



## ST PETER'S CATHOLIC VOLUNTARY ACADEMY TRUST

### SCHEME OF DELEGATION

1. This Scheme of Delegation was approved by the Governing Body of the Academy Trust on **6 April 2017**. The Scheme of Delegation will be reviewed annually or sooner if required, for example after a change in legislation or composition of the Academy Trust.
2. The Scheme has been developed to clarify the responsibilities and powers of Governors and senior members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this Scheme are delegated to the specified committees of the Governing Body and post holders employed at the School.
3. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a postholder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
4. Instead of exercising her/his delegated powers a post holder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year of the Governing Body and is made without prejudice to the powers and duties of the Governing Body and its committees.
5. Powers to Be Exercised Only By the Full Governing Body or Members.

None of the responsibilities in this Paragraph may be further delegated.

a. Only the Members may:

- Change the Constitution of the Governing Body
- Decide on a change of school category
- Apply to change the governing documents

b. Only the Governing Body may:

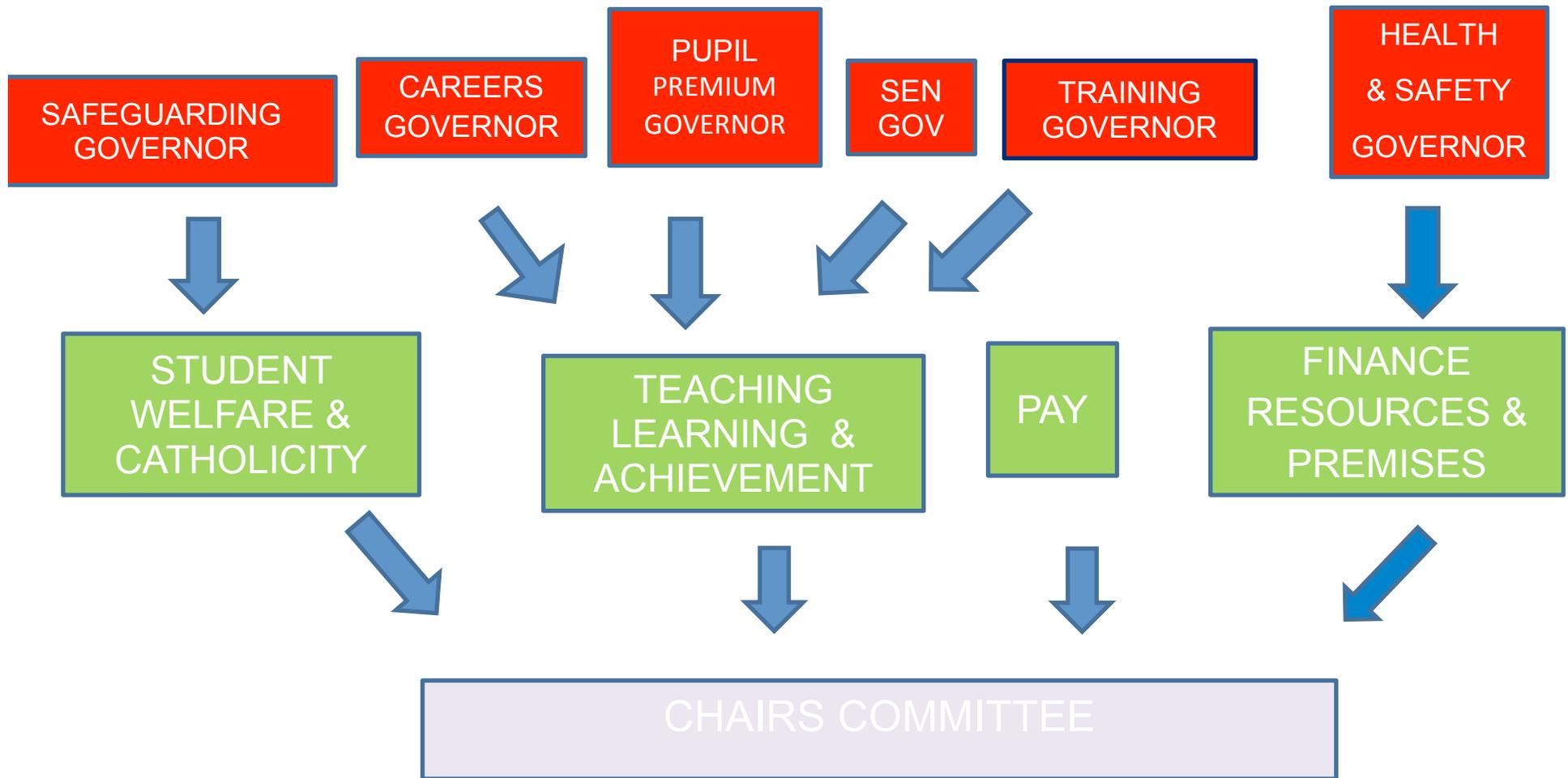
- Elect or remove the Chair or Vice Chair of the Governing Body
- Establish committees
- Delegate functions
- Appoint auditors
- Appoint the Company Secretary
- Co-opt persons on to the Governing Body
- Suspend Governors.

