

**St Joseph's Catholic Primary School**  
**Scheme of Delegation 2018-19**



**'Walking in the footsteps of Jesus, loving and serving together'**

The Scheme has been developed to clarify the responsibilities and powers of governors and members of staff employed at the school and to ensure compliance with legal requirements and, where appropriate, Local Authority & Diocesan policies.

The delegations set out in this Scheme are delegated to specific 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 a postholder other than the Head Teacher, the delegations stand delegated to the Head Teacher unless otherwise directed or agreed by the Governing Body.

Instead of exercising her/his delegated powers, a postholder or committee may refer the 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 Governing Body and its committees.

The Governing Body will remain accountable for all decisions taken, including those relating to functions delegated to a committee or individual, and can perform any of the functions it has delegated.

### **The Full Governing Body**

*Current Composition:*

- 7 Foundation Governors
- 2 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 1 Head Teacher
- 3 Associate Members (non-voting)
- 1 Clerk (non-voting)

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### General Structure

- The Governing Body will elect a chairman and vice-chairman at the first meeting of each school year. Governors will be invited to nominate themselves two weeks before the date of the first Governing Body meeting. The term of office for each post is one year.
- The Governing Body will establish annually committees to deal with the areas of Resources (Finance, Staffing & Premises), Learning & Standards, and Mission Vision & Ethos, which will be in addition to the Statutory Committees that the Governing Body is required to establish.
- All governors will be invited to be a member of at least one committee.
- Each committee will elect a chairman at its first meeting 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 committees must be clerked by the Clerk to the Governing Body, one of the committee members or by an appointed clerk but not the Head Teacher.
- Names of governors and others present at the meetings must be recorded in the minutes.
- Committee minutes must be signed as approved by the chair of the committee.
- Copies of committee minutes will be circulated to all members of the Governing Body and copied to the Clerk to the Governing Body.
- Any member of the Governing Body may attend the meeting of any committee as a non-voting observer.
- Where votes are to be taken in committee only governors who are members of that committee have the right to vote at any meeting of that committee.
- No vote may be taken unless the majority of those present are members of the Governing Body.

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### **Powers to be Exercised by the Full Governing Body only:**

#### **General & Procedural**

- To agree the Instrument of Government
- To elect or remove the Chairman and Vice Chairman of the Governing Body
- To co-opt, appoint or remove Associate Members of the Governing Body
- To agree the suspension of Governors
- To appoint (and remove) a Head Teacher and/or a Deputy or Assistant Head Teacher
- To appoint or dismiss the Clerk to the Governing Body
- To determine the functions to be performed by the Clerk to the Governing Body that are additional to those laid out in regulations.
- To decide any changes in the times of school sessions and dates of terms and holidays but to ensure that the school meets for 380 sessions in a school year
- To decide on a change of school category
- To undertake an annual review of the Scheme of Delegation and consider whether or not to exercise delegation of functions to individuals or committees
- To revise the constitution of the Governing Body to comply with the 2012 Regulations
- To co-opt Governors onto the Governing Body and to appoint Local Authority Governors (to be exercised only after reconstitution under the 2012 Regulations)
- To approve the first formal budget plan each financial year
- To institute a Health & Safety Policy
- To nominate a named governor to have specific responsibility for overseeing the school's provision for children with Special Educational Needs and physical disabilities
- To nominate a named governor for the staff Whistle Blowing Policy, SEN, and Safeguarding
- 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.

## **St Joseph's Catholic Primary School Scheme of Delegation 2018-19**

- Establish, publish on website, (and update annually) a register of headteachers' 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.
- Review the Governors' Code of Conduct to ensure that all governors and associate members are aware that their details as identified in the preceding 2 points will be published and that all are required to provide the information. Governors' explicit agreement to the Code of Conduct should be recorded in minutes.

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### **School Self-Evaluation & School Development Planning Responsibilities**

- To agree the outcomes of the school's Self-Evaluation process (including Governing Body Self-Evaluation)
- To agree long term vision and a strategic plan
- To approve the School Development Plan (SDP), monitor its implementation & evaluate its impact (including ensuring that any Ofsted recommendations are incorporated into the SDP)

### **Data Analysis & Target Setting Responsibilities**

- Scrutinise a range of pupil performance data to evaluate the school's performance, including information provided in the Governors' data dashboard
- Agree challenging targets for pupil achievement/attainment and ensuring they are based on outcomes of robust data analysis
- Evaluate the school's performance against agreed targets
- Evaluate the impact of pupil premium funding and other resources to overcome barriers to learning
- Receive attendance and exclusion data from the Head Teacher, including the impact of initiatives that are in place to improve poor attendance
- To ensure rigorous assessment processes are in place

### **Safeguarding**

- To nominate one member of the Governing Body to have specific responsibility for Safeguarding
- Approve a Child Protection Policy and review its effectiveness at least annually
- Consider the school's Safeguarding Audits and monitor subsequent action plans

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### **Pupils, Parents & Community**

