

Westwoodside Church of England Academy



Scheme of Delegation 2016 / 2017

Introduction

This scheme has been developed to clarify the responsibilities and powers of governors and staff employed at the school in respect of key aspects of the management of the School and to ensure compliance with all legal requirements

This 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 Role of the Chair of the Governing Body

To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements.

To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all Governors have an equal opportunity to participate in discussion and decision-making

The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction. To establish and foster an effective relationship between the Headteacher and Governing Body based on trust and mutual respect for each other's roles.

In the event of an urgent decision needing to be made between meetings, where it falls within the remit of a committee and where it is unreasonable to convene a meeting, in consultation with the Chair of that Committee and the Headteacher the Chair may take appropriate action on behalf of that committee informing the other members of the committee at the earliest opportunity.

Disqualification – the Headteacher, Staff Governors

The Role of the Vice-Chair of the Governing Body

The role of the Vice-Chair is to work closely with, and deputise for the Chair. They should liaise with the Chair and the Head to ensure that they are fully informed and establish and foster an effective relationship with both based on trust and mutual respect for each other's roles. They should be able to listen and be a critical friend to both.

The Vice-Chair should also act as a link between other Governors, Parents and Staff and the Head and Chair.

They should help to ensure that all Governors participate both in and between meetings and that all Governors contribute towards corporate decisions.

They should attend Local Authority briefings and take on responsibilities delegated to them by the Chair.

Disqualification – the Headteacher, Staff Governors

The Role of the Clerk of the Governing Body

To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body

To advise the Governing Body on Constitutional and Procedural Matters, duties and powers

To convene meetings of the Governing Body

To attend meetings of the Governing Body and ensure minutes are taken

To give and receive notices in accordance with relevant regulations

To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – the Headteacher, Staff Governors

The Clerking Service is currently provided under a Local Authority SLA.

Contact Kate Prior on kate.prior@northlincs.gov.uk 01724 297 191

The Role of the Company Secretary

To act as Committee Clerk to all Main Committees

To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body

To advise the Committees on Constitutional and Procedural Matters, duties and powers

With the Committee Chairs, to convene meetings of the Committees and ensure that Agendas and any relevant paperwork are sent out at least 7 days before the meeting is to be held

To attend Committee meetings, ensure minutes are taken and circulated within a reasonable time frame

To give and receive notices in accordance with relevant regulations

To perform such other functions as may be determined by the Governing Body from time to time

The Role of the Business Manager

To attend Full Governing Body Meetings to give advice and report as required

To attend Resources Committee meetings as required having prepared and distributed with the agenda all relevant financial reports including, but not limited to, the 3-year plan, profit and loss accounts, financial and budgetary statements, etc.

The Role of a Committee Chair

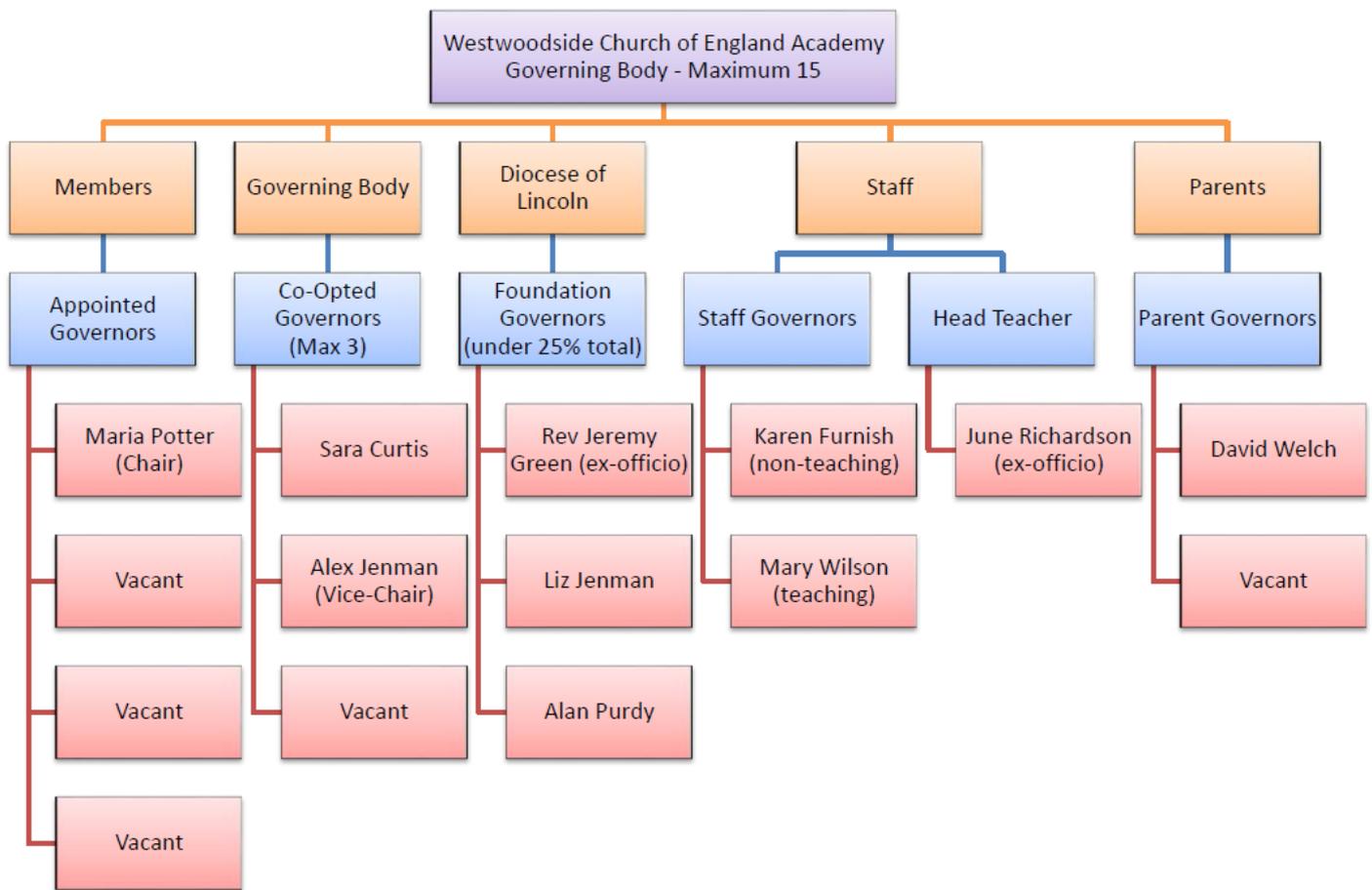
To ensure the business of the Committee is conducted properly, in accordance with legal requirements