c. Additionally the Governing Body has decided not to delegate the following:

- Decide what sex education is to be provided
- Agree any general principles on pupil discipline
- Decide any changes in the times of school sessions and dates of terms and holidays
- Appoint a Headteacher
- Approve the budget
- Ensure that a broad and balanced curriculum is implemented and targets set as required
- Ensure that RE and daily collective worship are provided
- Ensure balance in the presentation of political issues in the curriculum
- Approve the statutory Governors' Report and Accounts
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# ST PETER'S SCHOOL

## STRUCTURE OF THE GOVERNING BODY





FULL GOVERNING BODY /BOARD OF TRUSTEES



MEMBERS

## REMIT

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Governors have a strategic role to play within the school organisation, leaving the day-to-day operational matters to the Headteacher and staff.

Governors need to be clear about the aims and values of the school and prepared to work with the school as a “critical friend”, recognising and celebrating achievements, supporting and encouraging strategies to bring about improvements, but also asking challenging questions to ensure objectives are met. The Governing Body is one of the key players in the school development/improvement planning process and Governors are involved in the review of the school development plan and the drawing up of the priorities for the coming year.

Governors receive information and discuss issues at the termly Full Governing Body meetings, although much of the work is delegated to the four committees which also meet at least once each term:

- Finance, Resources and Premises;
- Pay;
- Student Welfare and Catholicity; and
- Teaching Learning and Achievement.

Governors are responsible for the appointment of the Headmaster, and are frequently involved in the interviews of other staff, particularly at senior level despite rarely being experts in educational matters.

Brief details of the committees are as follows:

Name	Chair	Role and Remit
<b>Finance, Resources &amp; Premises (FRP)</b>	Robert James Belcher	<ul style="list-style-type: none"> <li>• To ensure good financial management and effective internal controls.</li> <li>• To monitor premises-related issues such as health and safety, site maintenance and development, and insurance.</li> </ul>
<b>Pay (PAY)</b>	Richard Dominic Dickinson	The role of this Committee is largely monitoring the Performance Management system in place.
<b>Student Welfare &amp; Catholicity (SWC)</b>	Kieran Edward Joseph Allen	<ul style="list-style-type: none"> <li>• The role of this committee includes the annual review of the Governors' Admissions Policy and all associated Admissions issues.</li> <li>• Responsibility for Safeguarding issues</li> <li>• Reviewing School discipline and Student behaviour matters</li> <li>• S48 matters</li> </ul>
<b>Teaching Learning &amp; Achievement (TLA)</b>	Richard Dominic Dickinson	<ul style="list-style-type: none"> <li>• This committee is responsible for monitoring, evaluating and challenging the quality of teaching.</li> <li>• All Curriculum matters.</li> <li>• Monitoring, evaluating and challenging Student academic progress.</li> </ul>

The Governing Body engages with parents and the local community through a variety of forums. Feedback is, where relevant, provided to the Governing Body.

