

BISHOP STOPFORD SCHOOL Scheme of Delegation – Governors and Leadership Team

Key:

Level 1 = decisions made by Governors

Level 2 = decisions made by Governors with advice from Head

Level 3 = decisions delegated to Head

Level 4 = decisions made by Head

Tick: Recommended level(s) or where law assigns specific responsibility.

Asterisk: Functions which the whole Governing Body must consider.

Key Function	No	Tasks	Trust Board	Decision Level			
				1	2	3	4
School	1	To approve the first formal budget plan each financial year*			√		
	2	To monitor monthly expenditure			√		
	3	To adjust budget allocations (e.g. virements)			√		
	4	To investigate financial irregularities (head suspected)		√			
	5	To investigate irregularities (other suspected)				√	
	6	To enter into contracts (above £5000)			√		
	7	To enter into contracts (below £5000)				√	
	8	To make payments, alterations, closure or change of character of Academy	√			√	
Staffing	9	To make Headteacher appointments (selection panel)		√			
	10	To approve Headteacher appointments	√				
	11	To make Senior Team appointments (selection panel)*				√	
	12	To appoint other teachers				√	
	13	To appoint non-teaching staff				√	
	14	To pay discretions (the head should not advise on his/her own pay)			√		
	15	To establish disciplinary/capability procedures			√		
	16	To carry out suspension, reinstatement, dismissal (head) through Dismissal Committee		√			
	17	To carry out suspension, reinstatement, dismissal (other staff) through Dismissal Committee		√	√		
	18	To determine dismissal payments/early retirement		√	√		
19	To determine staffing structure			√			
Curriculum	20	To keep curriculum policy under review			√		
	21	To implement curriculum policy					√
	22	To consider any disapplication for student(s)					√
	23	To be responsible for standards of teaching					√
	24	To decide on subject options, school visits and extra-curricular activities					√
	25	To keep sex education policy under review*			√		
	26	To prohibit political indoctrination and ensure the balanced treatment of political issues*			√		
	27	To draw up a charging and remissions policy for curricular and other activities			√		
Performance Management	28	To review the performance management policy			√		
	29	To implement the performance management policy					√
Target Setting	30	To set and publish targets for student achievement*			√		
Exclusions	31	To keep student discipline policy under review*			√		

	32	To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently					√
	33	To review all permanent exclusions and fixed term exclusions of more than 15 days in total in a term or if the student would lose the opportunity to sit a public examination.			√		
	34	To give final approval to the Admissions policy	√				
	35	To direct reinstatement of excluded students		√			
Admissions	36	To consult annually before setting an admissions policy			√		
	37	To make decisions on applications for admission			√		
	38	To appeal against LA directions to admit students			√		
Religious Education	39	To provide RE according to trust deed		√			
Collective Worship	40	To agree policy on collective worship			√		
Premises	41	To arrange buildings insurance			√		
	42	To agree strategy (including budgeting for repairs etc.) and Asset Management Plans			√		
	43	To keep health and safety policy up to date			√		
	44	To ensure health and safety issues are met					√
School Organisation	45	To draw up instrument of government and any amendments thereafter		√			
	46	To draw up proposals to alter school status*			√		
	47	To draft Action Plan following an OFSTED inspection			√		
	48	To set the times of school sessions and the dates of school terms and holidays			√		
Information for Parents							
	49	To provide a prospectus according to statutory requirements				√	
	50	To ensure provision of free school meals to those students meeting criteria				√	
	51	To review the Home-School Partnership agreement					√
Trust Board	52	To appoint the Directors of the Academy's Governing Body	√				
	53	To receive the accounts of the Academy.	√				
Governing Body	54	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body*		√			
	55	To appoint and dismiss the clerk to the governors		√			
	56	To hold a governing body meeting once a term, or a meeting of the temporary governing body as often as occasion may require*		√			
	57	To set up a Register of Governors' Interests which could influence decision-making on a project		√			
	58	To approve and set up an Expenses scheme			√		
	59	To discharge duties in respect of students with special needs by appointing an SEN governor			√		
	60	To agree delegation of functions to individuals or committees		√			
	61	To regulate the Governing Body's procedures (where not set out in law)		√			
	62	To review at least once a year the establishment, terms of reference and membership of committees. including selection panels		√			