- To agree and publish an Admissions Policy annually and to take action as required or permitted by law on matters relating to school admissions
- Agree a behaviour principles statement and ensure that this is posted on the school website this will encompass general principles on Pupil Discipline
- Draft a school behaviour policy and publicise to staff, students and parents.
- Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or at risk of being unable to sit a public examination; consider parents' representation about exclusions.
- To decide the policy on School Uniform
- To decide what Sex Education is to be provided
- To decide the policy on Charging and Remissions
- To ensure legally required information is published online: including the SEN policy, curriculum plan, pupil premium spending, reading schemes, links to DfE school performance tables, and Ofsted report
- To agree and publish a Complaints Procedure and a Freedom of Information Scheme
- To consider matters relating to the role of the school in the community
- To ensure that the Governing Body can demonstrate its accountability to parents

### **Extended Services**

- To decide whether or not to offer and/or cease to provide additional activities and what form these should take ('Extended Schools')
- To review the impact of extended services, where they are in place

The *Governors' Handbook* sets out the core functions and responsibilities of Governing Bodies, including their specific legal duties. Regard should be had to the *Governors' Handbook* if further clarification of any delegated functions is required.

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### **The Full Governing Body has a duty to:**

- hold a full Governing Body meeting at least three times in a school year
- ensure that the National Curriculum is implemented
- ensure that RE and daily collective worship are provided
- ensure balance in the presentation of political issues in the curriculum
- ensure that equalities are embedded in all policies & frameworks
- ensure it can demonstrate its accountability to parents
- ensure that the views of pupils, parents & other stakeholders inform school improvements

### **General Duties of all Committees**

Each committee will:

- Plan agendas within their terms of reference & delegated responsibilities
- Receive reports
- Respond with recommendations to the full Governing Body
- To meet a minimum of at least three times in a school year
- Notify all governors, including the Head Teacher, of agendas prior to meetings
- Prepare minutes of meetings for full Governing Body meetings and circulate to all governors and committee members, with a copy to the Clerk to the Governing Body
- Organise working parties or additional groups as necessary to carry out committee work, e.g. buildings improvements, etc
- Review relevant sections of School Development Plan annually and give recommendations to the Governing Body for new targets

### **Additional Responsibilities in this year's Framework**

- Establish a School Development Plan Governors Committee to support staff in the development and delivery of the plan.

**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**RESOURCES COMMITTEE OF THE GOVERNING BODY**

**TERMS OF REFERENCE**

|                                     |  |
|-------------------------------------|--|
| <i>Composition &amp; Membership</i> | Head Teacher<br>Four other Governors (minimum)       |
| <i>Quorum</i>                       | Any three committee members                          |
| <i>Chair</i>                        | Any non-staff governor                               |
| <i>Frequency of Meetings</i>        | At least once a term. (A minimum of 6 meetings)      |
| <i>Minuting &amp; Reporting</i>     | A committee member<br>or Clerk to the Governing Body |

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**PURPOSE OF THE COMMITTEE**

To ensure the proper management of the school's financial, physical and human resources

**FUNCTIONS OF THE COMMITTEE**

**Staffing:**

Appointments, Dismissals, Development, Performance and Remuneration

**Finance:**

Budget Control, Capital Funding, Supplier Payments and Income Generation

**Premises:**

Health & Safety, Maintenance, Improvements, Insurance, Lettings and Disposals

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**St Joseph's Catholic Primary School**  
**Scheme of Delegation 2018-19**

**RESOURCES COMMITTEE : DELEGATED RESPONSIBILITIES**

(Key : "R" : Responsibility for; "W" : Carrying out the Work)

