



## ST MONICAS'S CATHOLIC PRIMARY SCHOOL SCHEME OF DELEGATION

Agreed by the Full Governing Body on 9<sup>th</sup> November 2020

The governors of St. Monica's Catholic Primary School accept they have responsibility for the school's buildings, assets, property, the delegated budget received from the London Borough of Hackney and for deciding how that budget is spent.

The governors of St. Monica's Catholic Primary School accept they are responsible for ensuring that accurate accounts are kept, and that controls and procedures are established and implemented to discharge these responsibilities.

The governors aim to:

- maintain and improve the quality of education provided for pupils in the school by ensuring that a policy of sound financial management supports the school's Mission Statement, aims and Improvement Plan;
- demonstrate that they manage the delegated budget with fairness and responsibility.

The Scheme has been developed to clarify the responsibilities and powers of the Governors and members of staff employed at the school in respect of key aspects of the management of the school and to ensure compliance with legal requirements and, where appropriate, Local Education Authority Policies.

The delegations set out in this Scheme are delegated to the specified committees of the governing body and post holders employed at the school.

Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the governing body.

In the absence or incapacity of the Head teacher, the delegations stand delegated to the Deputy Head teacher, unless otherwise directed or agreed by the governing body. In the absence or incapacity of a post holder, other than the Head teacher, the delegations stand delegated to the Head teacher, unless otherwise directed or agreed by the governing body.

Instead of exercising her/his delegated powers, a post holder or committee may refer the matter to the appropriate committee or governing body. The Scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the governing body and its committees.

### **THE FULL GOVERNING BODY (FGB)**

The IoG states that the Governing Body shall consist of fourteen (14) governors

*Composition:*                   8 Foundation Governors  
  1 LEA Governor

- 3 Parent Governors
- 1 Headteacher
- 1 Staff Governor
- 1 Clerk (non-voting)

The governing body will elect a Chairperson and Vice Chairperson at the first full governing body meeting of each school year. Governors will be invited to nominate themselves 2 weeks before the date of the first full governing body meeting. (Employees at the school are not eligible for election.) The term of office for Foundation Governors is three (3) years. The term for all other categories of Governors apart from the Head teacher is four (4) years. These are detailed in the Instrument of Government.

The quorum for a FGB meeting shall be half the total number FGB membership.

Membership of the governing body, chair / vice chair and term of office is shown in the governing body record sheet for the School.

**SUB COMMITTEE STRUCTURE**

- There is an expectation that all Governors will be a member of at least one of the following committees:
  - Resources
  - Curriculum
- The terms of reference for these committees is documented within this scheme of delegation, showing its delegated powers.
- Each committee should elect a chairperson at the beginning of each school year.
- The quorum for a meeting of a committee shall be any three governors.
- Seven days’ notice should be given of any committee meetings, which must be clerked. All Resources Committee and FGB meetings must be clerked by an independent Clerk. Others committees can be clerked by one of their members (not the Head teacher or Chair), or any nominated member of staff.
- Committee minutes (using a standard pro-forma and listing those present) must be approved by the chair of the committee and be circulated to all members of the governing body
- In addition, Governors may be nominated to cover specialist areas such as Safeguarding, Health & Safety, Child Protection, Numeracy, PSHE, Literacy, Early Years, Assessment, SEN, Science and ICT etc.

Signed:

*MCurro*  
 .....  
**Chair of Governors**

*JHill*  
 .....  
**Chair, Resources Committee**

*OFaadoju*  
 .....  
**Chair, Curriculum Committee**

Next Review date: September 2021

<b>Delegated Authority</b>	<b>Transfer monies</b>	<b>Enter into a contract</b>	<b>Debt Write-off</b>
<b>Governing Body</b>	<b>£20,000+</b>	<b>£40,000+</b>	<b>£2,500+</b>
<b>Resources Committee</b>	<b>£10,000 - £20,000</b>	<b>£10,000+ - £40,000</b>	<b>£250 - £2,500</b>
<b>Head teacher</b>	<b>Up to £10,000</b>	<b>Up to £10,000</b>	<b>Up to £250</b>

