



SCHEME OF DELEGATION

INTRODUCTION

This Scheme of Delegation was approved by the Full Governing Body (FGB) of the Academy Trust on 7 December 2022. It sets out the powers and responsibilities held by the FGB and shows how it has elected to delegate some of these powers to its committees or to named individuals.

REMIT

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance together with the spiritual development of the students.

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;
- 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 Head Teacher 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 that 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 meet in line with the requirements set out in their respective Terms of Reference:

- Finance, Resources and Premises;
- Pay;
- Student Welfare and Catholicity;
- Teaching, Learning and Achievement;
- HT Appraisal:

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

Brief details of the committees are as follows:

Name	Role and Remit
Finance, Resources & Premises (FRP)	<ul style="list-style-type: none"> • Ensure efficient financial management and effective internal controls. • Monitor premises-related issues such as health and safety, site maintenance and development, and insurance.
Pay (PAY)	<ul style="list-style-type: none"> • To determine all matters relating to staff remuneration at St Peter’s School including specifically the HT pay award.
Student Welfare & Catholicity (SWC)	<ul style="list-style-type: none"> • Review annually the Admissions Policy and all associated Admissions issues. • Take responsibility for Safeguarding issues • Review School discipline and Student behaviour matters • Take responsibility for all matters relating to Section 48 of the Education Act 2005 (the inspection process that evaluates the Catholic life of the School, the provision and quality of collective worship, as well as all areas of RE)
Teaching Learning & Achievement (TLA)	<ul style="list-style-type: none"> • Monitor, evaluate and challenge the quality of teaching Monitor and review all Curriculum matters. • Monitor, evaluate and challenge levels of student academic progress.
HT Appraisal Committee	<ul style="list-style-type: none"> • To carry out the annual appraisal of the Headteacher

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

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Key

✓ Decision making and/or approval authority at this level

Where authority rests with a committee, the name of the committee has been provided. Where authority is described as resting with a Panel, this means that a specific panel is to be convened by the FGB as and when required to deal with the matter.

A greyed-out box indicates that authorities **cannot** be delegated to the levels indicated. In all other cases the delegation levels have been determined by the FGB.

Decision	Delegation				
	Members	FGB	Committee	Headteacher	Other Named Individual
1. Admissions					
1.1 Determine the School's admissions arrangements annually, ensuring that arrangements comply with the School Admission Code and are fair, clear and objective.		✓			
1.2 Oversee the process of reviewing all applications for School places and determining the order in which places will be offered to applicants based on the criteria set out in the admissions policy			✓ (SWC)		
1.3 Review any approach by the LA for the School to admit a child with an Education Health Care Plan (EHCP), carry out an assessment of whether the School is in a position to meet the needs of the child and respond to the LA				✓	
1.4 Determine whether to appeal against any direction by the LA for the School to admit a child with an Education Health Care Plan (EHCP) and oversee the appeal process (the process itself being managed by the Headteacher)			✓ (SWC)		
1.5 Ensure an independent panel is convened to consider admissions appeals			✓ (SWC)		
1.6 Determine any continuation of SLA with LA for dealing with in year admissions prior to deadline of 1 August annually and instruct school to inform LA.		✓			
2. Behaviour and exclusions					
2.1 Approve the exclusions policy		✓			
2.2 Monitor the implementation of policies concerning exclusions and behaviour			✓ (SWC)		
2.3 Exclude a pupil from the School on a fixed term or permanent basis				✓	
2.4 For all permanent exclusions, and any fixed term exclusions where the pupil is excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination, review the exclusion and either confirm the exclusion or direct the reinstatement of the pupil			✓ (Panel)		
2.5 Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days				✓	
2.6 Convene an independent review panel to consider permanent exclusions, where requested by parents		✓			
3. Collective worship					
3.1 Approve and monitor arrangements for collective worship			✓ (SWC)		
4. Curriculum					
4.1 Ensure the School teaches a broad and balanced curriculum				✓	
4.2 Approve curriculum model proposed by Headteacher for all key stages		✓			
4.3 Ensure all students at the School are provided with independent careers guidance from year 8 to year 13				✓	

