



## Scheme of Delegation

Updated September 2019

Castle Carrock Primary School Governing Body carries out much of their business through committees. A committee is where a smaller group of people are chosen to represent the full governing board to receive information, make decisions on its behalf and act as a clear channel of communication to inform the wider work of the Full Governing Body.

Committees can be a practical and valuable tool for helping governing boards to effectively manage their time and workload while assisting boards to remain strategic in their approach to overseeing both the educational and financial performance of the school.

The Governing Body have delegated certain functions either to individuals or established committees, however it should be noted that the full governing board will remain accountable in law, to Ofsted and to the local community for the exercise of their functions and so regular reporting to the full board is crucial to ensure full oversight. Crucial to the success of any committee is being clear about what its remit is in the first place and a concise, robust set of terms of reference will help to ensure this is the case. This document should therefore be read in conjunction with the Full Governing Body's **Terms of Reference** document as well as those of the individual committees which outline the scope and limitations of a committee's activity or area of knowledge.

This **Scheme of Delegation** is designed to clearly stipulate which matters will be dealt with by the full board, individual committees and individuals such as the chair or headteacher. Where powers and/or functions are delegated, the person or committee/local governing body may sub-delegate these to a further person. The trustees must be informed of the sub-delegation including which powers and/or functions have been sub-delegated and to whom. The sub-delegation will still be subject to any conditions of the trustees who again, may revoke or alter it at any time. Following any actions taken or decisions made in relation to any powers or functions that have been delegated or sub-delegated, the person, committee/local governing body who exercised them must report back to the trustees at their next meeting.

The role of the governing board is a strategic one and so the day-to-day functions relating to the management of the school, must be delegated to the headteacher. The headteacher may then further delegate such functions to individual members of staff.

### Key to the Scheme of Delegation

✓	Action can be taken at this level
	Not recommended for action to be taken at this level
	Action cannot be carried out at this level

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓				
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓			Teaching and Learning Committee
	Establish an independent appeals panel when there are admissions appeals	✓				
Assets	Monitor the condition of the building fabric and arrange any necessary maintenance		✓			Premises and Ethos Committee
	Maintain an inventory of all Furniture Fittings and Equipment and review for obsolescence				✓	
Behaviour and exclusions	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				✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances		✓			<i>This task can be delegated to the chair or vice-chair in cases of urgency.</i>

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓				
<b>Curriculum</b>	Make sure the school teaches a broad and balanced curriculum				✓	
<b>Finance and budgets</b>	Make day-to-day spending decisions under the amount of £1000.00				✓	
	Participate in annual accounts consolidation exercises as communicated by the Department for Education		✓			Finance Committee
	Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓				
	Appoint a registered statutory auditor and prepare annual financial statements in line with the ESFA's academies accounts direction		✓			Finance Committee
	Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement		✓			Finance Committee
	Approve a balanced budget each financial year and submit to the ESFA	✓				
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors	✓				

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Monitor impact of pupil premium funding		✓			Finance Committee
	Monitor impact of PE and sport premium funding		✓			Finance Committee
	Review staff salary and pension policy		✓			Finance Committee
<b>Governing body procedures</b>	Hold full governing board meetings at least 3 times a year	✓				
	Elect a chair and vice-chair of trustees	✓				
	Appoint a clerk	✓				
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓				
	Check that all statutory policies and documents are in place	✓				
	Delegate functions to committees and individuals	✓				
<b>Health &amp; Safety</b>	Monitor the implementation of the health and safety policy		✓			Premises and Ethos Committee
	Make sure there is an appointed person in charge of first aid				✓	

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
IT	Review IT systems including storage of all personal data and compliance with GDPR		✓		✓	Premises and Ethos Committee
Parents and the community	Make sure the required information is published on the school website				✓	
	Approve a complaints procedure	✓				
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓				
	Make sure the school complies with the Freedom of Information Act 2000		✓			Premises and Ethos Committee
Pupil wellbeing	Make sure the provision of free school meals to those pupils meeting the criteria is delivered		✓			Premises and Ethos Committee
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training				✓	
	Make sure 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	✓				

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
	Make arrangements for supporting pupils with medical conditions				✓	
Safeguarding	Check that the school complies with statutory guidance on safeguarding	✓	✓			Teaching and Learning Committee
	Make sure 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		✓			Teaching and Learning Committee
	Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher		✓			Teaching and Learning Committee
	Monitor the implementation of the child protection policy	✓				
	Appoint a member of staff to be the designated safeguarding lead				✓	
	Make sure that effective support is provided for any employee facing an allegation				✓	

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓				
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓			Teaching and Learning Committee
	Make sure that parents are notified by the school when special educational provision is being made for their child				✓	
	Make sure the school produces and publishes online its school SEN information report		✓		✓	Teaching and Learning Committee
	Co-operate with the local authority in developing the local offer		✓		✓	
	Make sure the school follows the statutory SEND Code of Practice	✓			✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school				✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching				✓	

# Castle Carrock School Scheme of Delegation



Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
<b>Staffing matters</b>	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)	✓				
	Make sure employment law and guidance is being followed		✓			Finance Committee
	Approve staffing structure changes		✓			Finance Committee
	Dismiss the headteacher	✓				

DRAFT