

SCHEME OF DELEGATION

Reviewed by Finance & Audit Committee - May 2025

Approved by the Full Governing Body - July 2025

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 school 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 schools 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 produced by the Local Authority. 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:	Headteacher

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

BUDGETS						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
1	To approve the first formal budget plan each financial year	✓				
2	To monitor monthly expenditure		✓			
3	To establish a charging and remissions policy	✓				
4	Financial decisions				✓	Subject to £25k limits
5	To make payments within agreed limits				✓	Subject to £25k limits
6	Approval of SLT expense claims			✓		
7	Year-end financial reporting of SLT financial transactions			✓		

STAFFING						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
6	Headteacher appointments (selection panel)	✓				
7	Deputy appointments (selection panel)	✓				
8	Appoint other teachers				✓	All permanent appts
10	Appoint support staff				✓	All promoted posts
11	Agree a pay policy	✓				
12	Creation and evaluation of job roles (in line with delegated limits)				✓	HT to report to FGB
13	Pay discretions (in line with delegated limits)				✓	HT to report to FGB
14	Establishing disciplinary/capability procedures		✓			As in current disciplinary policy
15	Dismissal of headteacher		✓			
16	Dismissal of other staff		✓		✓	HT in the first instance. Thereafter appeal to panel of governors
17	Suspending Head			✓		Chair of Governors in the first instance. Thereafter appeal to panel of 3 governors.
18	Suspending staff (except Head)				✓	Appeal as in current disciplinary policy
19	Ending suspension (Head)	✓				
20	Ending suspension (except Head)	✓				
21	Determining staff complement	✓				Governors Curriculum Committee, with proposals for variations to go to both Curriculum & Personnel
22	Determining dismissal payments/early retirement		✓			Personnel & Finance Committees – subject to DfE approval in some cases



CURRICULUM						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
23	Ensure that a broad and balanced curriculum is taught to all pupils and to consider any disapplication for pupil(s)				✓	
24	To establish a curriculum policy				✓	
25	To implement curriculum policy				✓	
26a	To agree or reject curriculum policy	✓				
26b	To monitor curriculum policy		✓			
27	Responsible for standards of teaching				✓	
28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		✓			Curriculum Committee with approval at FGB
29	Responsibility for individual child's education				✓	
30	Provision of sex education – to establish and keep up to date a written policy		✓			
31	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓	
32	To establish a charging and remissions policy for activities (non NC based)				✓	

PERFORMANCE MANAGEMENT						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
33	To formulate a Performance Management Policy				✓	
34	To establish a Performance Management Policy		✓			Personnel Committee with approval by FGB
35	To implement the Performance Management Policy				✓	Except for HT which will be completed by Governing Body as in policy
36	To review annually the Performance Management Policy		✓			Personnel Committee with approval by FGB

TARGET SETTING						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
37	To set and publish targets for pupil achievement		✓			Curriculum Committee with approval by FGB

STUDENT DISCIPLINE/EXCLUSIONS						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
38	To establish a student behaviour policy		✓			Curriculum & Student Welfare Committee with approval by FGB
39	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 or would lose the opportunity to sit a public examination. (can be delegated to Chair/Vice Chair in cases of urgency).		✓			A panel of Governors drawn from the Curriculum & Student Welfare Committee.
40	To direct reinstatement of excluded pupils (can be delegated to Chair/Vice Chair in cases of emergency)		✓			
41	The Power to direct students off site in order to improve behaviour.				✓	Report to Governors every meeting

ADMISSIONS						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
42	To consult annually before setting an admissions policy		✓			
43	Admissions – application decisions		✓			

RELIGIOUS EDUCATION						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
43	Responsibility for ensuring provision of RE in line with school's basic curriculum. NB this must fall into line with locally agreed syllabus				✓	
44	To ensure that all students take part in a daily act of collective worship (after consulting GB)				✓	
45	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				✓	
46	Arrangements for collective worship (schools without religious character)				✓	

PREMISES & INSURANCE						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
47	Buildings insurance and personal liability				✓	
48	Developing school buildings strategy or master plan	✓				Infrastructure & Governance Committee delegated to investigate but will be presented to FGB for decision
49	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓				

HEALTH & SAFETY						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
50	To institute a health and safety policy	✓				
51	To monitor health & safety compliance and consider Risk Management		✓			
52	To ensure that health and safety regulations are followed				✓	

SCHOOL ORGANISATION						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
53	To publish proposals to change category of school	✓				
54	To set the times of school sessions and the dates of school terms and holidays	✓				
55	To ensure that the school meets for 380 sessions in a school year				✓	
56	To ensure that school lunch nutritional standards are met where provided by the Governing Body				✓	

INFORMATION FOR PARENTS						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
57	To prepare and publish the school prospectus				✓	
58	To prepare and publish the school profile				✓	
59	To ensure provision of free school meals to those pupils meeting the criteria				✓	

60	Adoption and review of home-school agreements		✓			Curriculum Committee with approval by FGB
----	---	--	---	--	--	---