**A detailed statement of authority for various Key Functions are outlined in the attached Decision Planner.**

## DECISION PLANNER

Decision Level Key:

1. Full Governing Body
2. Relevant Committee
3. Head Teacher
4. School Business Manager
5. Local Authority

Key Function	Action Sheets Tasks	Decision Level				
		1	2	3	4	5
<b>Budget Preparation</b>	Identify priorities in line with Strategic Plan		✓	✓	✓	
	Preparation of Budget Template			✓	✓	
	Approval Annual Budget	✓	✓	✓		
<b>Monitoring of Budget</b>	Monthly Review of spend against budget			✓	✓	
	Review of budget exceptions – as required		✓	✓	✓	
<b>Virements</b>	Transfer of funds within School budget (between curriculum areas)				✓	
	Transfer of funding between budget categories within overall budget constraints up to the value of £10,000			✓		
	Transfer of funds between budget categories within overall budget constraints greater than £10,000		✓			
	Transfer of funds between budget categories within overall budget constraints greater than £1,500 but less than £10,000 for the purpose of carrying out emergency repair work to buildings and/or equipment		✓	✓		
<b>Operation of Banking Arrangements</b>	Research and selection of bank accounts			✓	✓	✓
	Authorising selection of bank accounts		✓			✓
	Define and approve Investment Strategy		✓	✓	✓	✓
	Operation of investment accounts			✓	✓	✓
	Signatories for cheques (NB. Where practicable cheque signatory should not be the person placing the order)			✓	✓	
	Designating revised cheque signatory arrangements			✓		
<b>Management of Rollover</b>	Monitoring and reporting of potential under/over spend				✓	✓
	Policy for use of Rollover & impact on budget planning	✓	✓			✓
<b>Income Generation</b>	Setting policy, planning and initiating activities		✓	✓		
	Control and reporting of income raised		✓	✓	✓	
	Incorporating income in budget planning			✓	✓	
	Deployment of "additional funding" for specific activities, e.g. direct government grants		✓	✓		
<b>Resources</b>	Head or deputy head teacher appointments	✓				
	Appoint other teachers or non teaching staff			✓		
	Agreement of pay discretions / thresholds		✓	✓		
	Approval of disciplinary/capability procedures	✓	✓	✓		

	Establishing disciplinary/capability procedures		✓	✓		
	Dismissal or suspension of head or deputy head teacher	✓				
	Dismissal or suspension of other staff		✓	✓		
	Determining dismissal payments/ early retirement		✓			
<b>Curriculum</b>	Ensure National Curriculum (NC) taught to all		✓	✓	✓	
	To approve curriculum policies		✓			
	To implement curriculum policy			✓		
	Responsible for standards of teaching			✓		
	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)			✓		
	Responsibility for individual child's education			✓		
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓	✓	✓		
<b>Performance Management</b>	To establish a performance management policy		✓			
	To implement the performance management policy			✓		
	To review annually the performance management policy		✓			
<b>Target Setting</b>	To set and publish targets for pupil achievement		✓	✓		
<b>Exclusions</b>	To decide a discipline policy		✓	✓		
	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	✓	✓	✓		
	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 5 days in total in a term		✓			
	To direct reinstatement of excluded pupils	✓	✓	✓		✓
<b>Admissions</b>	To appeal against LEA directions to admit pupil(s)	✓	✓	✓		
<b>Religious Education and collective worship</b>	Responsibility for ensuring provision of RE in line with school's basic curriculum	✓	✓	✓		
	Arrangements for collective worship			✓		
<b>Premises</b>	Buildings insurance – to seek advice from LEA where appropriate		✓	✓	✓	✓
	Strategy (including budgeting for repairs etc.) and Asset Management Plans		✓	✓	✓	
	To ensure health and safety issues are met		✓	✓	✓	
	To set a charging and remissions policy		✓	✓	✓	
<b>School Organisation</b>	To draw up instrument of government and any amendments thereafter	✓				
	To draft a school Action Plan following Ofsted inspection and distribute copies to parents	✓		✓		