| <i>Topic</i>   | <i>FGB</i> | <i>Resources<br/>Committee</i> | <i>Head<br/>Teacher</i> | <i>Other</i>           |
|--|------------|--------------------------------|-------------------------|------------------------|
| <b>STAFFING</b>  |            |                                |                         |                        |
| <b><u>Recruitment</u></b>  |            |                                |                         |                        |
| <b>Recruitment &amp; Appointment of Head Teacher, Assistant or Deputy Head Teacher</b>   |            |                                |                         |                        |
| Drawing up job/person specifications   | R          |                                |                         | W - Selection<br>Panel |
| Drawing up and placing advertisements  | R          |                                |                         | W - Selection<br>Panel |
| Arranging for short-listing of candidates  | R          |                                |                         | W - Selection<br>Panel |
| Interviewing of candidates   | R          |                                |                         | W - Selection<br>Panel |
| Selection of candidate to be recommended to FGB  | R          |                                |                         | W - Selection<br>Panel |
| Appointment of Head Teacher  | R          |                                |                         | W - Selection<br>Panel |
| Decide whether to give advisory rights to the Local Authority<br>&/or Diocese  | R          |                                |                         | W- Selection<br>Panel  |
| Ensuring Safer Recruitment requirements are met  | R          |                                |                         | W- Selection<br>Panel  |
| <b>Recruitment &amp; Appointment of Teaching &amp; Non-Teaching Staff</b>  |            |                                |                         |                        |
| Strategies for presenting school to potential members of staff   |            |                                | R W                     |                        |
| Drawing up job/person specifications   |            |                                | R W                     |                        |
| Drawing up and placing advertisements  |            |                                | R W                     |                        |
| Arranging for short-listing of candidates  |            |                                | R W                     |                        |
| Interviewing of candidates   |            |                                | R W                     |                        |
| Ensure Safer Recruitment requirements are met  |            |                                | R W                     |                        |
| Selection of candidate to be recommended to FGB  |            |                                | RW                      |                        |
| Appointment of Staff   | R          |                                | W                       |                        |
| Arranging for carrying out of administrative aspects of<br>appointments procedures   |            |                                | R W                     |                        |
| <b>Induction</b>   |            |                                |                         |                        |
| Deciding on forms of induction programmes for new members<br>of staff  |            |                                |                         | RW                     |
| <b>Staffing Structure &amp; Staff Deployment</b>   |            |                                |                         |                        |
| Determining staff complement - number of posts to be filled<br>including the appointment of a SENCO                                    | R          | W                              | W                       |                        |
| Review of staffing structure & planning overall strategy for<br>staff deployment in teaching, non-teaching, full & part-time<br>posts. |            |                                |                         | RW                     |
| <b>Leave of Absence</b>  |            |                                |                         |                        |
| To authorise staff leave of absence, where requested   |            |                                |                         | RW                     |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <i>Topic</i>  | <i>FGB</i> | <i>Resources Committee</i> | <i>Head Teacher</i> | <i>Other</i> |
|---|------------|----------------------------|---------------------|--------------|
| <b>Secondment &amp; Early Retirement</b>  |            |                            |                     |              |
| To approve applications for secondment & early retirement   | R          | RW                         |                     |              |
| <b>Development</b>  |            |                            |                     |              |
| Deciding on strategies for the continuing development of staff for their own and the school's benefit   |            | R                          | RW                  |              |
| <b>Performance Management</b>   |            |                            |                     |              |
| To establish an Appraisal Policy and to review the Policy on an annual basis  |            | RW                         |                     |              |
| To formulate & implement an Appraisal Policy  |            |                            | RW                  |              |
| Nominate governors to conduct the head teacher's performance management & to appoint an External Adviser to assist with the Head Teacher's performance management | R          |                            |                     |              |
| Consider reports from Head Teacher on the effectiveness of the Appraisal Policy, including anonymised impact on quality of teaching & learning                    | R          |                            | RW                  |              |
| <b>School Improvement</b>   |            |                            |                     |              |
| Monitor progress/impact of staffing related school improvement priorities   |            | R                          | RW                  |              |
| <b>Supply cover</b>   |            |                            |                     |              |
| Deciding on a policy for the use of supply cover  |            |                            | RW                  |              |
| <b>Remuneration</b>   |            |                            |                     |              |
| Setting up a Pay Panel to oversee staff and Head teacher pay  |            | RW                         |                     |              |
| Deciding on a pay policy applying to all members of staff, involving criteria to be used and procedures to be followed  |            |                            |                     | Pay Panel    |
| Deciding on pay discretions, where appropriate  |            |                            |                     | Pay Panel    |
| To determine dismissal / early retirement payments  |            |                            |                     | Pay Panel    |
| <b>Procedures</b>   |            |                            |                     |              |
| Adopting the Local Authority's Personnel Procedures to be applied to all members of staff   |            | RW                         |                     |              |
| <b>Staffing Panels</b>  |            |                            |                     |              |
| Setting up staffing panels, as required, to deal with the following:  |            | RW                         |                     |              |
| <b>Grievance</b> - To hear employees' grievances as provided for in the Grievance Procedure   |            |                            |                     |              |
| <b>Discipline</b> - To hold disciplinary hearings as provided for in the Disciplinary Procedure   |            |                            |                     |              |
| <b>Capability</b> - To hold capability hearings as provided for in the Capability Procedure   |            |                            |                     |              |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <i>Topic</i>  | <i>FGB</i> | <i>Resources<br/>Committee</i> | <i>Head<br/>Teacher</i> | <i>Other</i>         |
|---|------------|--------------------------------|-------------------------|----------------------|
| <b>Probation</b> - To hold probationary hearings as provided for in the Probationary Procedure  |            |                                |                         |                      |
| <b>Termination of Employment</b> - To hear early retirement, ill health/attendance, redundancy, and proposed dismissals for "some other substantial reason" cases, as provided for in the Termination of Employment Procedure |            |                                |                         |                      |
| <b>Appeals</b> - Setting up an appeals panel as provided for under Personal Procedures.   |            |                                |                         |                      |
| Arranging to notify the Governing Body of :   |            |                                |                         |                      |
| <ul style="list-style-type: none"> <li>• decisions of the above panels in relation to discipline, grievance, termination of employment, and appeals</li> </ul>  |            | RW                             |                         |                      |
| <ul style="list-style-type: none"> <li>• decisions of the Head Teacher in relation to discipline, grievance and capability.</li> </ul>  |            |                                | RW                      |                      |
| <b>Head Teacher Suspension or Dismissal</b>   |            |                                |                         |                      |
| To consider parental complaints against the Head Teacher  | CofG       |                                |                         |                      |
| To consider & determine whether to dismiss or suspend the Head Teacher  | R          | W                              |                         |                      |
| To consider & determine whether to end a period of suspension   | R          | W                              |                         |                      |
| <b>Staff Suspension or Dismissal</b>  |            |                                |                         |                      |
| To consider & determine whether to dismiss or suspend a member of staff   |            |                                | RW                      |                      |
| To consider & determine whether to end a period of suspension   |            |                                | RW                      |                      |
| To hear appeals against an initial dismissal decision   | R          |                                |                         | W - Appeal Committee |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <b>Activity</b>   | <b>FGB</b> | <b>Resources Committee</b> | <b>Head Teacher</b>        | <b>Other</b>          |
|---|------------|----------------------------|----------------------------|-----------------------|
| <b>FINANCE</b>  |            |                            |                            |                       |