To ensure with the Company Secretary that appropriate agendas are set and distributed at least 7 days before the meeting is to be held

To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

In the event of an urgent decision needing to be made between meetings, where it falls within the remit of the committee and where it is unreasonable to convene a meeting and in consultation with the Chair of Governors and the Headteacher, the Chair of the Committee may take appropriate action on behalf of that committee informing the other members of the committee at the earliest opportunity.

Disqualification – None



The Role of Members of the Academy Trust

As an Academy, Westwoodside Church of England Academy Trust has two tiers of Governance. The Members of the Academy Trust consist of a minimum of three persons to include the Chair of Governors, a representative of the Diocese (Foundation Member) and one other. Originally this would have also included the 3 signatories to the Memorandum of Association.

The first main role of Members is to decide the structure of the Governing Body within the rules laid down by law and in the Articles of Association. In the case of Westwoodside, Members have approved the structure above. Members are therefore able (within their agreed structure) to appoint up to 4 Governors. The Governing Body may co-opt up to 3 Governors. The Diocese may appoint 3 Governors. Staff may elect 2 Governors (Currently 1 Teaching and 1 Non-Teaching) + the Head Teacher (ex-officio) and Parents can elect 2 Governors.

Members meet twice a year (once being their AGM) and receive reports on the finances and the strategy of School from the Governors. They are able to appoint and dismiss Governors and amend its memorandum and articles of association.

Member	Mrs Maria Potter (Chair)
Member	Mr Alex Jenman
Member	Mr Neal Craven

Member	Mr Guy Howitt
Foundation Member	Mr Paul Thompson

The Role of the Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the Academy and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Headteacher	Miss J Richardson (Ex Officio)	Chair	Mrs M Potter (Appointed Governor)
Appointed Gov	Vacant	Staff Governor	Mrs K Furnish (non-teaching)
Appointed Gov	Vacant	Staff Governor	Mrs M Wilson (teaching)
Appointed Gov	Vacant	Parent Governor	Mr D Welch
Ex-Officio	Rev J Green	Parent Governor	Vacant
Foundation Gov	Mrs E Jenman	Co-Opted Gov	Mrs S Curtis
Foundation Gov	Mr A Purdy	Co-Opted Gov	Mr A Jenman (Vice-Chair)
		Co-Opted Gov	Vacant

Terms of reference

To agree constitutional matters, including procedures where the Governing Body has discretion.

To hold Governing Body meetings in accordance with the Articles of Association.

To appoint or remove a Chair and Vice-Chair via a vote from the Governing Body.

To appoint or remove a Clerk to the Governing Body.

To establish the committees and membership of the committees of the Governing Body.

Decide of the scheme of delegation of powers and responsibilities to committees and review annually.

To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.

To approve the Academy's formal budget.

To approve and adopt all Academy Policies or delegate to the appropriate committee and to review as appropriate.

To determine the election procedures for parent and staff governors.

To review and formally approve the policy for Pecuniary Interests.

To review and monitor the Summary Academy Self Evaluation Form annually.

To formally approve and adopt the School Development Plan.

Maintain and review an appropriate risk register.

To oversee the arrangements for the induction of new governors to include an induction pack and procedures.

Ensure a balance in the presentation of political issues in the curriculum.