<b>Information for parents</b>	To approve and distribute the School Profile		✓	✓		
	To provide information to be published by the FGB		✓	✓		
	To ensure provision of free school meals to those pupils meeting the criteria			✓		
	Adoption and review of home-school agreements		✓	✓		
<b>FGB procedures</b>	To appoint (and remove) the chair and vice-chair	✓				
	To appoint and dismiss the clerk to the governors	✓				
	To hold a governing body meeting at least three times p.a.	✓	✓			
	To appoint and remove co-opted and or community governors	✓				
	To set up a Register of Governors' Business Interests		✓			
	To discharge duties in respect of pupils with special needs by appointing a "responsible person"			✓		
	To regulate the FGB procedures (where not set out in law)	✓	✓			

*Title of committee*

## **RESOURCES COMMITTEE**

*Areas of responsibility and delegated decision making powers*

### **1. RESOURCES**

In accordance with the Staffing and Pay Policy, make decisions concerning the Deployment, Recruitment, Appointment and Staff Development for all staff and to review the appraisal policy.

### **2. FINANCE**

To recommend an annual budget to support the one year objectives, monitor its spending, make any necessary virements and exercise internal financial control.

### **3. PREMISES**

To recommend a strategic plan identifying the school's long-term aims. To oversee the school's Premises Committee which includes the Premises Manager/Caretaker, providing strategic direction. To prioritise, initiate and evaluate programmes of improvement and development, including specific premises projects, all in accordance with the school's Health Safety and Environment Policy.

*Title of committee*

## **CURRICULUM COMMITTEE**

*Areas of responsibility and delegated decision making powers*

### **1. TEACHING & LEARNING**

To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum) as set out by the Headteacher

### **2. ASSESSMENT**

To have overview of pupil progress, attainment and assessment, including PPG, FSM and other (multiple) disadvantaged pupils

<b>TASK</b>	<b>ACTION(S)</b>	<b>WHO?</b>
<b>Review of School policies</b>	Review relevant policies, as detailed in the 'Register of St Monica's Policies'.	Resources committee
<b>Operate and review the STAFFING and PAY POLICY &amp; STAFFING PROCEDURES</b>	In accordance with the Staffing and Pay Policy exercise its responsibilities having due regard to the Procedures to be followed	Resources committee
	Report and recommend proposals to full governing body	Resources committee
<b>Approve Staffing &amp; Pay Policy and Procedures</b>	Approve Staffing and Pay Policy and adopt proposed changes to Staffing Procedures	Resources committee

