



# St Leonard's CE Primary Academy

## Scheme of Delegation

### 2018-19

#### 1.0 Context of the scheme

The scheme sets out the responsibilities and powers of governors; committees of the Governing Body; the Head Teacher; and other staff with respect to key aspects of the management of the academy. It replaces all previous schemes which should be destroyed.

#### 2.0 Delegations

Delegations are to specified committees of the Governing Body and to staff employed at the academy.

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 Head Teacher, the delegations made, stand delegated to the Deputy Head Teacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a member of staff holding delegated powers other than the Head Teacher, the delegations stand delegated to the Head Teacher unless directed or agreed by the Governing Body.

Instead of exercising delegated powers, those holding such powers may refer the matter to an appropriate committee or to the full Governing Body for resolution.

#### 3.0 Review

The scheme will be reviewed every two years. The next review is due in September 2019.

#### 4.0 Legal Powers and Responsibilities

The Governing Body is responsible for the overall conduct of the academy. This academy governance is regulated by the Academies Financial Handbook until such time as they are updated

As part of its responsibilities the full body:-

- ❖ determines Standing Orders and the powers and procedures of committees
- ❖ establishes membership of committees in particular those which decide arrangements for:
  - admissions
  - pupil discipline
  - staff discipline
  - appeals
  - non-admission of pupils
  - permanent exclusion of pupils
  - staff dismissal
- ❖ establishes procedures for electing parent and staff governors
- ❖ registers the governing body with the Data Protection Register
- ❖ obtains approval for a travel and subsistence scheme for governors (if one is set up) including appeal committee members
- ❖ agrees complaint arrangements for approval by the Secretary of State
- ❖ decides Academy Admission Policy
- ❖ produces a Health and Safety Policy document
- ❖ agrees arrangements for Collective Worship and RE
- ❖ decides what sex education is to be provided
- ❖ decides the academy policy on charging and remission
- ❖ agrees any general principles relating to pupil discipline
- ❖ decides any changes in the time of academy sessions
- ❖ holds a meeting at least once a term
- ❖ ensures that the Curriculum, and testing arrangements are implemented
- ❖ reviews arrangements for pupils with Special Educational Needs under Academy Government Regulations
- ❖ produces an School Improvement Plan

## **5.0 Committee Structure**

### **(A) Main Governance Structure**

#### **5.1 Finance**

Monitors and regulates the academy's finances. Reports and advises on finance matters including costing of development plans and preparation of budgets.

#### **5.2 Premises and Services**

Deals with all matters relating to buildings, services, and development planning relating to the site and fabric of the academy.

### 5.3 *Personnel*

Deals with all staffing matters other than those carried out by the discipline committee. Approves annual pay reviews and personnel aspects of development planning.

### 5.4 *Curriculum and Standards*

Ensures that the academy carries out its legal functions in relation to a broad and balanced curriculum and national testing. Monitors standards and deals with all curriculum related matters especially curriculum development, curriculum policies, staffing matters affecting the curriculum, resource provision, and in-service training needs.

## (A) Committees with specific functions (See Standing Orders section 5.0)

### 5.5 *Admissions Committee*

Exercises functions in relation to admissions

### 5.6 *Exclusion of Pupils Committee*

Exercises functions in relation to the exclusion of pupils

### 5.7 *Staffing Committee*

Exercises functions in relation to discipline and dismissal of staff

Appoints the Head Teacher and approves the appointment of the Deputy Head Teacher

## (B) Appeals Committees

The constitution of appeals committees is laid down by law. They will be set up when required to hear appeals against decisions made by committees of the governing body. See 'A Guide to the Law for School Governors' or [www.dfes.gov.uk/governor/govguide.htm](http://www.dfes.gov.uk/governor/govguide.htm)

- *No person taking part in the decision appealed against can be a member of the appeals committee hearing the appeal*
- *Each appeal committee must have a clerk who is not an appeal committee member*
- *Every appeal committee must have one lay member*
- *Expenses or allowances (determined by the governing body) may be paid to appeals committee members*
- *Appeals committees have 3 or 5 members (at least 5 when the dismissal of the head is to be considered)*

### **Appeals may be heard for:**

- (i) Non admission of pupils

- (ii) Permanent exclusion of pupils
- (iii) Staff dismissal

### **Operation of the Committees**

To ensure that the full Governing Body is not overwhelmed by too much detailed work, specific powers of action are delegated to the committees. However, reports of committee deliberations will be made regularly to the full governing body.