To consider Governor training requirements on a regular basis to include whole Governing body and individual governor training.

To agree on a policy and protocol for Governor visits.

Appoint a Headteacher or Deputy Headteacher.

Adopt and review the home-school agreement.

To ensure all documents required under statutory regulation are published on the Academy's website.

Approve the changes to the session times and dates.

Ensure that an appropriate Curriculum is implemented with reference to the National Curriculum.

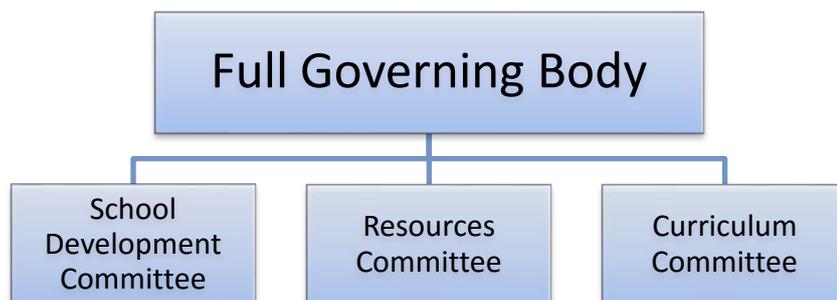
Ensure that religious education and daily collective worship is provided.

To allocate targets within the School Development Plan to committees to monitor progress and success criteria on a termly basis.

To oversee arrangements for Governor involvement in, and monitoring of, the School Development Plan.

Membership – as per the Articles of Association - Disqualification – as per the Articles of Association.

Governing Body Committee Structure



School Development Committee

This Committee is led by the Chair of Governors and has a strategic and co-ordinating role. Membership comprises the Chair, Head, Vice-Chair and the Chairs of the other 2 main Committees and is open to any other Governor who wishes to be involved and can commit the required time. Other members (from either inside or outside Governors) can be co-opted by the Chair when there is a particular need or project.

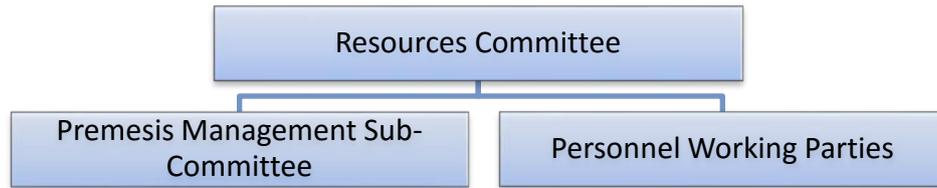
Chair	Mrs M Potter	Committee Clerk	Company Secretary
Vice Chair	Mr A Jenman	Governor	
Resources Chair			
Curriculum Chair	Mrs S Curtis		
Head Teacher	Miss J Richardson		

Terms of Reference

- 1 To consider the long term development of the Academy and to bring proposals to the Full Governing Body.
- 2 To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project.
- 3 To evaluate the effectiveness and impact of the Governing Body
- 4 To ensure that all forms of communications and publications are regularly monitored and evaluated for quality and accuracy and that information flows freely and appropriately between Parents, Children and the Academy.
- 5 To look at ways of increasing Pupil numbers.
- 6 To look at ways of improving the image of the School through promotion including signage, visitor information, press releases, inter-school activities, visits, technology, uniform and the Prospectus.
- 7 To look at ways of improving pupil numbers across the Academy.
- 8 To ensure that the Church of England ethos is reflected in all areas.

To ensure that the Academy projects a consistent, professional and friendly image throughout.

Resources Committee



(This committee merges the former Finance, Audit and Premises Management and Personnel Committees)

Resources Committee – To be made up of not less than three but a maximum of seven governors to include The Head, The Chair, The Vice-Chair and four others.

Committee Chair	Mr A Jenman	Committee Clerk	Company Secretary
Committee Vice Chair	Mr D Welch	Head	Miss J Richardson
Governor	Mrs S Curtis	Governor	Mr A Purdy (PM Sub-Committee)
Governor	Mrs M Potter	Governor	Vacant
Associate Member	Business Manager (Advisory)		

The Committee can co-opt other non-governors and non-voting members as they see fit subject to a majority vote.

Meetings

The whole governing body will receive agendas for all Resources Committee Meetings.

Any other Governor may attend a Resources Committee Meeting but in a non-voting capacity.

The Committee shall meet not less than once a term.

Terms of Reference

Part A – Financial and Audit

To monitor non-financial data affecting budgets, i.e. pupil numbers.

To ensure that the principles of Best Value are followed in making decisions and are adhered to in all contracts.

The Resources Committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and enable any under spend to be allocated to another project within school.

The Resources Committee to be made aware of all upcoming SLA's. The head teacher be empowered to buy into service level agreements with the exception of the governing body clerking service which has to be the decision of the full governing body.

The Resources Committee is empowered to establish and maintain an up to date three year plan and to present the annual budget to the governing body.