| <b>School Budget</b>  |            |                            |                            |                       |
| Identifying priorities with reference to the School Development Plan & staffing structure   |            | R                          | W                          |                       |
| To approve the first formal budget plan in each financial year;   | R          | W                          |                            |                       |
| Agree end of year budget rollover   | R          | W                          |                            |                       |
| To decide upon annual allocations and planning for solvency   | R          | W                          |                            |                       |
| To monitor the school expenditure against the Budget  |            | W                          | R                          |                       |
| Deciding upon format (reviewed annually) and appropriateness of financial monitoring statements   |            | W                          | R                          |                       |
| Ensuring Best Value & agreeing an annual statement of Best Value  |            | W                          | R                          |                       |
| Ensuring the budget is spent only for school purposes   |            | W                          | R                          |                       |
| Ensure the school is compliant with the Schools Financial Value Standards (SFVS)  |            | W                          | R                          |                       |
| Considering annual benchmarking data & analyse outcomes   |            | W                          | R                          |                       |
| Deciding upon major virements in connection with annual allocations and in-year budget variations, greater than £500                          | R          | to FGB                     |                            |                       |
| Deciding upon minor virements in response to need during course of year.  |            |                            | RW - reported to Committee |                       |
| Monitoring and identifying areas of overspend/underspend in course of, or at end of, financial year   |            | R                          | W                          |                       |
| Monitor adequacy of financial management competency amongst staff & governors   |            | RW                         |                            |                       |
| Collating information and presenting financial reports to the Governing Body  |            |                            | R                          | RW - Business Manager |
| Reconciliation of Information   |            |                            | R                          | RW - Business Manager |
| Checking elements of budget information received from LA including monitoring income & expenditure reports & approving returns required by LA |            |                            | R                          | RW - Business Manager |
| Seeking clarification and initiating enquiries  |            |                            | R                          | RW - Business Manager |
| Ensure all required finance policies & procedures are in place & implemented  | R          | W                          |                            |                       |
| Receive, and where appropriate respond to, reports from LA Auditors   |            | RW                         |                            |                       |
| <b>Supplier management</b>  |            |                            |                            |                       |
| To enter into contracts for the provision of supplies, equipment and services;  |            |                            | R                          | RW - Business Manager |
| To put out to tender appropriate contracts in accordance with the Financial Policy Document   |            |                            | R                          | RW - Business Manager |
| To discharge payments for the provision of supplies, equipment and services   |            |                            | R                          | RW - Business Manager |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <b>Activity</b>  | <b>FGB</b> | <b>Resources<br/>Committee</b> | <b>Head<br/>Teacher</b> | <b>Other</b>             |
|--|------------|--------------------------------|-------------------------|--------------------------|
| Researching /negotiating terms with suppliers  |            |                                | R                       | RW - Business<br>Manager |
| Designating signatories for authorising orders & payments<br>(including cheques)                                     |            |                                | R                       | RW - Business<br>Manager |
| Formulating a policy on receiving quotes and on tendering.   |            | RW                             |                         |                          |
| Review contracts & services due for renewal  |            | R                              |                         | W - Business<br>Manager  |
| Approve & review ordering & payment systems  |            | R                              |                         | W - Business<br>Manager  |
| <b>Funding &amp; Income Generation</b>   |            |                                |                         |                          |
| Planning and initiation revenue generation activities  |            | RW                             |                         |                          |
| Submission of applications for funding from Local Authority,<br>Central Government or other sources of Capital Funds |            | R                              | W                       |                          |
| <b>Capital Funding</b>   |            |                                |                         |                          |
| Deciding upon capital funded projects  |            | RW                             |                         |                          |
| Budgeting for Capital funded project to ensure solvency  |            | RW                             |                         |                          |
| Management & investment of capital funds   |            | RW                             |                         |                          |
| <b>School Fund</b>   |            |                                |                         |                          |
| Annually appoint an auditor to conduct an audit of the School<br>Fund  |            | RW                             |                         |                          |
| Receive an annual report on the audited accounts of the<br>School Fund   |            | RW                             |                         |                          |
| <b>Governors' Allowances</b>   |            |                                |                         |                          |
| Approve & keep under review a Governors' Allowances<br>Policy  | R          | W                              |                         |                          |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <b>Activity</b>  | <b>FGB</b> | <b>Resources Committee</b> | <b>Head Teacher</b> | <b>Other</b>          |
|--|------------|----------------------------|---------------------|-----------------------|
| <b>PREMISES</b>  |            |                            |                     |                       |
| <b>Asset Management</b>  |            |                            |                     |                       |
| Developing a school buildings strategic plan & contributing as required to the Local Authority, Diocesan or school Asset Management Planning Arrangements  | R          | W                          |                     |                       |
| Formulating long term strategy for phased initiatives aimed at improving & enhancing initiatives aimed at improving & enhancing initiatives aimed at improving & enhancing the standard of school premises, including liaising with the Diocese to make bids for LCVAP funding |            |                            | R                   | RW - Business Manager |
| <b>Procurement &amp; Maintenance</b>   |            |                            |                     |                       |
| Procuring and maintaining of buildings, including additional land.   | R          | W                          |                     |                       |
| Developing a properly funded maintenance plan  | R          | W                          |                     |                       |
| Planning programmes of priorities aimed at establishing standards of good practice in achieving acceptable levels of repairs and maintenance of school premises  |            | RW                         | RW                  |                       |
| Maintaining an overview of the general condition of the whole school site; Carrying out a Condition Survey & arranging for regular monitoring of the condition of the site and premises, including updating original survey  |            | RW                         |                     |                       |
| Investigating needs & making recommendations relating to major & minor repairs   |            | RW                         | W                   |                       |
| Seeking advice & liaising with LA &/or Diocese, where appropriate, on proposals for work to be carried out   |            | RW                         | W                   |                       |
| <b>Health and Safety</b>   |            |                            |                     |                       |
| Instituting a Health & Safety Policy   | R          | W                          |                     |                       |
| Undertaking Risk Assessments to identify deficiencies that could affect health & safety of persons in the school; Identifying to whom the responsibility falls for remedying any defects (school/LA/Diocese)   |            | RW                         |                     |                       |
| Making recommendations and/or initiating action to resolve defects   |            | RW                         |                     |                       |
| Updating Fire Safety Procedures  |            | RW                         |                     |                       |
| <b>Insurance</b>   |            |                            |                     |                       |
| Establishing the extent of cover provided for buildings, contents & personal liability insurance   | R          | R                          |                     | RW - Business Manager |
| Researching, recommending & initiating any additional cover that may be required   |            |                            |                     | RW - Business Manager |
| <b>Lettings</b>  |            |                            |                     |                       |
| Deciding upon the school's lettings policy & charges in accordance with LA guidelines  | R          | R                          |                     | RW - Business Manager |
| Carrying out procedures & collecting income  |            |                            |                     |                       |
| <b>Disposals</b>   |            |                            |                     |                       |
| To determine & implement a policy on the disposal of assets limited to fixtures & fittings but excluding land & school buildings   |            | R                          |                     | RW - Business Manager |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### PAY PANEL