GOVERNING BODY PROCEDURES						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
61	To appoint (and remove) the Chair and Vice-Chair of a permanent or a temporary governing body	✓				
62	To appoint and dismiss the clerk to the governors	✓				
62	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓				
64	To appoint and remove community or sponsor governors	✓				
65	To set up a Register of Governors' Business interests	✓				
66	To approve and set up a Governors Expenses Scheme		✓			Finance Committee
67	To discharge duties in respect of pupils with special needs by appointing a 'responsible person'.	✓				
68	To consider whether or not to exercise delegation of functions to individuals or committees	✓				
68	To regulate the GB procedures (where not set out in law)	✓				

MULTI ACADEMY TRUSTS (MAT)						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
69	To consider forming a MAT or joining an existing MAT	✓				
70	To consider requests from other schools to join the MAT	✓				
71	To leave a MAT	✓				

EXTENDED SCHOOLS						
No.	TASKS	DECISION LEVEL				COMMENTS
		FGB	Com	Indiv Gov	HT	
72*	To decide to offer additional activities and to what form these should take	✓				
73*	To put in place the additional services provided				✓	
74*	To ensure delivery of services provided				✓	
75*	To cease providing extended school provision	✓				

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

DELEGATED LIMITS OF AUTHORITY - PURCHASES					
Purchase of goods or service	Procurement Route	Approval			
		Budget Holder	CFO	HT	GOV
< £1,000	<ul style="list-style-type: none"> Seek best value e.g. benchmarking, online comparisons 	✓	✓		
>£1,000 and <£10,000	<ul style="list-style-type: none"> Purchases must achieve best value. Use of approved suppliers or approved DfE approved frameworks Between 1 – 3 like for like supplier quotes 	✓	✓	✓	
>£10,000 and <£25,000	<ul style="list-style-type: none"> Minimum of 3 like for like supplier quotes Use of DfE approved frameworks 	✓	✓	✓	
>£25,000 and >£100,000	<ul style="list-style-type: none"> Minimum of 3 like for like supplier quotes Use of DfE approved frameworks 	✓	✓	✓	✓
>£100,000	<ul style="list-style-type: none"> Tender Use of DfE approved frameworks 	✓	✓	✓	✓

Purchase orders that exceed £10,000 are regularly reported to Governors as part of the routine financial reporting.

When it is foreseen that there will be a number of individual purchases of a similar nature that in aggregate would exceed a threshold, the sum of the total value of these purchases will be used when applying the limits.

The delegated authority limits are also applied to purchase card orders.

In matters of extreme urgency where to delay would not be in the best interests of the Academy, the Chair of Governors can take a chair's action which would be ratified by the next meeting.

To be read in conjunction with the procurement policy.

DELEGATED LIMITS OF AUTHORITY - STAFFING					
Staffing Thresholds	Detail	Approval			
		Budget Holder	CFO	HT	GOV
< +10 hours per week < £20,000 pa. in aggregate (incl. on-costs)	<ul style="list-style-type: none"> ▪ Evaluation of staffing time for operational requirement ▪ HT to report to FGB 			✓	
< 2 pay bands increase < £20,000 pa in aggregate (incl. on-costs)	<ul style="list-style-type: none"> ▪ Staff re-grades for job roles. ▪ HT to report to FGB 			✓	
> +10 hours per week > £20,000 pa. in aggregate (incl. on-costs)	<ul style="list-style-type: none"> ▪ Evaluation of staffing time for operational requirement ▪ HT to report to FGB 			✓	✓
> 2 pay bands increase > £20,000 pa in aggregate (incl. on-costs)	<ul style="list-style-type: none"> ▪ Staff re-grades for job roles. HT to report to FGB 			✓	✓

Scheme of Delegation for Members

1. Introduction and Purpose

- This Scheme of Delegation clearly defines the levels of authority and responsibility for decision-making within Calday Grange Grammar School (the "Trust").
- It aims to ensure efficient and effective governance, promote transparency and accountability, and empower individuals at all levels to contribute to the Trust's success.
- This scheme is reviewed annually by the Board of Trustees and may be amended as necessary.

2. Key Principles

- **Accountability:** Each delegated authority carries with it a corresponding responsibility for outcomes.
- **Transparency:** Decision-making processes and delegated authorities are clearly documented and communicated.
- **Efficiency:** Delegation aims to streamline decision-making and avoid unnecessary bureaucracy.
- **Empowerment:** Individuals are empowered to make decisions within their areas of responsibility.
- **Compliance:** All delegated authorities must be exercised within the framework of the Trust's Articles of Association, Funding Agreement, relevant legislation, and Trust policies.
- **Best Interests of Pupils:** All decisions made under this scheme will prioritize the best educational interests and well-being of the pupils.

3. Levels of Delegation

This section outlines the different bodies and individuals within the Trust and the scope of their delegated authority.

(a) Members

- **Role:** The Members are the guardians of the Trust's constitution (Articles of Association) and have ultimate control over the Trust. They have a strategic overview role and the power to appoint and remove Trustees.
- **Delegated Authority:**
 - **Reserved Powers (not delegated):**
 - Amending the Articles of Association.
 - Appointing and removing Trustees.
 - Receiving and considering the annual accounts and reports.
 - Appointing the auditors.
 - Determining the dissolution of the Trust.
 - Exercising any other powers specifically reserved to them in the Articles of Association.
 - **Oversight:** To hold the Trustees to account for the effective governance and management of the Trust.
 - The Board of Trustees have delegated powers as per the Scheme of Delegation for Calday Grange Grammar School