

ST OSWALD'S VA CE PRIMARY SCHOOL

SCHEME OF DELEGATIONS AND DESIGNATIONS

What are Delegations and Designations?

Committees, individuals or groups of governors may be given **delegated powers** to undertake work and **make decisions on behalf of the governing Board**. The governing Board still has the final responsibility for any decision taken by these committees, individuals or groups. Those decisions must be reported to the governing Board at its next meeting.

In addition committees, individuals or groups may be **designated** to undertake work and **make recommendations to the governing Board**.

The Chair of a committee has no power to make decisions without reference to the committee itself. Only the Chair of the governing Board, in certain circumstances, can act on behalf of the governing Board.

Review of Performance

Governing bodies must review the working of their committees and other delegations and designations on an annual basis. Under normal circumstances this will be at the termly meeting in the Autumn Term.

What can be Delegated?

The Governing Board cannot delegate the following functions:

- constitution of the governing Board (unless otherwise allowed by the Constitution Regulations)
- appointment or removal of the chair and vice chair.
- appointment of the clerk to the governing Board.
- suspension of governors.
- delegation of governing Board functions.
- establishment of governing Board committees.
- appointment of Head Teacher and Deputy Head Teacher

The Governing Board cannot delegate the following functions to an individual:

- alteration or closure or change of category of schools
- review the exclusion of pupils (unless in an emergency)
- approval of the school budget
- discipline policies and
- admissions.

ST OSWALD'S VA CE PRIMARY SCHOOL **COMMITTEES OF THE GOVERNING BOARD**

Common Conventions for all Committees

- Meetings to be convened by the Clerk to the Governors/Committee.
in consultation with the Chair of the committee and the Head Teacher.
- Agenda to be prepared by the Clerk to the Governors/Committee and distributed together with
any supporting papers in accordance with current regulations.
- Minutes of all committee meetings must be kept, including the names of those present.
- Minutes to be presented to the next appropriate meeting of the governing Board.
(See *Resources Committee regarding confidential Staff Disciplinary hearing minutes – page 5*)
- Minutes to be taken by the Clerk to the Governors/Committee.

Chair appointment

The Chair is to be elected by the members of the Governing Board during the annual review of committees.

Quorum

3 voting members unless otherwise stated.

Frequency of meeting

As determined by statutory requirements and/or at the request of the Chairman of the Committee.

1. **RESOURCES COMMITTEE**

(Includes Personnel and Pay Review)

Personnel terms of reference:

- To consider all matters relating to the staffing structure of the school and to make recommendations to the governing Board when required.
- To consider and take action, if requested, on all matters relating to the appointment of staff outlined below.
- To approve and review a performance management policy for all staff.
- To consider and take action, within the agreed procedure, on reductions to school staffing if required.
- That the Head Teacher may consider and take disciplinary action up to but not including a final written warning.
- That the committee shall consider cases which may result in: -
 - ❖ issue a final written warning
 - ❖ cease to work at the school
 - ❖ demotion
- To lift the suspension against a member of staff.
- To hear staff grievance at stage 4 of the grievance procedure when necessary.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and implement the necessary action.

Appointments

Head Teacher and
Deputy Head Teacher

- Agree specification/procedures by Governing Board
- Shortlist by Resources Committee
- Appointment by Governing Board

All Teacher posts, TLR
posts, Caretaker post
and Secretary post

- Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board
- Shortlist by Selection Panel
- Appointment by Selection Panel

All temporary staff posts
and all Support Staff
posts except those
identified above

- Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board
- Shortlist by Senior Leadership Team
- Appointment by Senior Leadership Team

N.B.

Selection Panel to comprise of a member of the Senior Leadership Team plus the Chair or Vice Chair of the Governing Board plus one governor from the Governing Board. (A minimum of 2 members to be quorum)

Disqualification regarding Personnel:

The Head Teacher and any governor employed by the school shall not be a member of the committee where there is a reduction in staffing, disciplinary or grievance issue under consideration.

Pay Review terms of reference:

- To have delegated powers to exercise those discretions afforded to the Governing Board within the school Pay Policy.
- To keep abreast of relevant developments in the field and to advise the Governing Board on revisions to the school's Pay Policy.

Disqualification regarding Pay Reviews:

The Associate Member and any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school but the Head Teacher shall not be involved where the subject of consideration is his/her own pay or performance appraisal.

Quorum:

3 voting governors

Composition of Committee 5 governors (including Chair of Governing Board and Head Teacher)

Membership of Committee Cllr A Ellison (Chair of Governing Board), Mrs H Smith (Head Teacher), Rev A Maxwell, Mr N Stock and Mr G Irving.

Chair of the Resources Committee

Cllr A Ellison

Committee Minutes

Confidential Staff Disciplinary hearing minutes will not be presented to the Full Board and limited to governors present at the original hearing for approval. (The Chair of the Committee will give a verbal report of the hearing)

3. PUPIL DISCIPLINE COMMITTEE

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less
N.B. committee may not re-instate
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term
N.B. meeting to be held between 6th and 50th school days after receiving notice of the exclusion

- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the opportunity to take a public examination N.B. *meeting to be held between 6th and 15th school days after receiving notice of the exclusion*
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the governing Board or relevant committee

Quorum:

3 voting governors

Composition of Committee Any three governors from the governing body with the exception of those employed at the school.