The Resources Committee ensure compliance with financial regulations and to approve monitor and review procedures, reference to be made to the governing body where deemed necessary.

The Resources Committee be authorised to monitor and review the charges and concessions policy and the governor's allowances policy on an annual basis and give particular consideration to the charges for community use of the school.

The Resources Committee has delegated authority to review and approve changes to the best value statement, statement of internal control, whistleblowers' policy governors' competencies.

Ensure, as far as is within its competence, that the financial procedures and arrangements required by law, by the DfE, by the Auditors and by other authorities are in place and are being properly implemented.

Review the risks to internal financial control and agree a programme of work that will address these risks and, so far as is possible, provide assurance to the external auditors. This function will primarily be undertaken by a Responsible Officer (RO), as defined in the Academies Financial handbook, normally a member of an accountancy firm for whose services the school will pay a fee. The RO will be appointed by the Governing Body, on the advice of this committee, and the RO Terms of Reference and audit plan will be agreed by this committee. The RO will report at least twice per year to this committee. Any serious concerns, particularly relating to potential fraud or similar misconduct, shall be reported immediately to the Chair or, if relating to the conduct of the Chair, to the Vice Chair.

Recommend to the Governing Body annually the appointment of independent examiners for the School Funds.

Liaise with the Auditors as required and in particular consider the draft annual accounts in conjunction with them and recommend the accounts to the Governing Body.

Extent of Financial Delegation:

The head teacher is empowered to incur expenditure within the approved budget to a single transaction limit of £5,000 for Capital and £5,000 for non-capital expenditure.

Above £5,000 the expenditure is to be agreed by the Chair and the Chair of the Resources Committee. If unanimous agreement cannot be reached the matter should be referred to the full Resources Committee

The Resources Committee is empowered to incur expenditure within the approved budget above £5,000.

Definitions

For the purposes of financial delegation, a capital purchase is defined as something that increases the value of business and is a depreciable asset for the business, for example computers or furniture. A non-capital purchase is an operating expense such as paper and pens.

Part B - Personnel

To be aware of the preparation and implementation of contracts.

To draft and keep under review the staffing structure in consultation with the Headteacher

To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure.

To oversee the appointment procedure for all staff and to oversee the process leading to staff reductions / redeployment or redundancy.

To ensure that all staff are reminded of the school's whistle blowing policy on a regular basis To approve and review a Performance Management policy for all staff.

To review job descriptions for staff as appropriate and recommended by the Headteacher and / or Business Manager.

To review and agree policies relating to the Resources Committee as delegated by the Governing body.

Pay/grading issues including Performance Related Pay.

To deal with any disciplinary issues as recommended by the Headteacher.

To act as an initial hearing - To decide whether or not to use fixed term contracts.

Premises Management Sub-Committee

This sub-group meets Termly and reports back to the Resources Committee. Membership comprises the Headteacher, Company Secretary, Caretaker and a Health and Safety Advisor plus at least one non-Staff Governor from the Resources Committee and one other non-Staff Governor. This committee is Chaired by the designated Staff Member for Health and Safety and Vice-Chaired by the Governor designated for Health and Safety

Headteacher	Miss J Richardson	Caretaker	Mr P Chapman
H & S Advisor	Kier Business Services keith.rhodes@kier.co.uk	Governor	Vacant
Company Secretary	Mrs D Fowler* (Chair)	Governor	Mr A Purdy* (Vice-Chair)
Governor	Vacant	*Named Health and Safety Governor / Staff Member	

Terms of Reference

To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the Academy Development Plan.

To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the Academy's premises.

To oversee arrangements for repairs and maintenance; procuring and maintaining buildings, including developing a properly funded maintenance plan.

To make recommendations to the Resources Committee on premises-related expenditure.

In consultation with the Head teacher and the Resources Committee, to oversee premises-related funding bids.

To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

To establish and keep under review a Building Development Plan.

To establish and keep under review an Accessibility plan.

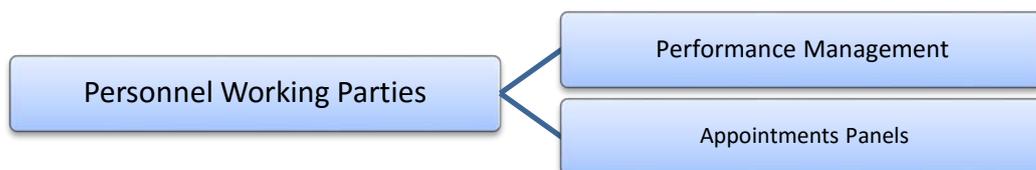
(Statutory requirement for review every three years minimum)

To carry out risk assessments for the premises and ensure that the results of these are actioned and reported.

To review and agree policies relating to Premises, Health and Safety as delegated.

Personnel Working Parties

These will be convened by either the Chair of Governors or the Chair of the Resources Committee as required for specific tasks. These will include Performance Management and Appointments.



Performance Management

Not less than 3 Non-Staff Governors only all of whom must have completed the appropriate Performance Management Training.