## RESPONSIBILITIES OF THE GOVERNING BODY AND HEADTEACHER

### FINANCE

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
Draw up and submit to the Governing Body an annual budget plan (“the budget plan”) for the School’s funds which must conform to DfE requirements. Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body.	To consider the annual budget plan (“the budget plan”) proposed by the Headteacher, and to amend the budget plan where appropriate, and to approve the budget plan, and to consider and approve any proposed revisions to the budget plan submitted by the Headteacher during the course of the year and to consider the delegation of their duties.
To be Accounting officer with the following responsibilities: <ul style="list-style-type: none"> <li>• Ensuring prudent and economical administration</li> <li>• Avoidance of waste and extravagance</li> <li>• Efficient and effective use of available resources</li> <li>• The day to day organisation, staffing, and management of the academy.</li> </ul>	To spend the delegated budget before end of financial year within variance allowed for academies.
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Headteacher. If so, decide the amount to be delegated.

### HR

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
To advise on staff requirements.	To decide the number of staff at the School and the level of the posts.
To advise the Governing Body on the appointment of all teachers. To appoint all teachers except those remunerated on the Leadership Pay Spine.	To decide the overall procedures for appointing staff, including whether to delegate functions to the Head or Governor(s), taking account of legal requirements. To advertise Headteacher and deputy vacancies

	nationally, and other vacancies as appropriate. To set up selection panels for Headteacher and Deputy Headteacher posts.
	To conduct interviews and appoint teaching staff (delegated to the Headteacher)
To advise on the appointment of non-teaching staff.	To appoint non-teaching staff. (delegated to the Headteacher)
To make recommendations for teachers' pay progression and other teachers pay related matters.	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Headteacher.
To advise on levels of pay for all teaching and non-teaching staff except his own.	To set the pay of all members of staff, including that of the Headteacher and any Deputy Headteacher, in line with legal requirements.
To advise the Governing Body on adopting effective procedures to deal with incompetent teachers and to keep the Governing Body informed of the general operation of such procedures.	To establish capability procedures to deal with incompetent teachers.
To advise on disciplinary rules and procedures and staff grievance.	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
To advise the Governing Body on whether anyone employed at the school should be dismissed.	To dismiss an employee.
To advise the Governing Body on payments to be made.	To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment. To decide whether to grant early retirement to teachers.
To suspend staff in appropriate circumstances.	To suspend staff in appropriate circumstances. To end a suspension
To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them.	The instigation of an appropriate pay spine and related procedures for support staff

To evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.	
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## CURRICULUM

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
To determine, organise and implement an appropriate curriculum for the school. To ensure that a broad and balanced curriculum is implemented in the school	To ensure that the curriculum is balanced and broadly based. To ensure that a broad and balanced curriculum is implemented.
To draw up a policy for the secular curriculum for the school ("the curriculum policy").	To agree, amend or reject the curriculum policy drafted by the Headteacher.
To implement and review the policy once every school year and suggest any necessary changes to the Governing Body.	To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Headteacher
To draft a Sex Education Policy.	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school.

## STANDARDS AND TARGET SETTING

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement.	To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally.

## EXCLUSIONS

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
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<p>The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently.</p>	<p>To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination.</p>
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## ADMISSIONS

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
<p>The Headteacher may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in-year applications.</p>	<p>The Governing Body is the admissions authority. A school's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements. Separate arrangements apply where a pupil has a statement of special educational needs. Before naming a school on a statement, the LA must consult the Governing Body.</p>

## RE AND COLLECTIVE WORSHIP

<b>Responsibilities of Head</b>	<b>Responsibilities of Governing Body</b>
<p><b>Religious Education</b> The Headmaster shall ensure that RE is provided, in accordance with the school's basic curriculum.</p> <p><b>Collective Worship</b> The Headmaster shall ensure that each pupil shall on each school day take part in an act of collective worship.</p>	<p>The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.</p> <p>The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an act of collective worship each day.</p>