The Pay Panel is established to review the pay of each member of staff, award increments as appropriate and advise them of the outcome accordingly, in accordance with the school's procedure.

### TERMS OF REFERENCE

|   |   |
|---|---|
| <i>Composition &amp; Membership</i>                                   | Three non-staff Governors (minimum)<br>Head Teacher (in an advisory capacity except when discussing the head teacher's pay) |
| <i>Disqualification</i>   | Members of staff at the school  |
| <i>Restrictions on persons taking part in proceedings</i>             | Any governor where there may be a pecuniary interest or conflict of interest  |
| <i>Quorum</i>   | 3 Non-Staff Governors   |
| <i>Chair</i>  | Elected by the committee  |
| <i>Frequency of Meetings</i>  | As required   |
| <i>Minuting &amp; Reporting</i>                                       | Clerk to the Governing Body   |
| <i>Areas of responsibility &amp; delegated decision making powers</i> | See delegations listed below  |

### FUNCTIONS OF THE COMMITTEE

- To review the whole school pay policy as appropriate and make recommendations to the governing body for discussion and ratification;
- To keep up to date with relevant developments and any legal changes and to advise the governing body when the schools pay policy needs to be revised;
- To review, on an annual basis, the pay of each member of staff, award increments as appropriate and advise them of the outcome accordingly;
- To ensure any records or minutes relating to the pay panel will be carefully safeguarded and kept confidential
- To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received;

## **St Joseph's Catholic Primary School Scheme of Delegation 2018-19**

- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.



**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**PAY APPEALS PANEL**

The Pay Appeals Panel is established to consider any appeals in respect of staff pay in accordance with the school's procedure.

**TERMS OF REFERENCE**

|   |   |
|---|---|
| <i>Composition &amp; Membership</i>                                   | Three non-staff Governors (minimum)<br>Head Teacher (in an advisory capacity except when discussing the head teacher's pay) Members cannot have been on the previous pay panel. |
| <i>Disqualification</i>   | Members of staff at the school  |
| <i>Restrictions on persons taking part in proceedings</i>             | Any governor where there may be a pecuniary interest or conflict of interest  |
| <i>Quorum</i>   | 3 Non-Staff Governors   |
| <i>Chair</i>  | Elected by the committee  |
| <i>Frequency of Meetings</i>  | As required   |
| <i>Minuting &amp; Reporting</i>                                       | Clerk to the Governing Body   |
| <i>Areas of responsibility &amp; delegated decision making powers</i> | See delegations listed below  |

**FUNCTIONS OF THE COMMITTEE**

- To carry out any appeal review in accordance with the school's Pay Policy;
- To ensure any records or minutes relating to the pay appeals panel will be carefully safeguarded and kept confidential
- To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**LEARNING AND STANDARDS COMMITTEE OF THE  
GOVERNING BODY**

