

St Joseph's Catholic Primary School Scheme of Delegation 2023-24

While some functions may be delegated, the governing body retains collective responsibility and should receive regular reports to stay informed and for assurance. Items in **bold** are legal duties. Shaded boxes show delegation not possible.

| Action | IEB Strategy meetings | IEB Resources meetings | Panel | Governor | Head | Clerk |
|--|-----------------------------|------------------------------|-------|----------|------|-------|
| Governing body structure and operation | | | | | | |
| Draft instrument of government and any subsequent amendments | ✓ | | | | | |
| Appoint co-opted and associate governors | ✓ | | | | | |
| Appoint Local Authority governors | ✓ | | | | | |
| Organise parent elections | | | | Chair | | ✓ |
| Provide written expectations of governors before appointment or election | | | | Chair | | ✓ |
| Agree suspension or removal of governors | ✓ | | | | | |
| Appoint (and remove) the chair and vice chair of the governing body | ✓ | | | | | |
| Determine period of office of chair and vice chair | ✓ | | | | | |
| Chair's performance: 360 reviews | ✓ | | | | | |
| Appoint (and dismiss) the clerk to the governors | ✓ | | | | | |
| Determine any functions to be performed by the clerk to governors | ✓ | | | | | |
| Clerk appraisal | | | | Chair | | |
| Establish and review committees | ✓ | | | | | |
| Elect or appoint committee chairs | ✓ | | | | | |

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| Annually review and publish Scheme of Delegation | ✓ | | | | | Publish |
| Approve agenda planner and policy schedule | ✓ | | | | | |
| Agree role descriptions for governors/chair/link roles/committee members | ✓ | | | | | |
| Appoint governors for SEND, safeguarding, whistle-blowing and other roles | ✓ | | | | | |
| Agree governor monitoring schedule and terms of reference | ✓ | | | | | |
| Annually review and sign the Governors' Code of Conduct | ✓ | | | | | |
| Skills audit: complete annually and recruit to fill gaps | ✓ | | | | | |
| Annual self-review of governance - report via the website | ✓ | | | | | Publish |
| Approve a governor expenses policy | | ✓ | | | | |
| Establish any required GB procedures where not set out in law | ✓ | | | | | |
| Publish governor information on the school website | | | | | | ✓ |
| Publish annually a register of governor interests | | | | | | ✓ |
| Update governor information on Get Information About Schools website | | | | | | ✓ |
| School Self Evaluation/School Improvement Planning | | | | | | |
| Agree the outcomes of the School's Self Evaluation process | ✓ | | | | | |
| Agree long term vision and strategic plan and revisit annually | ✓ | | | | | |
| Agree and monitor School Development Plan | ✓ | | | | | |

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| Data Analysis and Target Setting | | | | | | |
| Scrutinise pupil performance data, including Analyse School Performance | ✓ | | | Data | | |
| Agree challenging targets for pupil achievement/attainment, based on outcomes of robust data analysis and monitor performance against them | ✓ | | | Data | | |
| Monitor analysis of results and key stage assessments against targets | ✓ | | | Data | | |
| Ensure assessment processes are in place | ✓ | | | | | |
| Discipline/Exclusions Responsibilities | | | | | | |
| Agree and publish a behaviour principles statement | ✓ | | | | Publish | |
| Approve a school behaviour policy and publicise to staff, students and parents | ✓ | | | | ✓ | |
| Monitor exclusion rates to ensure it is appropriate and learning is enabled | ✓ | | | | | |
| Consider representations about an exclusion or reinstatement of permanent or fixed term exclusions exceeding 15 days in total in a term or where a child would lose the opportunity to sit a public examination | | | Exclusion | If urgent: Chair or Vice-Chair | | |
| School organisation | | | | | | |
| Publish proposals to change category of school | ✓ | | | | Publish | |
| Decide whether to join or form a multi-academy trust or change school status | ✓ | | | | | |

