

**THE GOVERNING BODY OF
ROBERT LE KYNG PRIMARY SCHOOL**
Westcott Street
Swindon
Wiltshire
SN1 5HS

SCHEME OF DELEGATION

(REVISED EDITION 8.2013)

This scheme of Delegation has been approved by the Governing Body at its meeting on *21 January 2013*. The Scheme has been developed to clarify the responsibilities and powers of Governors and 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 Education Authority policies.

The delegations set out in the Scheme are delegated to the specified committees of the Governing Body and post holders employed at the School and not to named individuals. Delegations cannot be exercised other than by the designated post holder or committee, unless otherwise directed or agreed by the Governing Body.

In the absence or incapacity of the Head Teacher, the delegations stand delegated to the Deputy Head Teacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post holder 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 delegated powers, a post holder or committee may refer the matter to the appropriate committee or the full Governing Body.

The Scheme will be reviewed on a regular basis and is made without prejudice to the powers and duties of the Governing Body and its committees.

The Scheme of Delegation uses the following KEY when allocating authority to decision makers.

Level 1	= Decisions made by the Governing Body
Level 2	= Decisions made by the Governing Body with advice from the Head Teacher
Level 3	= Decisions delegated to the Head Teacher
Level 4	= Decisions made by the Head Teacher
Blocked Off (X)	= Function cannot legally be carried out at this level
Tick (✓)	= Recommended level(s) or where the law assigns specific responsibility
Blank	= Action could be carried out at this level if the Governing Body so decide, but is <u>not</u> recommended
Asterisk	= Functions which the whole Governing Body must consider

FUNCTION	COMM	TASK	GB	GB + HT	deleg'd to HT	HT
			LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
School Budget	Finance	1. To approve the first formal budget plan each financial year *		√	X	X
		2. To monitor monthly expenditure		√	√	
		3. Miscellaneous financial decisions (eg write-offs)		√	√ up to £50	
		4. To investigate financial irregularities (Head Teacher suspected)	√	X	X	X
		5. To investigate financial irregularities (other suspected)		√	√	
		6. Tenders – for contracts of a total value of £50,000 or more: Three tenders must be sought for contracts of which a total value amounts to more than £50,000. Before tender documents are issued to prospective tenderers, where they are in other than a standard form, they should first be submitted to the Director and DF for advice. All contracts exceeding £100,000 should be in writing in a form approved by the Director of Law and Corporate Governance. Contracts should not be entered into until competitive tenders have been invited except where the Head considers that the contract must be entered into as a matter of urgency, in which case and, where appropriate, he/she may negotiate and enter into the proposed contract. This action should be reported to the Governing Body and the LA. Invitations to tender should be extended to: (i) Contractors selected by the school from lists referred to in Regulation No. 5.4, or (ii) Contractors who indicate an interest following notice in the press, or (iii) On occasions where the school considers that the proposed contract is of a special nature or where it is of a type subject to a directive of the EC and a contractor has signified his wish to tender, the school may invite tenders from any contractor who he/she considers appropriate, provided that the action is reported to the Governing Body.		√		

FUNCTION	COMM	TASK	GB LEVEL 1	GB + HT LEVEL 2	deleg'd to HT LEVEL 3	HT LEVEL 4
		7. To enter into contracts above £5,000 Complying with the following: Where quotes or estimates are required, three should be sought. Regard must be given to best value principles Regulations regarding interested parties must be complied with.		√		
		8. To enter into contracts below £5,000 Complying with the following: Where quotes or estimates are required, three should be sought. Regard must be given to best value principles Regulations regarding interested parties must be complied with.			√	
		9. To make payments Agreed Authorised Signatories required for:- <ul style="list-style-type: none"> Sums over £ 10,000 Purchase order to a maximum of £10,000 Accounts for payment to a maximum of £10,000 LMS cheques/BACS up to a maximum of £10,000. SBM authorised for: <ul style="list-style-type: none"> Petty cash withdrawal to a maximum of £300 Petty cash reimbursement to a maximum of £20 (otherwise reimbursement by cheque/BACS) Urgent Health & Safety orders to a maximum of £500 Fuel card - up to £70 per transaction. (see policy) Charge card - £2000 limit per month. Maximum single transaction of £1000 (see policy) 		√	√ √ √ √ √ √ √	
		10. To ensure school meets Schools Financial Value Standard competencies		√		
Staffing	Staffing	11. Head Teacher appointment (selection panel) *	√	X	X	X
		12. Deputy Appointments (selection panel) *	X	√	X	X
		13. Appointment other teachers (Governing Body to be involved in the		√		