**TERMS OF REFERENCE**

|   |   |
|---|---|
| <i>Composition &amp; Membership</i>                                   | Head Teacher<br>Three other Governors (minimum) |
| <i>Quorum</i>   | Any three committee members                     |
| <i>Chair</i>  | Head Teacher                                    |
| <i>Frequency of Meetings</i>  | At least once a term. (A minimum of 6 meetings) |
| <i>Minuting &amp; Reporting</i>                                       | Committee member unless clerked                 |
| <i>Areas of responsibility &amp; delegated decision making powers</i> | See delegations listed below                    |

**FUNCTIONS OF THE COMMITTEE**

To ensure strong principles of teaching and learning and to promote a vision of what good and outstanding teaching and learning looks like.

To ensure all pupils enjoy and achieve through learning.

To ensure the rigorous use of data analysis to monitor pupil progress and performance, and to drive the improvement of standards in all curriculum areas, including Religious Education.

To identify trends in various groups, including vulnerable pupils, children in care, free school meals pupils, pupils with Special Educational Needs, and gifted and talented pupils, to ensure the appropriate induction and support is provided to these groups, and that their progress is monitored and their needs are met within, and potentially beyond, the curriculum.

To ensure pupils and parents/carers are engaged in the education process and that they are aware of their child's progress and what is required for further improvement and support, if any.

**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**LEARNING & STANDARDS : DELEGATED RESPONSIBILITIES**

| <i>Topic</i>  | <i>Who has responsibility?</i> | <i>Who does the work?</i> |
|---|--------------------------------|---------------------------|
| <b>National Curriculum</b>  |                                |                           |
| To approve the curriculum to be delivered including areas to be covered and any changes to be implemented   | Cttee                          | HT/Cttee                  |
| Ensure that the September 2014 statutory requirements for Early Years Foundation Stage are implemented  | Cttee                          | HT/Cttee                  |
| <b>Religious Education Curriculum</b>   |                                |                           |
| Establish a framework for monitoring and reporting to the Governing Body on the implementation of the RE curriculum; and arranging for ways in which the Body can be informed fully upon the variety of teaching strategies employed, resources used and learning environments provided to deliver and enhance RE curriculum                              | HT/Cttee                       | HT/Cttee                  |
| To ensure standards of achievement in RE are no less than in other curriculum subjects; that there is monitoring for and evidence of progression in RE that strategies are in place to ensure there is sufficient challenge and scope in the RE curriculum to meet the learning needs of pupils with differing abilities, e.g. more able and SEN learners | HT/Cttee                       | HT/Cttee                  |
| <b>Monitoring and Reporting Strategies</b>  |                                |                           |
| Deciding on the monitoring and reporting strategies to be used which will:  |                                |                           |
| <ul style="list-style-type: none"> <li>• allow the Governing Body to be sufficiently informed to enable it to fulfil its statutory duty</li> <li>• ensure that the National Curriculum is being followed throughout the school</li> </ul>   | Cttee                          | HT/Cttee                  |
| <b>Formulation of School Policies</b>   |                                |                           |
| Formulating, establishing & implementing curriculum policies and principles   | HT                             | HT/Subject Leaders        |
| <b>Approval &amp; Monitoring of School Policies</b>   |                                |                           |
| To consider evidence of and impact of whole-school approach of curriculum policies and to monitor their implementation  |                                |                           |
| To agree or reject curriculum policies and to ensure they are reviewed every other year, or every year where necessary  | Cttee                          | Cttee                     |
| <b>School Development Plan</b>  |                                |                           |
| Deciding upon the priority areas to be included in the SDP and arranging for that part of the SDP to be submitted to the full Governing Body for approval   | Cttee                          | HT/Subject Leader         |
| <b>Standards of Achievement</b>   |                                |                           |
| Monitoring and reviewing information on pupil performance, including value added and benchmarking data in order to evaluate the school's performance against agreed targets   | Cttee                          | HT/Cttee                  |
| Evaluate the impact of the allocation of Pupil Premium Funding on overcoming barriers to Learning   | Cttee                          | HT/Cttee                  |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

### Target Setting

|  |       |          |
|--|-------|----------|
| Agree challenging targets for pupil achievement / attainment, ensuring they are based on outcome of robust data analysis | Cttee | HT/Cttee |
|--|-------|----------|

### Resources

|   |    |    |
|---|----|----|
| Deciding on level of resources to be deployed in various curriculum areas within the overall structure of the School Development Plan | HT | HT |
|---|----|----|

### Pupil Premium

|   |       |          |
|---|-------|----------|
| Evaluate the impact of the allocation of Pupil Premium funding on overcoming barriers to learning | Cttee | HT/Cttee |
|---|-------|----------|

### Sport Funding

|  |       |          |
|--|-------|----------|
| Evaluate the impact of the allocation of Primary School Sport Funding in improving the quality and breadth of PE and sport provision | Cttee | HT/Cttee |
|--|-------|----------|