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| Set the times of school sessions | ✓ | | | | | |
| Ensure the school meets for 380 sessions in a school year | ✓ | | | | | |
| Maintain a register of pupil attendance and admissions | | | | | ✓ | |
| Consider admissions | | | Admissions | | | |
| Monitor attendance data | ✓ | | | | | |
| Risk Management | | | | | | |
| Management of risk register | | ✓ | | | | |
| Staffing Responsibilities | | | | | | |
| Appoint selection panel for headteacher and deputy headteacher appointments | ✓ | | | | | |
| Ensure that at least one person on the selection panel for headteacher appointment has completed safer recruitment training | ✓ | | | | | |
| Formally approve appointments of headteacher and deputy headteacher | ✓ | | | | | |
| Remove or suspend headteacher | | | | Chair | | |
| Appoint selection panel for other members of the senior leadership team | | ✓ | | | | |
| Determine the school's staffing complement and structure | | ✓ | | | | |
| Operational employment decisions including recruiting and managing staff below senior leadership level | | | | | ✓ | |
| Ensure safer recruitment requirements are met | | | | Safeguarding | ✓ | |

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| Approve annually a school pay policy/teachers' pay policy | | ✓ | | | | |
| Appoint an external adviser to assist with the head's performance management | | | HT Appraisal | | | |
| Appoint Head's performance management and pay award panel | | ✓ | | | | |
| Approve and review a teacher appraisal policy | | ✓ | | | | |
| Consider a report from the headteacher on the operation of the appraisal policy | | | Pay | | | |
| Make teachers' pay progression decisions | | | Pay | | | |
| Approve applications for early retirement, secondment and leave of absence not covered by local agreements. | | ✓ | | | | |
| Adopt procedures for the regulation of conduct and discipline of staff, staff grievance procedures and procedures for dealing with the capability of staff | | ✓ | | | | |
| Approve a procedure for dealing with allegations of abuse against staff | | ✓ | | | | |
| Finance Responsibilities | | | | | | |
| Award contracts (GB to determine levels of authorisation) | | ✓ | | | ✓ | |
| Approve transfers between budget headings (GB to set authorisation levels) | | ✓ | | | ✓ | |
| Approve annual budget prioritised against school improvement priorities | | ✓ | | | | |
| Ensure the budget is only spent for school purposes | | ✓ | | | ✓ | |

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| Review contracts and services due for renewal (GB to set authorisation levels) | | ✓ | | | | |
| Monitor adequacy of staff and governors financial management competency | | ✓ | | | | |
| Approve signatories for authorising orders and payments | | ✓ | | | | |
| Ensure school is compliant with the Schools Financial Value Standards (SFVS) | | ✓ | | | | |
| Monitor income and expenditure reports and approve returns required by LA | | ✓ | | | | |
| Establish and review the charging and remissions policy | | ✓ | | | | |
| Appoint auditors to conduct an audit of the School Fund | | ✓ | | | | |
| Receive an annual report on the audited accounts of the School Fund | | ✓ | | | | |
| Approve and review ordering and payment systems | | ✓ | | | | |
| Approve purchase of services from LA and others (GB to set authorisation levels) | | ✓ | | | ✓ | |
| Approve writing off irrecoverable debts up to £500 (LA approval required above this amount) | | ✓ | | | | |
| Approve the disposal of surplus and damaged equipment | | | | | ✓ | |
| Consider annual financial benchmarking data and analyse outcomes | | ✓ | | | | |
| Ensure the budget has allocated funds to support the school improvement plan, changes to staffing structure and salary increases approved following appraisal | | ✓ | | | | |

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| Ensure all required finance policies and procedures are in place | | ✓ | | | | |
| Agree end of year budget rollover | | ✓ | | | | |
| Receive and respond to reports from Local Authority Auditors | | ✓ | | | | |
| Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision | ✓ | | | | | |
| Approve and review a governors' allowances scheme | | ✓ | | | | |
| Agree budget for governor training and evaluate the impact of spending | | ✓ | | | | |
| GDPR/Freedom of Information/Equalities/Compliance | | | | | | |
| Establish a data protection policy (GDPR) | | ✓ | | | | |
| Publish a freedom of information scheme and comply with it | | ✓ | | | ✓ | |
| Establish and publish annually an Equality information and objectives statement and review equality objectives every four years | ✓ | | | | | |
| Ensure legally required information is published online | | | | | ✓ | |
| Extended Services | | | | | | |
| Decide whether to offer additional services and what form these should take | ✓ | | | | | |
| Decide whether to cease provision of additional services | ✓ | | | | | |
| Review provision and impact of additional services | ✓ | | | | | |
| Health and Safety | | | | | | |
| Approve a health and safety policy and monitor its implementation | | ✓ | | | | |