FUNCTION	COMM	TASK	GB LEVEL 1	GB + HT LEVEL 2	deleg'd to HT LEVEL 3	HT LEVEL 4
		selection panel)				
		14. Appointment non teaching staff (Governing Body may, if they wish, be involved in the selection panel)			√	
		15. Pay Discretions including the Upper Pay Scale (the Head Teacher should not advise on his/her own pay) Performance Management Governors to agree the pay increase for the Headteacher based on the performance review and then request that the Pay Panel ratify this.		√		X
		16. Establishing disciplinary/capability procedures		√		X
		17. Dismissal (Head) N.B. Governing Body must act through Dismissal Committee *	√		X	X
		18. Dismissal (other Staff) N.B. Governing Body must act through Dismissal Committee	X	√	X	X
		19. Suspending Head Teacher	√	X	X	X
		20. Suspending staff (except Head)		√		
		21. Ending suspension (Head)	√	X	X	X
		22. Ending a suspension (except Head)		√	X	X
		23. Determining dismissal payments/ early retirement		√		
		24. Determining staff complement		√		
Performance Management	Staffing	25. To establish a performance management policy		√	X	X
		26. To implement the performance management policy		√		√
		27. To review annually the performance management policy		√	X	X
		28. To measure the effectiveness of the Performance Management policy.	√			
Curriculum	Full Gov	29. Ensure National Curriculum (NC) is taught to all pupils and to consider any disapplications for pupil(s)		√		√
		30. Responsible for standards of teaching				√
		31. To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day – Extended Schools)				√
		32. Responsibility for individual child's education				√

FUNCTION	COMM	TASK	GB LEVEL 1	GB + HT LEVEL 2	deleg'd to HT LEVEL 3	HT LEVEL 4
		33. Provision of sex education – make and keep up to date a written policy *		√	X	X
		34. To prohibit political indoctrination and ensuring the balanced treatment of political issues *		√		√
		35. To draw up a charging and remissions policy for activities (non NC based) in consultation with the LEA *		√		√
Religious Education	Full Gov	36. Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)		√	X	√
		37. Decision to provide RE in line with locally agreed syllabus(VA schools – only if Parents request it).		√		
Collective Worship	Full Gov	38. In all maintained schools the LEA and Head Teacher shall ensure that all pupils take part in a daily act of collective worship. The Governing Body also has similar duties.		√	X	√
		39. To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a Religious Character) to disapply. Head must consult The Governing Body.	X	X	X	√
Collective Worship	Full Gov	40. Arrangements for collective worship (Schools without a religious character). Head must consult the Governing Body.	X	X	X	√
Exclusion	Full gov	41. To decide a discipline policy *		√	X	X
	Appeals panel	42. To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	X	X	X	√
		43. 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 5 days in total in a term or would lose the opportunity to sit a public examination. NB The Governing Body must act through their pupil discipline committee.		√	X	X
		44. To direct reinstatement of excluded pupils.	√	X	X	X
Admissions	Appeals panel	45. To appeal against LEA directions to admit Pupil(s). (VA, foundation and		√	X	X

FUNCTION	COMM	TASK	GB LEVEL 1	GB + HT LEVEL 2	deleg'd to HT LEVEL 3	HT LEVEL 4
		special schools: also community and VC schools where LEA is the admissions authority)				
Premises	PHS	46. Buildings insurance – Governing Body to seek advice from LEA.		√		
		47. Strategy (including budgeting for repairs etc) and Asset Management Plans.		√		
		48. To ensure Health & Safety issues are met.		√		√
		49. To set a charging and remissions policy		√	X	X
		50. Monitoring of all Safeguarding policies and procedures.		√		
School Organisation	Full gov	51. To draw up instrument of government and any amendments thereafter.	√		X	X
		52. To publish proposals to change category of School. *		√	X	X
		53. To draft a school Action Plan following OFSTED inspection and distribute copies to parents.		√		
		54. To approve and make available the School Profile.		√	X	X
		55. To provide information to be published by Governing Bodies (in so far as approval of the school Prospectus). *		√	X	X
		56. To ensure provision of free school meals to those pupils meeting Criteria.			√	X
		57. Adoption and review of home-school agreements.		√	X	X
Governing Body Procedures	Full gov	58. To appoint (and remove) the chair or vice-chair of a permanent or a temporary Governing Body. *	√	X	X	X
		59. To appoint and dismiss the clerk to the governors.	√	X	X	X
		60. To hold a Governing Body meeting once a Term, or a meeting of a temporary Governing Body as often as occasion may Require.	√		X	X
		61. To appoint and remove co-opted, including temporary additional co-opted, governors. *	√		X	X
		62. To set up a Register of Governors' Business Interests and Skills Audit		√	X	X
		63. To approve and set up an Expenses		√	X	X

FUNCTION	COMM	TASK	GB LEVEL 1	GB + HT LEVEL 2	deleg'd to HT LEVEL 3	HT LEVEL 4
		scheme.				
		64. Associate member has such voting rights in a committee to which that person is appointed as are determined by the governing body.	✓			
		65. To discharge duties in respect of pupils with special needs, including child protection and looked after children, by appointing a "responsible person" in community, voluntary and foundation schools.		✓	X	X
		66. To consider whether or not to exercise delegation of functions to individuals or Committees. *	✓		X	X
		67. To regulate the Governing Body's Procedures (where not set out in law). *	✓		X	X
		68. To review at least once a year the establishment, terms of reference and membership of committees, including selection panels. *	✓		X	X
		69. To consider and take a decision on whether or not to delegate functions to an EAZ Forum. *		✓	X	X
		70. To consider and approve recommendations from Finance Committee regarding Financial Management Standards in Schools competencies		✓		