### Information

|   |       |    |
|---|-------|----|
| Arranging for ways in which the governing body can be fully informed about the variety of teaching strategies employed, resources used and learning environments provided to ensure that all children have access to a high standard of education throughout the school | Cttee | HT |
|---|-------|----|

### Special Educational Needs

|  |     |       |
|--|-----|-------|
| Arranging for one member of the governing body to have specific responsibility for overseeing the school's provision for children with special educational needs | FGB | Cttee |
|--|-----|-------|

|  |     |    |
|--|-----|----|
|  | FGB | HT |
|--|-----|----|

|   |     |    |
|---|-----|----|
| Report to parents annually on the provision provided to pupils with SEN | FGB | HT |
|---|-----|----|

### Sex Education

|  |     |       |
|--|-----|-------|
| Deciding on the school's policy for providing Sex Education for pupils at the school having due regard to moral considerations and to family life and to the teaching of the Diocesan policy for Sex Education in Catholic schools and to establish and keep up to date a written policy | FGB | Cttee |
|--|-----|-------|

### Extra Curricular Activities

|   |          |             |
|---|----------|-------------|
| Deciding on which activities the school will offer as extracurricular options (including peripatetic teachers) and to which year groups or individuals. | HT/Cttee | HT/Teachers |
|---|----------|-------------|

### Off Site Activities

|  |    |    |
|--|----|----|
| Approve off-site visits & activities of up to one day<br>one day | HT | HT |
|--|----|----|

|  |        |    |
|--|--------|----|
| Approve off-site visits & activities of more than 24 hours or which involve a hazardous pursuit or journey by sea or air | FGB/HT | HT |
|--|--------|----|

**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**MISSION VISION & ETHOS COMMITTEE OF THE GOVERNING  
BODY**

**TERMS OF REFERENCE**

|   |  |
|---|--|
| <i>Composition &amp; Membership</i>                                       | Head Teacher<br>Staff Governor (teaching)<br>Three other Governors (minimum)   |
| <i>Quorum</i>   | Any three committee members  |
| <i>Chair</i>  | Governor   |
| <i>Frequency of Meetings</i><br>will to conduct school admissions.        | Three times per academic year – one meeting  |
| <i>Minuting &amp; Reporting</i>   | Committee member unless clerked<br>[* When applications for admissions are<br>being determined the Committee must be<br>clerked by the Clerk to the Governing Body.] |
| <i>Areas of responsibility &amp;<br/>delegated decision making powers</i> | See delegations listed below   |

**FUNCTIONS OF THE COMMITTEE**

To ensure the work of the school reflects the principles set out in the Mission Statement and that we continue to be a unique Christian community, where faith is celebrated and lived in daily practice through well planned liturgies, collective worship and the prayer life of the school.

To act in accordance with our Trust Deed to ensure the religious character of the school is preserved and that we implement the Bishop's policies on education including religious education.

To ensure that the spiritual, moral, social and cultural development of our pupils is at the heart of what we do and that community cohesion is an essential part of the life of the school.