## SCHOOL PREMISES

Responsibilities of Head	Responsibilities of Governing Body
<p><b>Control of school premises</b> Day to day management of the school and day to day charge of who can enter the school premises. To advise Governing Body where appropriate.</p> <p><b>Health and Safety</b> To comply with Governing Body directions</p>	<p>To control the use of the school premises both during and outside the school day.</p> <p>To decide on what charges to levy where external providers want to use the school premises.</p> <p>To agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety.</p>

#### STUDENT WELFARE

Responsibilities of Head	Responsibilities of Governing Body
<p><b>Medical Care And School Meals</b> To ensure free meals are provided for those pupils whose parents are in receipt of specified benefits.</p> <p>To ensure pupils take advantage of dental and medical care if available.</p>	<p>To direct that free meals are provided for those pupils whose parents are in receipt of specified benefits.</p>

## GOVERNING BODY DECISION PLANNER

This Planner shows the delegations approved by the Governing Body of St Peter's.

### KEY

**Level 1:** Members, Governing Body (GB), Appropriate Panel (Panel).

**Level 2:** A committee of the governing body - Finance, Resources & Premises (FRP), Pay (PAY), Student Welfare & Catholicity (SWC), Teaching Learning & Achievement (TLA), or to that committee containing relevant Link Governor (Link).

**Level 3:** Headteacher (HT) or Senior Leadership Team (SLT).

All committees have authority to adopt policies allocated to them.

Action Sheet					
Key Function	No	Tasks	L1	L2	L3
Finance	1.	To ensure good financial management and effective internal controls.	GB	FRP	
	2.	To ensure compliance with the funding agreement and the Academies Financial Handbook.	GB	FRP	
	3.	To approve the budget and the mid-year revision each financial year.	GB		
	4.	To monitor income, expenditure, cash flow and the balance sheet.		FRP	
	5.	To approve the extent and limitations of power of the HT and SBM to spend and vire the budget.	GB		
	6.	Miscellaneous financial decisions (e.g. write offs) subject to Annex B of Academies Financial Handbook.		FRP	
	7.	To investigate financial irregularities (Head suspected).	Panel		
	8.	To investigate financial irregularities (others suspected).		FRP	
	9.	To enter into contracts (above £50,000).		FRP	
	10.	To enter into contracts (below £50,000).			HT
	11.	To approve the Financial Procedures Manual.		FRP	
	12.	To approve the statutory Governors' Report and Accounts.	GB		
	13.	To appoint auditors (external).	Members		

	14.	To appoint an Internal Auditor.	GB		
	15.	To approve the Internal Auditor's duties and Audit Plan.		FRP	
	16.	To set a Charging and Remissions policy for activities.		FRP	
	17.	To approve the opening of new bank accounts and authorised bank signatories.	GB		
	18.	To approve the issue of credit or debit cards to staff.	GB		
<b>Staffing and Pay</b>	19.	Headteacher appointments (selection panel).	Panel		
	20.	Deputy appointments (via selection panel).	Panel		
	21.	Appoint other teachers.			HT
	22.	Appoint non-teaching staff.			HT
	23.	Annual Pay Policy including Allowances Policy.		PAY	
	24.	Review annually staff numbers.		PAY	
	25.	Agree Staff Development Plan.		PAY	
	26.	Pay discretions (the head is not to advise on own pay).		PAY	
	27.	Appoint an external adviser to assist with the Head's appraisal.		PAY	
	28.	Support Staff Pay including consensual variation if necessary.		PAY	
	29.	Adopt CES Capability procedures.	GB		
	30.	Dismissal Head (Discipline Panel).	Panel		
	31.	Dismissal other staff.			HT
	32.	Suspending Head (Discipline Panel).	Panel		
	33.	Suspending staff except Head (Discipline Panel).			HT
	34.	Ending suspension Head (Discipline Panel).	Panel		
	35.	Ending a suspension except head (Discipline Panel).			HT
	36.	Determining dismissal payments / early retirement.		PAY	
	37.	Determining staff complement.			HT
<b>Curriculum</b>	38.	To draft curriculum model.			HT
	39.	To implement curriculum model.			HT
	40.	To agree or reject and review curriculum model.			HT
	41.	Responsible for standards of teaching.			HT
	42.	To decide, within agreed curriculum model, which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day).			HT