To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.

To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.

To monitor through the year the performance of the Headteacher against the targets.

To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.

To monitor the Performance Management process within School to ensure continuity and fairness.

Governors who have completed Performance Management Training are –

Mr Jenman, Mrs M Potter, Rev J Green * **Mr Purdy and Mr Steele are awaiting a course to do the training.**

Appointments Panels

Appointments Panels will be convened by the Chair and Vice-Chair as and when required from Governors. The Head and Chair of Governors will usually form part of any Panel and all members of an Appointments Panel should have completed the Safer Recruitment Training.

Governors who have completed the safer recruitment training are – Mr A Jenman, Mrs M Potter, Miss J Richardson (also Mrs D Fowler – Company Secretary)

Statutory Requirement:

When appointing a head teacher or deputy head teacher the full governing body must meet, with a 50% quorum, for the purpose of electing the selection committee.

Curriculum Committee (including Safeguarding)

Membership shall consist of not less than three Governors and shall be attended by the Headteacher and/or a Leadership Team member. Membership should include the SEN Governor. The Committee shall have such co-opted, non-governors, non-voting/voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Committee Chair	Vacant	Committee Clerk	Company Secretary
Headteacher	Miss J Richardson	SEN Governor	Mrs S Curtis
Governor	Mrs M Potter	Governor	Mrs E Jenman
Governor	Vacant	Governor	Vacant
Governor	Mrs M Wilson	Governor	Mrs C Bradley

Terms of Reference

To advise the Governing Body on the School's secular curriculum policy and their statutory obligations regarding the National Curriculum ensuring breadth and balance.

With the assistance of the staff, to provide information to the Full Governing Body about how the curriculum is taught, evaluated and resourced.

To review all educational policies including the provision of Religious Education, PSHE, SRE, and Collective Worship and make recommendations to the Full Governing Body.

To ensure that the requirements of children with special needs are met through establishing and monitoring a SEN policy.

To ensure that the requirements of children who are Gifted or Talented are met through establishing and monitoring a G&T policy.

To review the information and data about school performance.

To agree targets for pupil attainment at EYFS, KS1 phonics, KS1 SATS, Yr 4 targets and KS 2 SATS.

To track pupil data especially for vulnerable groups.

To contribute towards the School Development Plan and any post OFSTED Action Plan.

To receive updates from the Head Teacher on any matter relating to the Curriculum including the assessment of pupil achievement.

To encourage extra-curricular/enrichment activities.

To receive reports from Governors on Curriculum Visits.

To monitor ICT use within School and produce an annual report along with recommendations for Resources

Other Groups that can be convened by the Head or Chair as required.

Personnel Appeals Panel

Membership - Five governors not previously involved.

Chair = to be appointed at the meeting.

Clerk = a member present.

Terms of Reference.

To deal with any appeal on a range of issues including, but not limited to;

Pay / Grading

Redeployment / Redundancy

Grievance appeals

Collective disputes

Disciplinary issues

Dismissal appeals

Performance management review

NOTE

The amount of governors hearing an appeal must be the same or greater than those making the original decision and must not include governors who have made the original decision.

Pupil Discipline Panel

Membership - Chair or Vice-Chair plus two other governors to be co-opted as required.

Terms of Reference.

To hear all pupil exclusions in accordance with legislation.

Quorum 3.

Complaints Panel

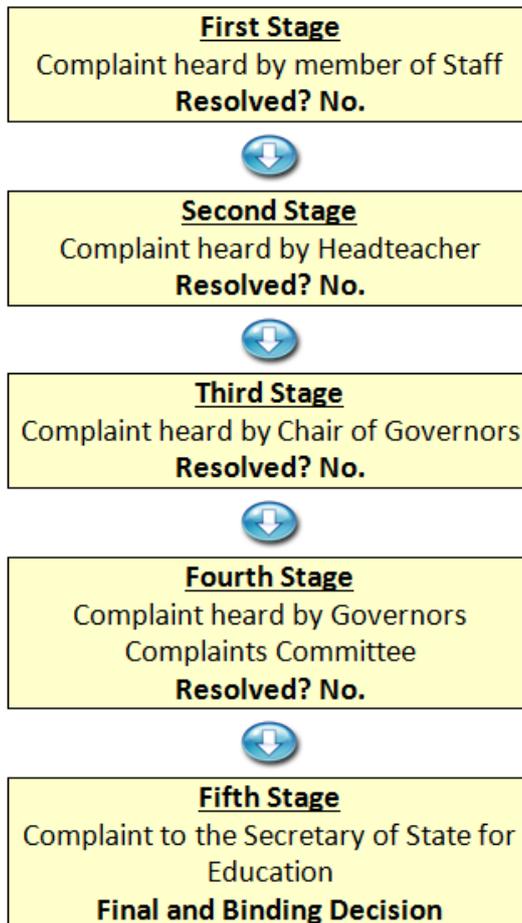
Membership – Three Governors to be appointed by the Chair subject to availability and eligibility.