Decision	Delegation				
	Members	FGB	Committee	Headteacher	Other Named Individual
4.4 Monitor and review the standard of teaching and level of student progress			✓ (TLA)		
4.5 Agree the School Improvement Plan (SIP) annually and monitor the School's performance against the targets set out in the SIP		✓			
4.6 Ensure provision of RE in line with the School's basic curriculum and in accordance with the Diocesan policy			✓ (SWC)		
4.7 Approve the School's RSE (relationship and sex education) policy		✓			
4.8 Monitor the provision of the School's RSE (relationship and sex education) policy			✓ (TLA)		
5. Finance and budgets					
5.1 Make day-to-day spending decisions in accordance with the limits set out in the School's Financial Procedures Manual				✓	
5.2 Approve spending decisions where required according to the limits set out in the School's Financial Procedures Manual			✓ (FRP)		
5.3 Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer		✓			
5.4 Appoint a registered statutory auditor	✓				
5.5 Ensure the annual financial statements are prepared and submitted in line with the ESFA's academies accounts direction		✓			
5.6 Approve the budget and any in-year revisions each financial year		✓			
5.7 Approve the extent and limitations of power of the Headteacher and School Business Manager to spend and vire the budget		✓			
5.8 Investigate financial irregularities (Headteacher suspected)			✓ (Panel)		
5.9 Investigate financial irregularities (others suspected)			✓ (FRP)		
5.10 Approve the statutory Governors' Report and Accounts		✓			
5.11 Maintain a published register of interests, including the business and pecuniary interests of members and governors		✓			
5.12 Monitor impact of pupil premium funding			✓ (TLA)		
5.13 Monitor impact of specific funding initiatives (e.g. PE, sport premium, Year 7 catch up)			✓ (TLA)		
5.14 Approve the Financial Procedures Manual			✓ (FRP)		
5.15 Set a Charging and Remissions policy for activities			✓ (FRP)		
5.16 Approve the opening of new bank accounts and authorised bank signatories		✓			
5.17 Approve the issuance of credit or debit cards to staff			✓ (FRP)		
5.18 Approve the Risk Register on a termly basis and whenever any in-year changes are made		✓			
5.19 Scrutinise the School Resource Management Self-Assessment checklist			✓ (FRP)		
5.20 Approve the School Resources Management Self-Assessment checklist		✓			
6. Governing Body procedures					
6.1 Make changes to the constitution of the Governing Body	✓				
6.2 Approve changes to the Memorandum and Articles of Association	✓				

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	Members	FGB	Committee	Headteacher	Other Named Individual
6.3 Hold full governing board meetings at least 3 times per year		✓			
6.4 Preserve and develop the religious and educational character, mission and ethos of the School		✓			
6.5 Ensure a robust strategy is in place for achieving the School's vision		✓			
6.6 Elect a chair and vice chair of governors		✓			
6.7 Appoint a clerk to the governing body		✓			
6.8 Determine the constitution, membership and terms of reference of any committee it decides to establish, and review this annually		✓			
6.9 Elect a chair for each committee			✓		
6.10 Ensure that all statutory policies and documents are in place		✓			
6.11 Appoint and remove co-opted, including temporary additional co-opted, governors		✓			
6.12 Suspend a Governor		✓			
6.13 Maintain a Register of Governors' Business Interests					✓ (Clerk)
6.14 Delegate functions to committees and individuals		✓			
6.15 Agree a school Action Plan following a section 5 or section 48 inspection and distribute copies to parents		✓			
6.16 Set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year		✓			
6.17 Ensure that the School's website contains the information required by the DFE and other relevant bodies			✓ (FRP)		
6.18 Ensure adequate personal liability insurance is in place for governors			✓ (FRP)		
6.19 Set and monitor GDPR policies and requirements to ensure compliance with legislation			✓ (FRP)		
7. Health and Safety					
7.1 Set a Health and Safety policy and ensure that it and any relevant Health and Safety regulations are followed			✓ (FRP)		
7.2 Ensure there is an appointed individual in charge of first aid				✓	
8. Parents and the community					
8.1 Ensure all required information is published on the School's website		✓			
8.2 Ensure the School Prospectus is published		✓			
8.3 Approve the complaints procedure		✓			
8.4 Convene a panel to consider formal complaints about the school and any community facilities or services it provides, where this is required under the complaints procedure		✓			
9. Premises					
9.1 Ensure adequate buildings insurance is in place, seeking advice from Diocese or trustees as appropriate			✓ (FRP)		
9.2 Consider buildings strategy and major new commitments (referring to FRP when decisions are required on any change of use)			✓ (FRP)		
9.3 Monitor site development and maintenance programmes			✓ (FRP)		
10. Student wellbeing					
10.1 Ensure free school meals are provided to students meeting the criteria		✓			