	43.	Responsibility for individual child's education.			HT
	44.	Provision of sex education-make and keep up to date written policy.			HT
	45.	To prohibit political indoctrination and ensuring the balanced treatment of political issues.	GB		
<b>Staff Appraisal</b>	46.	To agree and review annually teaching and Support Staff Appraisal policies.		PAY	
	47.	To draft and implement the Staff Appraisal policies.			HT
<b>Data Analysis &amp; Target Setting</b>	48.	Scrutinise a range of pupil performance data to evaluate the school's performance including the Governors' Data Dashboard.	GB	TLA	
	49.	To monitor targets for pupil achievement.	GB	TLA	
<b>Exclusions</b>	50.	To adopt the Discipline policy from Dorset County Council	GB		
	51.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently.			HT
	52.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term (see above) or would lose the opportunity to sit a public examination.	Panel		
	53.	To direct reinstatement of excluded pupils	Panel		
<b>Admissions</b>	54.	To consult annually before setting an Admissions Policy.		SWC	
	55.	To set an Admissions Policy.	GB	SWC	
	56.	Admissions: application decisions.		SWC	
	57.	To appeal against LA directions to admit pupil(s).		SWC	
<b>R E</b>	58.	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools).		SWC	
	59.	Decision to provide RE according to original trust deed.		SWC	
<b>Collective Worship</b>	60.	To ensure that all pupils take part in a daily act of collective worship.		SWC	
	61.	Arrangements for collective worship.		SWC	
<b>Premises</b>	62.	To ensure adequate buildings insurance – to seek advice from Diocese or trustees as appropriate.		FRP	

	63.	To consider buildings strategy and major new commitments.		FRP	
	64.	To set a Health and Safety policy and ensure Health and Safety regulations are followed.		FRP	
	65.	To monitor site development and maintenance programmes.		FRP	
	66.	To approve the Health & Safety Manual.		FRP	
<b>School Organisation</b>	67.	To propose any amendments to the Funding Agreement or the Articles of Association.	GB		
	68.	To publish proposals to change category of school.	Members		
	69.	To agree a school Action Plan following OFSTED inspection and distribute copies to parents.	GB		
	70.	To set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year.	GB		
<b>Information for Parents</b>	71.	To prepare and publish the School Prospectus.	GB		
	72.	To ensure provision of free school meals to those pupils meeting criteria.			HT
	73.	Adoption of the Home School Agreement if required.		TLA	
<b>Procedures</b>	74.	To appoint (and remove) the chair or vice chair of the Governing Body/a committee.	GB		
	75.	To appoint and dismiss the Company Secretary.	GB		
	76.	To hold a Governing Body meeting at least once a term or more often if required.	GB		
	77.	To appoint and remove co-opted, including temporary additional co-opted, governors.	GB		
	78.	To maintain a Register of Governors' Business Interests.			Clerk
	79.	To discharge duties in respect of pupils with special needs by appointing a "responsible person" (SENCO).			HT
	80.	To agree delegation of functions to individuals or committees (as allowed in Law).	GB		
	81.	To review annually a year the establishment, terms of reference and membership of committees.	GB		
	82.	To amend the Risk Register after consulting SLT.			SBM
<b>Federations</b>	83.	To consider forming a federation or joining an existing federation.	GB		
	84.	To consider requests from other schools to join the federation.	GB		

	85.	To leave a federation.	GB		
<b>Extended Schools</b>	86.	To decide to offer additional activities and to what form these should take.	GB		
	87.	To put into place the additional services provided.			HT
	88.	To ensure delivery of services provided.			HT
	89.	To cease providing extended school provision.	GB		
<b>Academy</b>	90.	To ensure that the school website contains the information required by DfE to be published.		FRP	
	91.	To ensure adequate personal liability insurance for governors.		FRP	
	92.	To submit audited accounts to EFA by 31 December.			SBM
	93.	To file Annual Report with Companies House and publish audited accounts on school website, by 31 January.			SBM/ Clerk