

Forest Way School

Scheme of Delegation – October 2017

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. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the Full Governing Body – without such a formula, the individual/committee has no power to act.

The headteacher is responsible for internal organisation, management and control of the school and is accountable to the governing body. The governing body is responsible for the strategic direction of the school and although decisions have been delegated, the governing body as a whole remains responsible for any decision made under delegation.

The table below sets out the major areas of responsibility that our governing body has delegated responsibility to:

Key:

- Level 1: Full Governing Body**
- Level 2: A committee of the Governing Body**
- Level 3: Headteacher**

COLUMN TICKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3
Budgets	1	Approve the first formal budget plan for each financial year	✓		
	2	Approve and monitor monthly expenditure			✓
	3	Establish charging and remissions policy		✓	
	4	Miscellaneous financial decisions (up to £5,000 value - refer Finance Policy)			✓
	5	Enter into contracts or financial decisions up to £5000			✓
	6	Enter into contracts or financial decisions over £5000	✓		
Staffing	7	Head Teacher appointment	✓		
	8	Deputy Head Teacher appointments			✓
	9	Teaching staff appointments			✓
	10	Non teaching staff appointments			✓
	11	Pay policy (including discretions)		✓	
	12	Establish disciplinary / capability procedures			✓
	13	Dismissal of Head Teacher	✓		
	14	Dismissal of other staff			✓
	15	Suspension of Head Teacher		✓	
	16	Suspension of other staff (Chair of governors to be informed)			✓
	17	Ending suspension of Head Teacher		✓	
	18	Ending suspension of other staff			✓
	19	To decide upon pay discretions in line with the pay policy and legal requirements		✓	

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Key Function	No	Task	1	2	3
	20	Determining staffing requirements and overall staffing structure			✓
	21	Dismissal payments / early retirement		✓	
Curriculum	22	Establish and implement Curriculum Policy			✓
	23	Approval of Curriculum Policy	✓		
	24	Responsibility for standards of teaching			✓
	25	Decide which subject options will be taught, including activities outside the school day			✓
	26	Responsibility for individual child's education			✓
	27	Provision of sex education – includes establishing and maintaining an up to date policy			✓
	28	To prohibit political indoctrination and ensuring a balances treatment of political issues			✓
Performance Management	29	Establish performance management policy and review annually		✓	
	30	Implement performance management policy			✓
Target Setting	31	Set and publish targets for student achievement			✓
Discipline / Exclusions	32	Establish behaviour and discipline policy		✓	
	33	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination		✓	
	34	Direct reinstatement of excluded students		✓	
Admissions	35	Consult annually before setting an Admissions Policy			✓
	36	Admissions: application decisions.			✓
Collective Worship	37	Arrangements for collective worship			✓
Premises & Insurance	38	Buildings insurance and personal liability			✓
	39	Develop Academy buildings strategy		✓	
	40	Procure and maintain buildings, including properly funded maintenance plan		✓	
Health & Safety	41	Institute a Health & Safety Policy		✓	
	42	Ensure that health & safety regulations are followed			✓
School Organisation	43	Set times of Academy day and dates of Academy terms and holidays	✓		
	44	Ensure that Academy meets 380 sessions in a school year	✓		
	45	Maintain a register of school attendance			✓
	46	Ensure that Academy lunch nutritional standards are met			✓
Information for parents	47	Prepare and publish the Academy prospectus			✓

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Key Function	No	Task	1	2	3
	48	Ensure provision of free school meals to those students meeting the criteria			✓
	49	Adopt and review home school agreements			✓
GB Procedures	50	Appoint (and remove) the chair and vice chair of GB	✓		
	51	Appoint (and dismiss) the clerk to the governors	✓		
	52	Hold a full GB meeting at least 3 times and one Annual General Meeting in an Academy year	✓		
	53	Appoint (and remove) community or co-opted governors	✓		
	54	Set up Register of Governors' Business Interests	✓		
	55	Approve and set up Governors Expenses Scheme	✓		
	56	Consider whether or not to delegate functions to individuals or committees	✓		
	57	Regulate the GB procedures	✓		
Federations	58	Consider forming a federation or joining an existing federation	✓		
	59	Leave a federation	✓		
Extended Schools	60	Decide to offer additional activities and what form these should take			✓
	61	Put in place and ensure delivery of services to be provided			✓
	62	Cease providing extended school provision	✓		