Decision	Delegation				
	Members	FGB	Committee	Headteacher	Other Named Individual
10.2 Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				✓	
10.3 10.3. Ensure the School complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this		✓			
10.4 Ensure provision for supporting all aspects of student welfare, both mental and physical				✓	
10.5 Monitor the effectiveness of the provision for supporting the physical and mental wellbeing of students			✓ (SWC)		
10.6 Make suitable arrangements for supporting pupils with medical conditions				✓	
11. Safeguarding					
11.1 Ensure the School complies with statutory requirements for safeguarding		✓			
11.2 Ensure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board		✓			
11.3 Ensure a member of the governing body is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the Headteacher		✓			
11.4 Monitor the implementation of the safeguarding policy			✓ (SWC)		
11.5 Appoint a member of staff to be the designated safeguarding lead				✓	
11.6 Ensure that effective support is provided for any employee facing an allegation				✓	
12. Special Educational Needs and Disabilities (SEND)					
12.1 Designate a member of the governing body to have oversight of the School's arrangements for SEND		✓			
12.2 Ensure the school follows the statutory SEND Code of Practice		✓			
12.3 Ensure a qualified teacher is appointed as the special educational needs co-ordinator (SENCO) for the School				✓	
12.4 Monitor the academic performance of students with SEND			✓ (TLA)		
12.5 Monitor the behaviour and attendance of students with SEND			✓ (SWC)		
12.6 Ensure the School produces and publishes online its school SEN information report			✓ (SWC)		
13. Staffing and pay					
13.1 Appoint the Headteacher and Deputy Headteacher		✓			
13.2 Ensure that applicable roles are filled by practising Catholics in accordance with the Bishops' Memorandum on Appointment of Teachers in Catholic Schools		✓			
13.3 Ensure safer recruitment procedures are applied (for example disclosure and barring checks), and ensure employment law and guidance is followed		✓			
13.4 Appoint other teaching and non-teaching staff (with the exception of the school chaplain who is appointed by the Bishop)				✓	
13.5 Approve changes to the staffing structure				✓	
13.6 Consider any staff requests for flexible working and decide whether or not to approve these				✓	

Decision	Delegation				
	Members	FGB	Committee	Headteacher	Other Named Individual
13.7 Dismiss, suspend or end the suspension of the Headteacher (Discipline Panel)			✓ (Panel)		
13.8 Dismiss, suspend or end the suspension of other teaching and non-teaching staff				✓	
13.9 Review annually the Pay and Allowances Policy		✓ (PAY)			
13.10 Agree Staff Development Plan			✓ (PAY)		
13.11 Adopt the CES Capability procedures		✓			
13.12 Determine staff complement				✓	
13.13 Conduct HT and SLT Appraisal and make recommendation as to any pay increase			✓ (Appraisal)		
13.14 Receive and consider recommendations as to pay increase for staff			✓ (PAY)		
13.15 Delegate policies to HT in line with statutory guidance		✓			
13.16 Receive an annual assurance from the HT as to the review of delegated policies		✓			