Terms of Reference –

To hear any complaint with the exception of curriculum issues in line with the School's complaints procedure.

Complaints Procedures

Complaints Procedure Diagram



Governors should always be aware of the procedure above. If Governors are approached individually with a complaint by, for example, a parent, they should refer the complainant to the appropriate person in the first 3 stages above. Complaints should not be dealt with by Governors unless required at Stage 4 and complaints should not be discussed with all Governors as any appeal panel will be made up from Governors who have not previously been aware of said complaint.

General Notes and Procedures for Governing Body Meetings and Committees

Quorum for Full Governing Body Meetings.

The quorum for any Governing Body / Committee meeting and vote thereat shall be any 3 Governors or, wherever greater, any one third (rounded up to the nearest whole number) of the complete membership of the Governing Body excluding vacancies. (Article 114 (subject to Article 116))

Voting - Every question to be decided at a Governing Body meeting shall be determined by a majority of votes of those governors present and voting. If there is an equal number of votes, the Chair (or person acting as Chair - provided that they are a governor) has a second and casting vote.

Minutes and Papers.

The Clerk shall ensure that minutes are drawn up, approved by the Governing Body and are signed by the Chair at the next meeting.

Except to the extent that the Governing Body considers them to be confidential, the Governing Body will make available for inspection to any interested person a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practicable.

Restrictions on persons taking part in proceedings of Governing Body meetings and Committees.

The general principles are that:-

Where there is a conflict between the interests of any person and the Governing Body, that person should withdraw from the meeting and should not vote.

In a situation where the principles of natural justice require a fair hearing and there is any reasonable doubt as to a person's ability to act impartially, he/she should withdraw from the meeting and not vote.

Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. (The Clerk can continue to act as Clerk unless his/her own appointment, pay or disciplinary action against him/her is under discussion).

The following specific rules apply:

A person paid to work at the School is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the School.

A person must withdraw and not vote on his own appointment, reappointment, suspension or removal as a Governor or member of a committee or as Clerk, Chair or Vice-Chair.

A person paid to work at the School, other than the Headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the School. This does not apply to general discussions about general pay policy.

The Headteacher must withdraw and cannot vote in relation to any discussion on his/her pay or performance appraisal.

If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Governors present at the meeting shall decide on this.

Any Governor shall have the right to attend meetings of the Curriculum Committee and the Resources Committee, but only permanent members of those committees have a right to exercise delegated powers by voting at committee meetings.

Unless inappropriate to do so any Governor may attend and contribute to any committee meeting in a non-voting capacity with the consent of the Chair of that Committee.

All Governors shall receive a copy of agendas and minutes of the Resources Committee and of the Curriculum committee meetings and are entitled to request and receive a copy of any report or paper considered by the Curriculum Committee or the Resources Committee.

When a membership of a committee requires a governor to attend a training course, such as the Appointments Panel requiring attendance of the Safer Recruitment Course, the Governor must attend that course within a year of joining the committee.

Committee meetings will not be open to the public. At the first meeting of the year, each Committee shall elect one of their number (other than a staff member) as chair and one of their number as clerk of each committee.

Subject Leaders

June Richardson (Head)	Computing
	Collective Worship
	Safeguarding (Designated Officer)
Sean McKay (Deputy Head)	Assessment
	Grammar Punctuation & Spelling (GPAS)
	Writing
	History
	Gifted/Talented/More Able Children (under SENCo)
	Senior Leadership Team
Sally Smith (SENCo)	Inclusion (SEND)
	Gifted/Talented/More Able Children Lead
	Pupil Premium Lead
	Senior Leadership Team
Jess Hardiment	Music
	Design Technology
Laura Dunwoody	Science
	RE
	Modern Foreign Languages
Mary Wilson	Geography
	Personal, Social, Health & Citizenship Education (PSHCE)
	Safeguarding (Deputy Designated Officer)
	Pupil Premium and British Values
Fiona Bailey	Maths (with Sarah Thompson)
	Art
Gill Thorpe	Early Years Foundation Stage (EYFS)
	Reading and Phonics
Sarah Thompson	PE
	Maths (with Fiona Bailey)

Governors with Special Responsibilities

Year Groups

Nursery	
Class Teacher – Emma Winsborough	Governor –
Tel: 01427 752355 (School)	Tel:
@westwoodside.n-lincs.sch.uk	email:

Reception / Year 1 (Mondrain Class)	
Class Teacher – Gill Thorpe	Governor –
Tel: 01427 752355 (School)	Tel:
@westwoodside.n-lincs.sch.uk	email:

Year 1 / Year 2 (Matisse Class)	
Class Teachers – Fiona Bailey/Jess Hardiment	Governor –
Tel: 01427 752355 (School)	Tel:
fiona.bailey@westwoodside.n-lincs.sch.uk / jessica.hardiment@westwoodside.n-lincs.sch.uk	email:

