authorises orders/contracts for goods, works, and services (above £10,000)		Resources		
	94	Accept quotations/tenders and authorises orders/contracts for goods, works, and services (below £10,000)				✓
	95	Ensure all contracts and agreements conform with finance policies and procedures				✓
	96	Approve applications for business credit cards				✓
	97	Ensure economy, efficiency and effectiveness (value for money) in the use of all funds				✓
	98	Authorise bank payments				✓
Accounting	99	Ensure adherence to EFA and statutory financial arrangements, and agreed internal policies				✓
	100	Maintain accurate financial records				✓
Assets	101	Ensure security of all assets including buildings and cash				✓
	102	Maintain and review an inventory of valuable items				✓
	103	Maintain a record of assets borrowed by staff				✓
Audit	104	Appoint external and internal auditors		Audit		
	105	Receive and act on auditors' reports		Audit		
Insurance and risk management	106	Ensure insurance cover is appropriate				✓
	107	Maintain a risk register				✓
	108	Ensure appropriate Business Continuity Plan in place				✓
Taxation and compliance	109	Ensure compliance with VAT, PAYE and HMRC regulations				✓
	110	Ensure compliance with the Companies Act regulations, including preparing and submitting an annual report to Companies House and the Charities Act regulations.				✓
Premises	111	Buildings insurance		Resources		✓
	112	Strategy (including budgeting for repairs etc.) and Asset Management Plans		Resources		✓
	113	Arrange for regular monitoring and inspection of school premises		Audit		
	114	Agree a funded maintenance plan	✓			
	115	Agree Health and Safety policy and ensure compliance and implementation		Audit		✓
	116	Ensure risk assessments of school site are conducted and considered as appropriate				✓
	117	Ensure security of school premises and equipment		Resources		✓
	118	Agree level of maintenance service school will buy from service providers		Resources		
	119	To set a charging and remissions policy	✓			X

		Action Sheets	Decision Level			
Key Function	No	Tasks	1	2	3	4
Complaints	120	Formal complaints dealt with under Stage 1 & 2 of the School's Complaints procedure.				✓
	121	Formal complaints dealt with under Stage 3 of the School's Complaints procedure.		Special Committee	X	X
	122	Annual reporting to the governing body.				✓

* Special Committee comprising experienced governors set up as required.