<b>Plan overall strategy for all matters relating to STAFFING</b>	Identify priorities and consider deployment, recruitment, appointment, induction, staff development and remuneration for all staff, and make proposals with reference to the Strategic Plan and One Year Objectives.	Head teacher & Senior management team
<b>Approve Staff Deployment, recruitment, appointment, induction and development</b>	Examine proposals, reach agreement and make decisions, including responsibility for determining starting salaries when recruiting new staff.	Resources committee
<b>Undertake Staffing Procedures Annual Review of all Staff Salaries</b>	Attend and hear cases of Grievance, Discipline and Termination of Employment and to make decisions Carry out the annual review of school's Leaders Salaries, including the Head and Deputy Heads. NB: Head teacher is included in Deputy's pay discussions.	Specially formed Staffing Panel, including Chair of governors
<b>Staffing Procedures</b>	Report decisions to Full governing body in relation to discipline, grievance, alleged incompetence, termination of employment and appeals	Head teacher
	Recommend proposals for the annual budget needed for pay	Resources committee
<b>Consider cases of Appeal under Staffing Procedures</b>	To hear cases of Appeal and to make a decision	Specially formed Appeals Panel, including the Chair of governors
	Report decisions to Full governing body	Head teacher and Chair of governors
<b>Monitor and Evaluate Expenditure</b>	Monitor performance against the approved budget, and report to the FGB, as appropriate	Resources Committee
	Regular review of Expenditure Plan, deciding upon Virements over £10,000	Resources Committee
<b>Budget</b>	Ensure the annual budget is submitted to the LEA, demonstrating the school's ability to run within the constraints of available funding, rollover from previous years and any externally generated income. NB: The budget is compiled, with reference to the School Strategic Plan, through a process of consultation between the school's management team and individual sub groups.	Resources Committee, Head Teacher and School Business Manager
<b>Register of Business Interests</b>	Review the Register of Business Interests annually	Resources Committee & School Business Manager
<b>Review of School policies</b>	Review all relevant policies, as detailed in the Register of St Monica's H&S Policies.	Premises Committee
<b>Prepare New RAs &amp; HS&amp;E Policies</b>	Receive guidance for new Risk Assessments and HS&E School Policies	Head teacher and Senior Management Team
<b>Approve New RAs &amp; HS&amp;E Policies</b>	Receive, examine, and refine these RA's & HS&E policies.	Premises Committee



<b>Prepare Planning Strategies</b>	Formulate long term strategy for phased initiatives aimed at improving general standard of school premises, including ICT, in accordance with the Strategic Plan	Head teacher and Senior Management Team
<b>Approve Planning Strategies</b>	Receive, examine, refine these proposals and make recommendation to the Full governing body  Make a final decision on the Plan	Premises Committee  Full governing body
<b>Condition of Site and Premises</b>	Receive the Condition Survey. Monitor and maintain an overview of the general condition of the whole school site	Premises Committee
<b>Repairs and Maintenance</b>	Investigating needs and making recommendations relating to major and minor repairs	Head teacher and Senior Management Team
<b>Premises Projects</b>	Identify projects for the enhancement of the school and site, including ICT.	Head teacher and Senior Management Team
<b>Approve Premises Projects</b>	Examine proposals and refine plan and make recommendation to Full governing body  Make a final decision on the plan	Premises Committee  Full governing body
<b>Lettings</b>	Formulate a Lettings Policy, including charges, in accordance with the LEA guidelines	Head and SBM
<b>Approve Lettings Policy</b>	Examine proposals and refine policy and make recommendation to Full governing body  Make a final decision on the Policy	Premises Committee  Full governing body
<b>Inventory check</b>	Review and minute the inventory check annually	Premises Committee and ICT Engineer
<b>ICT</b>	Ensure that the school maintains a fit for purpose ICT provision covering the requirements of both curriculum and administration	Head teacher, Curriculum Lead and SBM
<b>ICT</b>	Ensure that hardware resources being deployed are maintained and renewed appropriately, whilst delivering value for money to the school, children and staff	Head teacher, Curriculum Lead, SBM and ICT Engineer
<b>Curriculum</b>	To prepare Curriculum Policy for Curriculum Committee approval	Headteacher, SLT
<b>Curriculum</b>	To ensure National Curriculum (NC) is taught to all pupils (monitoring curriculum)	Headteacher
<b>Curriculum</b>	To monitor and review implementation of the curriculum policy	Curriculum Committee

<b>Curriculum</b>	To set and publish targets for pupil Achievement, including PPG and FSM pupils	Full governing body and the Curriculum committee
<b>Curriculum</b>	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO); and review the school's SEN Policy	Curriculum committee
<b>Curriculum</b>	To review (amend) and monitor the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination)	Curriculum/Resources committee
<b>Behaviour and Exclusions</b>	To agree a Behaviour Policy and review the use of exclusion; to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary). To direct reinstatement of excluded pupils	Full governing body and Curriculum committee
<b>Whole school planning</b>	To agree priorities for the School Development Plan and monitor its implementation	Full governing body