Year 3 (Klee Class)	
Class Teacher – Laura Dunwoody	Governor –
Tel: 01427 752355 (School)	Tel:
laura.dunwoody@westwoodside.n-lincs.sch.uk	email:

Year 4 (Picasso Class)	
Class Teacher – Mary Wilson	Governor –
Tel: 01427 752355 (School)	Tel:
mary.wilson@westwoodside.n-lincs.sch.uk	email:

Year 5 (Kandinsky Class)	
Class Teacher – Sarah Thompson	Governor –
Tel: 01427 752355 (School)	Tel:
sarah.thompson@westwoodside.n-lincs.sch.uk	email:

Year 6 (Monet Class)	
Class Teacher – Sean McKay	Governor –
Tel: 01427 752355 (School)	Tel:
sean.mckay@westwoodside.n-lincs.sch.uk	email:

Action Plan Governor Monitoring

Action Plan Overall Responsibility

To Oversee and Assist Governors with The Five Priorities

Governor – Maria Potter (Chair of Governors)

The Five Priorities

Priority One

The Leadership of the School is Good or Better

Governors –

Priority Two

Quality of Education and Standards as a Church School is Good or Better

Governors –

Priority Three

Improve the Attainment and Progress in Maths to National Standards or Better

Governor -

Priority Four

Improve the Attainment and Progress in Phonics

Governor –

Priority Five

Further Improve the Accuracy of Assessment to Impact on the Quality of Progress in Learning

Governor –

Other Governor Areas of Responsibility

Core Subject Areas

Maths	Governors –
Literacy	Governor –

Other Key Roles

Link Governor	Governor –
Safeguarding and Medical / SEN / G & T / PP	Governors –
Church School Distinctiveness	Governor –

Academy Governing Body Decision Planner

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals.

Governing bodies are accountable in law for all major decisions about the academy and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their academies have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

This planner shows to which level the Governing Body may legally delegate functions

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: The Principal/Headteacher

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Governors must remember that although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation

Budgets

		Decision Level			
Tasks		1	2	3	4
1	To approve the first formal budget plan each financial year	✓			
2	To appoint a qualified accountant to produce annual company accounts for independent audit *		✓		
3	To monitor monthly expenditure.*		✓		
4	To establish a charging and remissions policy*		✓		
5	To establish an asset control and accounting policy and approve arrangements for recording assets.*		✓		
6	To establish a Risk Management Policy *		✓		
7	To establish a Risk Register*		✓		
8	To ensure procedures are put in place for safeguarding of funds *		✓		
9	To enter into contracts above determined limit (GB to agree financial limits)*		✓		

*Delegated to Resources Committee.

Level 1: Full governing body **Level 2:** A committee of the governing body
Level 3: An individual governor **Level 4:** The Principal/Headteacher

Staffing

Tasks	Decision Level			
	1	2	3	4
10 Headteacher appointments (selection panel)	✓			
11 Deputy appointments (selection panel)	✓			
12 Appoint other teachers*		✓		
13 Appoint non-teaching staff*		✓		
14 Agree a pay policy**		✓		
15 Pay discretions**		✓		
16 Establishing disciplinary/capability procedures		✓		
17 Carry out disciplinary/capability procedures	✓			
18 Dismissal of Headteacher	✓			
19 Dismissal of other staff	✓			
20 Suspending head	✓			
21 Suspending staff (except head)				✓
22 Ending suspension (head)	✓			
23 Ending suspension (except head)	✓			
24 Determining staff complement**		✓		
25 Determining dismissal payments/ early retirement	✓			

*Delegated to the Appointments Panel through the Resources Committee

** Delegated to Resources Committee

Level 1: Full governing body **Level 2:** A committee of the governing body
Level 3: An individual governor **Level 4:** The Principal/Headteacher

Curriculum

		Decision Level			
Tasks		1	2	3	4
26	Ensure an appropriate curriculum is taught to all pupils and to consider any disapplication for pupil(s)	✓			
27	To establish and implement a curriculum policy with regard to the National Curriculum				✓
28	Responsible for standards of teaching				✓
29	Provision of sex education – to establish and keep up to date a written policy	✓			
30	To prohibit political indoctrination and ensuring the balanced treatment of political issues*		✓		
31	To establish a charging and remissions policy for activities (non NC based) **		✓		

*Delegated to Curriculum Committee

**Delegated to Resources Committee

Performance Management

		Decision Level			
Tasks		1	2	3	4
32	To agree, establish and ensure provision of a performance management policy	✓			
33	To implement the performance management policy				✓
34	To review annually the performance management policy*		✓		

*Delegated to Resources Committee

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Target Setting

		Decision Level			
Tasks		1	2	3	4
35	To set targets for pupil achievement				✓
36	To agree and publish targets for pupil achievement*		✓		

*Delegated to Curriculum Committee

Discipline and Exclusions

		Decision Level			
Tasks		1	2	3	4
37	To establish a Behaviour Policy	✓			
38	To ensure that the exclusion policy and its practice meets all statutory requirements	✓			