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| Ensure compliance with relevant health, safety and safeguarding legislation | | ✓ | | H & S | ✓ | |
| Ensure effectiveness of health and safety policy | | | | H & S | ✓ | |
| Conduct inspections of buildings, plant and equipment | | | | H & S | ✓ | |
| Ensure effective record-keeping related to health and safety | | | | H & S | ✓ | |
| Premises Responsibilities | | | | | | |
| Agree long term strategy for use of school premises | ✓ | | | | | |
| Establish all legally required and LA recommended premises related policies and monitor the effectiveness of their implementation | | ✓ | | H & S | | |
| Arrange for regular monitoring and inspection of school premises | | | | | ✓ | |
| Agree a funded maintenance plan | | ✓ | | | | |
| Approve hiring policy and charges | | ✓ | | | | |
| Ensure security of school premises and equipment | | | | | ✓ | |
| Agree level of maintenance service the school will buy from service providers | | ✓ | | | | |
| Ensure risk assessments of school site are conducted and considered as appropriate | | | | Health & Safety | ✓ | |
| Buildings insurance and personal liability– GB to seek advice from LA where appropriate | | ✓ | | | | |
| Curriculum | | | | | | |
| Ensure national curriculum is followed | | | | | ✓ | |

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| Establish a Sex and Relationships Education policy; ensure staff/parents/pupils have been consulted and parents know their right to withdraw children | ✓ | | | | | |
| Consider any disapplication of pupils from the national curriculum | ✓ | | | | | |
| Decide which subject options should be taught, and implement provision for flexibility in the curriculum (including activities outside the school day) | | | | | ✓ | |
| Ensure appropriate provision for gifted, more able and talented pupils | ✓ | | | | | |
| Ensure only approved external qualifications and syllabuses are offered | | | | | ✓ | |
| Ensure statutory requirements for Early Years Foundation Stage are implemented | | | | | ✓ | |
| Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea | ✓ | | | | | |
| Ensure that all pupils take part in a daily act of collective worship | | | | | ✓ | |
| Ensure that provision of religious education (RE) meets statutory requirements | | | | | ✓ | |
| Prohibit political indoctrination and ensure the balanced treatment of political issues | | | | | ✓ | |
| Special Educational Needs | | | | | | |
| Designate a qualified teacher to be the SENCO | | | | | ✓ | |
| Approve the school's SEND policy and publicise to parents and carers | ✓ | | | | Publish | |

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| Establish an accessibility plan and review it at least every three years | ✓ | | | | | |
| Ensure SEN Information Report published annually | | | | | ✓ | |
| Safeguarding and Welfare | | | | | | |
| Approve Child Protection Policy, including Prevent Duty , and review its effectiveness at least annually | ✓ | | | | | |
| Ensure compliance with safeguarding legislation, including a nominated governor for safeguarding | ✓ | | | Safeguarding | | |
| Designate staff to lead on Safeguarding in school | | | | | ✓ | |
| Ensure effective record-keeping related including the central record of recruitment and vetting checks | | | | Safeguarding | | |
| Consider school's annual safeguarding audit and monitor action plans | ✓ | | | | | |
| Ensure compliance with statutory guidance regarding pupils with medical needs | | | | | ✓ | |
| Ensure school meets national school food standards | | | | | ✓ | |
| Pupil Premium/children in care/forces children | | | | | | |
| Designate a member of staff for Looked After Children | | | | | ✓ | |
| Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance. | ✓ | | | | ✓ | |
| Evaluate the impact of pupil premium funding on overcoming barriers to learning | ✓ | | | Pupil Premium | | |
| Ensure pupil premium funding strategy is published annually | | | | | ✓ | |

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| Ensure provision of free meals to those pupils meeting the criteria | ✓ | | | | | |
| Pupils, Parents and Community | | | | | | |
| Agree complaints procedure and publicise to parents | ✓ | | | | | |
| Determine school uniform policy and publicise to parents, including second-hand uniform | ✓ | | | | | |
| Ensure the governing body can demonstrate its accountability to parents | ✓ | | | | | |
| Consult pupils/parents as required on certain policies and views of the school | ✓ | | | | ✓ | |
| Consider matters relating to the role of the school in the community | ✓ | | | | | |
| Operational Policies and Procedures | | | | | | |
| Day to day operational policies/procedures identified in policy planner | | | | | ✓ | |