Within the constraints of law the detailed operation of committees shall be governed by the Standing Orders of the Governing Body. It should be noted that:

- Appeals committees are subject to special rules
- Each governor shall be invited to be a member of a committee
- A chairperson shall be elected at the beginning of each academic year from members of the committee
- Three governors shall constitute a quorum (Appeals committees excepted)
- Seven days notice must be given of any committee meeting unless the committee and Head Teacher agree otherwise
- Minutes shall be clerked by committee members and minutes circulated
- At least two thirds of the Governing Body must be present when committees are set up
- Non-governors may be members of committees but may not vote
- The Head Teacher has the right to attend all committee meetings
- The Governing Body has the right to abolish committees or withdraw delegated powers at any time

### **Allocation of Responsibilities**

Through the delegation of its powers the Governing Body intends to be better able to pursue its monitoring role; to carry out its legal duties; and to reduce the likelihood of confusion or misunderstanding

The day to day management of the academy will remain the province of the Head Teacher within the broad policy laid down by the governors. Committees will consult with the Head Teacher when exercising delegated powers.

The Chair will be the first line of communication for the Head Teacher especially on the setting of agendas for governors' meetings, academy closures, suspension of pupils, initial discipline issues, and preparations for appointments. The Head Teacher and Chair should be in regular communication.

The Chair may authorise actions in emergencies or where time is a limiting factor provided these authorisations do not contravene the broad policies of the Governing Body or transgress applicable Acts of Parliament and those regulations and Statutory Instruments issued consequent to them.

Significant delegations to the main committees of governance are outlined in the charts below, which also show how some of the powers of committees interface with those of the Head Teacher and the full governing body. They may be altered or extended at any time by a decision of the whole governing body.

NB

Where the chart refers to a committee or the Head Teacher acting with that committee where that committee is carrying out its duty to consult with the Head Teacher or where the Head Teacher is exercising her right under paragraph 6.0.

	<b>Head/ Acting Head</b>	<b>Committee</b>	<b>Full Body</b>	<b>Parameters</b>
<b>FINANCE</b>				
Planning the budget in relation to SDP	*			
Approving the budget (deciding annual allocations)			*	
Reviewing the budget		FPS		
Minor virements in response to need	*			(within budget <£1000)
Major virements in response to in-year variations		FPS		Over £1,000 unless Standards Funds
Day to day budget management	*			Within individual Cost Centre budget allocation
<b>PETTY CASH</b>				
Withdrawal of petty cash from bank	*			£200
Petty cash limits	*			£50 emergency £25 usual
<b>PURCHASING</b>				
Purchase orders	*			£10 000 (£50,000 during building works)
Accounts for payment e.g. invoices	*			£10 000 (£50,000 during building works)
LMS Cheques	*			£10 000 (£50,000 during building works)
Academy Fund Cheques	*			£10 000 (£50,000 during building works)
<b>ASSETS</b>				
Debt Write off	*			Up to £1000
Debt Write off			*	Over £1000
Disposal of Assets	*			Up to £1000
Disposal of Assets			*	Over £1000
<b>PREMISES AND SERVICES</b>				
Maintaining an overview of the general condition of the whole academy site			*	
Recommendations relating to major repairs		FPS		
Formulating a letting policy		FPS		
Approval of lettings	*			
Setting charges		FPS		
Identifying Health & Safety deficiencies Setting Health & Safety Policy		FPS		
Action on minor repairs & maintenance	*			(within budget <£5000)
Approval of major repairs & maintenance		FPS		All (£5000+)
Recommendations on & management of insurance cover		FPS		
<b>CURRICULUM</b>				
Curriculum development plan		CS		
Staff development policy		CS		
Inset budget management	*			Within budget allocation
Monitor NC implementation		CS		

Monitor testing and SAT results		CS		
Establishing curriculum-related budget needs	*			
Devise Sex Education Policy		CS		
Approve Sex Education Policy			*	
<b>PERSONNEL</b>				
Setting staffing levels			*	
Recommendation on staffing levels		FPS		
Short listing of candidates	*			Except Heads
Advertising posts and dealing with administrative aspects of appointments	*			
Appointment of teaching staff, including the Deputy	*			“
Approval of the Deputy			*	
Appointment of non-teaching staff	*			
Recommendations on the appointment of the Head Teacher		FPS		
Approval of appointment of Head Teacher and Deputy Head Teacher			*	
Recommendation on pay policy		FPS		
Approval of pay policy			*	
Implementation of pay policy	*			
Grievance		FPS		
Use of supply cover/overtime	*			(within budget allocation)
Approval of leave of absence	*	FPS		(within parameters of Policy)
Review of staff pay		FPS		(annual)
Review of Head & Deputy's salary		FPS		(annual)
Recommend pay levels		FPS		
Approve pay levels			*	
Authorisation of travel/subsistence claims	*			

NB: To ensure segregation of duties the Finance Office should not authorise any transaction/Personnel decision