Admissions

		Decision Level			
Tasks		1	2	3	4
39	To consult annually before setting an admissions policy	✓			
40	Establish an Admissions Policy	✓			
41	To appeal to Secretary of State against directions to admit pupil(s)	✓			

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Religious Education

		Decision Level			
Tasks		1	2	3	4
42	Establish a policy for provision of RE and ensure provision of RE	✓			

Collective Worship

		Decision Level			
Tasks		1	2	3	4
43	Ensure that all pupils take part in a daily act of collective worship (after consulting GB) except where a parent/carer has withdrawn the child.				✓

Premises and Insurance

		Decision Level			
Tasks		1	2	3	4
44	Ensuring the academy has adequate insurance cover to support its activities. This should include buildings and contents, business interruption, employer's and public liability cover and vehicles.*		✓		
45	Undertaking risk assessment to determine adequate insurance is in place.*		✓		
45	Developing school buildings strategy or master plan (it is suggested that the GB as a whole should undertake this decision)	✓			
47	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓			

*delegated to Resources Committee

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Health and Safety

		Decision Level			
Tasks		1	2	3	4
48	To institute a health and safety policy	✓			
49	To ensure that health and safety regulations are followed*		✓		

*delegated to Resources Committee

School Organisation

		Decision Level			
Tasks		1	2	3	4
50	Publishing proposals to change category of school	✓			
51	To set the times of school sessions and the dates of school terms and holidays	✓			
52	To ensure that the school is open for 380 sessions in a school year in line with statutory requirements	✓			
53	To ensure that school lunch nutritional standards are met where provided by the governing body.				✓

Information for Parents

		Decision Level			
Tasks		1	2	3	4
54	To prepare and publish the school prospectus *		✓		
55	To have an overview of the School Website and to ensure that it contains all the statutory requirements.*		✓		
56	To ensure provision of free school meals to those pupils meeting the criteria				✓
57	Adoption and review of home-school agreements	✓			

*delegated to the Strategic Planning Committee

Level 1: Full governing body **Level 2:** A committee of the governing body
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Governing Body Procedures

		Decision Level			
Tasks		1	2	3	4
58	To appoint (and remove) the chair and vice-chair	✓			
59	To appoint and dismiss the clerk to the governors	✓			
60	To hold full governing body meetings in accordance with the Articles of Association	✓			
61	To appoint (and remove) co-opted governors	✓			
62	To appoint (and remove) Community/ Sponsor governors	✓			
63	To set up a Register of Governors' Business Interests	✓			
64	To approve and set up a Governors Expenses Scheme *		✓		
65	To ensure that the statutory duties are met with reference to pupils with SEN.	✓			
66	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
67	To regulate the GB procedures (where not set out in law)	✓			

*delegated to Resources Committee

Extended Schools

		Decision Level			
Tasks		1	2	3	4
68*	To decide to offer additional activities and to what form these should take	✓			
69	To put into place the additional services provided				✓
70	To ensure delivery of services provided				✓
71*	To cease providing extended school provision	✓			

***Although these tasks are open to delegation under the Education (School Government Terms of Reference (England)) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.**

Academy Status

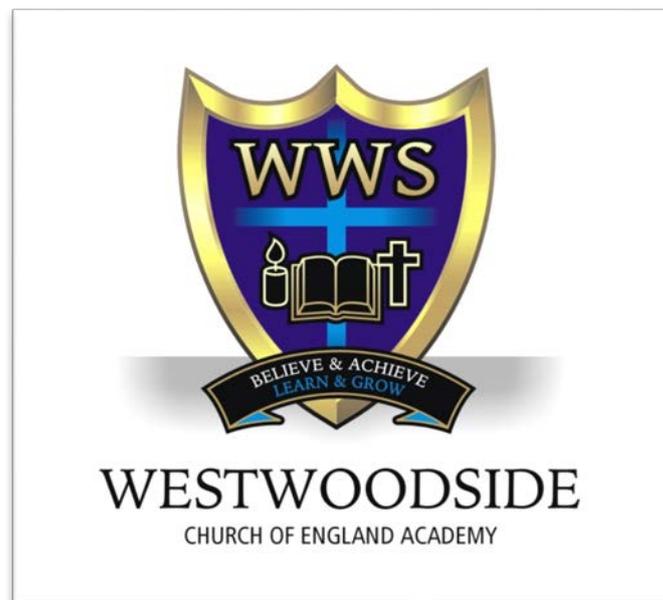
		Decision Level			
Tasks		1	2	3	4
72	To consider forming a chain or joining an existing chain	✓			
73	To consider requests from other academies to establish or join the chain	✓			
74	To leave a chain	✓			

Federation Status

		Decision Level			
Tasks		1	2	3	4
75	To consider forming a federation or joining an existing federation	✓			
76	To consider requests from other schools to join the federation	✓			
77	To leave a federation	✓			

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Westwoodside Church of England Academy
Scheme of Delegation



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September 2016