**St Joseph's Catholic Primary School**  
**Scheme of Delegation 2018-19**

**MISSION, VISION & ETHOS : DELEGATED RESPONSIBILITIES**

| <i>Topic</i>   | <i>Who has responsibility?</i>        | <i>Who does the work?</i> |
|--|---------------------------------------|---------------------------|
| <b>Prayer Life &amp; Collective Worship</b>  |                                       |                           |
| Ensure the development of the Catholic ethos throughout the school   | FGB/HT                                | FGB/HT                    |
| Ensure arrangements for daily acts of worship within the school which are in accordance with the teaching of the Catholic Church   | FGB/HT                                | FGB/HT                    |
| Provide areas in and around the school displaying evidence of our faith at work to which all pupils can contribute; and to provide areas for quiet reflection by both staff and pupils | HT/Cttee                              | HT                        |
| Determine the way in which pupils should be prepared to receive the Sacraments   | FGB in conjunction with Parish Priest | Parish                    |
| <b>Religious Education Curriculum</b>  |                                       |                           |
| Decide upon the scheme of work to be used for Religious Education and to consult with the Diocesan RE Adviser for that purpose   | HT/Cttee                              | HT/Cttee                  |
| To strive to ensure that RE occupies 10% of allocated teaching time  | FGB/HT                                | FGB/HT                    |
| To ensure adequate RE induction & training for new &/or non-specialist staff; and to provide continuing professional development opportunities for all staff                           | HT/Cttee                              | HT/Cttee                  |
| To ensure the learning environment bears witness to the school's vision, ethos and Mission Statement, and reflects the school's Catholic distinctiveness                               | HT/Cttee                              | HT/Cttee                  |
| <b>Safeguarding</b>  |                                       |                           |
| Formulating and implementing safeguarding policies and procedures including reviewing at least annually the impact of those policies   | FGB/HT                                | HT/Cttee                  |
| Designating a senior staff member and nominating a named governor with specific responsibility for Child Protection  | FGB/HT                                | FGB/HT                    |
| To ensure staff & governors have opportunities to undertake safeguarding training, including in relation to E-safety & safer recruitment   | FGB/HT                                | HT/Cttee                  |
| To ensure all new staff undergo appropriate safeguarding induction training upon appointment   | HT                                    | HT                        |
| Reviewing pupil attendance at least annually and exploring ways to support pupils and their families to facilitate attendance, including arriving at school on time                    | FGB/HT                                | FGB/HT/Cttee              |
| To undertake a Child Protection audit annually & to formulate an Action Plan, where appropriate, to be included in the School Development Plan   | FGB/HT                                | HT                        |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <i>Topic</i>  | <i>Who has responsibility?</i> | <i>Who does the work?</i> |
|---|--------------------------------|---------------------------|
| Provide a biannual report to governors on Child Protection & safeguarding issues  | HT                             | HT                        |
| Ensure effectiveness of record keeping related to health, safety & safeguarding   | FGB/HT                         | HT                        |
| Ensure the PSHE curriculum provides adequate opportunities for all pupils to develop the skills and confidence they need to be safe from harm & to foster an environment within the school that promotes safety, self-worth and respect, including opportunities for pupils to speak to staff in confidence | FGB/HT                         | HT                        |
| <b>Looked After Children</b>  |                                |                           |
| Ensure that school policy & procedure for looked after children are consistent with statutory guidance  | FGB/HT/Cttee                   | HT/Cttee                  |
| Designate a responsible person for looked after children  | FGB                            | HT                        |
| <b>Admissions</b>   |                                |                           |
| To determine, within statutory provisions and the Governing Body's admissions policy, whether any child should be admitted to the school  | FGB                            | Cttee                     |
| To review admission arrangements & to make recommendations to the Governing Body upon any changes to the school's admissions policy   | FGB                            | HT/Cttee                  |
| To consult annually or as required before adopting an admissions policy   | FGB                            | Cttee                     |
| To determine, taking into account statutory provisions, the planned admission number for any year group(s) within the school  | FGB                            | FGB                       |
| <b>Relationships &amp; Behaviour</b>  |                                |                           |
| Formulating, establishing & implementing policies relating to spiritual, moral, social and cultural development; and at least annually to consider and evaluate the impact upon the school of those policies  | HT/Cttee                       | HT/Cttee                  |
| Deciding on a policy which will provide a framework within which all members of staff can work to create an acceptable level of behaviour from all members of the school community  | HT/Cttee                       | HT/Cttee                  |
| Ensure that any scheme of rewards and sanctions reflects the values of our Mission Statement in that they promote self-esteem, dignity and respect  | HT/Cttee                       | HT/Cttee                  |
| Ensure opportunities are provided for the views of pupils of all abilities to be provided and considered, e.g. through the School Council; and to provide leadership opportunities as the pupils progress through the school, e.g. school prefects, etc   | HT/Cttee                       | HT/Cttee                  |

# St Joseph's Catholic Primary School

## Scheme of Delegation 2018-19

| <i>Topic</i>   | <i>Who has responsibility?</i> | <i>Who does the work?</i> |
|--|--------------------------------|---------------------------|
| Build upon and nurture links with parents & carers, the Parish, the Diocese & the wider community including national & international charities to promote the ethos and vision of the school, including supporting & promoting the work of the Parents & Friends Association | HT/Cttee                       | HT/Cttee                  |
| Follow statutory exclusions guidance (applicable from September 2012)  | FGB/HT/Cttee                   | HT/Cttee                  |
| <b>School Development Plan</b>   |                                |                           |
| Deciding upon any areas to be included in the SDP and arranging for that part of the SDP to be submitted to the Governing Body for approval  | HT/Cttee                       | HT/Cttee                  |
| Deciding upon any areas to be included in the SDP and arranging for that part of the SDP to be submitted to the Governing Body for approval  | HT/Cttee                       | HT/Cttee                  |
| Ensure the Governing Board is represented at the Diocesan, Wiltshire and Samuel Partnership sub-committee meetings   | HT/Cttee                       | HT/Cttee                  |
| <b>Leadership</b>  |                                |                           |
| Where the head teacher is non-Catholic, ensure a Catholic head teacher induction mentor is appointed & that additional ongoing support is provided by a Foundation Governor mentor   | FGB                            | FGB                       |
| Decide upon & implement appropriate succession planning arrangements, for the head teacher, the senior management team and the Governing Body  | FGB/HT                         | Cttee                     |
| Provide opportunities for personal self-development for all staff, including an annual Catholic retreat for the head teacher   | FGB/HT                         | FGB/HT                    |
| Ensure the Governing Body is represented at the Diocesan Wiltshire sub-committee meetings  | FGB/HT                         | FGB/HT                    |
| <b>Extended Schools</b>  |                                |                           |
| To review provisions & impact of additional services   | FGB                            | FGB/HT                    |
| <b>Provision of School Meals</b>   |                                |                           |
| Ensure school meets national school food standards (in force from Jan 2015)  | HT/Cttee                       | HT                        |
| Ensure provision of free school meals to those pupils meeting the eligibility criteria, including Universal Infant School Meals  | HT                             | HT                        |



**St Joseph's Catholic Primary School  
Scheme of Delegation 2018-19**

**Date reviewed and adopted:**

**06/12/18**

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**Date of next review:**

**01/10/19**

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**Signature of Chair of Governors:**

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***“Walking in the footsteps of Jesus, loving and serving together”***