Membership of Committee

Any three members drawn from the governing body, with the exception of those governors employed to work at the school.

If a governor has a connection with the pupil or the incident that could affect their ability to act impartially, they should not serve at the hearing.

4. **COMPLAINTS COMMITTEE**

Terms of reference:

- To hear individual complaints.
- To make recommendations on policy as a result of complaints.

The Panel can:

- Dismiss the complaint in whole or in part;
- Uphold the complaint in whole or in part;
- Decide on the appropriate action to be taken to resolve the complaint;
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

Quorum:

3 voting governors

Composition

Any three governors from the governing body with the exception of those employed at the school.

Membership of Committee

Any three members drawn from the governing body, with the exception of those governors employed to work at the school.

5. **PUPIL ADMISSIONS COMMITTEE**

Terms of Reference

To implement and review the school's admissions policy making recommendations to the full Governing Board on changes when required.

Quorum:

3 voting governors.

Composition of Committee

5 governors (Including the Chair of the Governing Board and Head Teacher).

Membership of Committee

Cllr A Ellison (Chair of the Governing Board), Mrs H Smith (Head Teacher), Mr N Stock, Rev A Maxwell and Mrs C Osman.

Chair of the Pupil Admissions Committee

Cllr A Ellison

6. APPEALS COMMITTEE

Terms of reference:

- To consider appeals for any reason and make the appropriate decision based on the evidence presented to the meeting.

Quorum:

No fewer members than those involved in the original decision when hearing an appeal against a decision of the committee sitting as a Staff Dismissal committee

N.B. The above principle on the quorum could be adopted for all appeals heard by the committee

Composition and Membership All governors not included in the original decision or employed at the school and to include no fewer members than that of the first committee, the decision of which is subject to appeal.

7. ADMISSIONS APPEALS PANEL

In the event of an admission appeal, the panel will be made up of the following persons:

| | |
|-----------------|--------------|
| Carole Baker | (Lay member) |
| Mary Carruthers | (Other) |
| Jim Wright | (Other) |

If any of the persons named above are not available, substitutes will be appointed in the following order:

If Lay person needed:

1. Mrs S M Young
2. Mrs M McBride
3. Mr Graham Wilkins
4. Mr Edward Palmer
5. Mrs Lynn Taylor
6. Ms M Fox

If other member needed:

1. Mr Ian Tunnicliffe
2. Mrs Angela Stevenson
3. Pat Anthony
4. Patricia Brown
5. Noreen Fraser

6. Mrs M Shaw
7. Mr D Boyle
8. Teresa Lawton
9. Mr M Puech
10. Mr Edmund Arnold
11. Mr Niall Anderson
12. Mr Kevin Smallcombe
13. Mr Ronald Brady

NB. Convened by the Borough Council's Democratic Services Unit.

DELEGATED POWERS TO INDIVIDUALS/GROUPS

Common Conventions for all Delegations:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the governing Board, or any committee or group determined by the governing Board, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the governing Board
- To attend training as appropriate

1. HEAD TEACHER'S PERFORMANCE MANAGEMENT GROUP

Terms of reference:

- To arrange to meet with the School Improvement Partner to discuss the Head Teacher's performance targets
- To monitor through the year the performance of the Head Teacher against the targets
- To decide, with the support of the School Improvement Partner, whether the targets have been met and to set new targets annually

Disqualification:

The Head Teacher and Staff governors

Composition of the Group 3 governors (Including Chair of the Governing Board).

Membership of the Group

Mr N Stock

Rev A Maxwell

Cllr A Ellison (Chair of the Governing Board)

Quorum

At least two of the three named governors

2. PUPIL ADMISSIONS PANEL

TERMS OF REFERENCE:

- To decide on in year admissions to the school within the requirements of the school's admission policy.

Composition of membership

The Chair of the Governing Board and Head Teacher.

A governor can be selected if the Chair is unavailable.

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BOARD OF ST OSWALDS CE
PRIMARY SCHOOL**

These delegations supersede all previous delegations by the Governing Board.

| REFER ENCE TO SGFR & CSO | DESCRIPTION OF DELEGATED AUTHORITY | PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED | EXPIRY OF DELEGATION |
|--|--|---|-------------------------|
| 5 . V i r e m e n t | <p>Virement of budget provisions:-</p> <p>Amounts up to £10,000</p> <p>Amounts over £10,000 up to £50,000</p> <p>Amounts over £50,000</p> | <p>Head Teacher in consultation with the Chair of Governing Board</p> <p>Governing Board</p> <p>Governing Board</p> | Annually |
| 9 . 2 B a n k i n g A r r a n g e m e n t s | <p>Signatories to Local Imprest Bank Account</p> <p>(NB Must be employees and are subject to agreement with the Chief Finance Officer)</p> | <p>Head Teacher</p> <p>Deputy Head Teacher</p> <p>Mrs J Wright – School Business Manager</p> | Annually |

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|---|---|--|---|----------|
| | 1 1 . 1 c O r d e r s f o r W o r k , G o o d s a n d S e r v i c e s | Signatories to official order forms | Head Teacher Deputy Head Teacher | Annually |
| 11.2 Orders for Work, Goods and Services (any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate Governing Board meeting) | | <p>All orders for all goods and services shall be procured:-</p> <p>Contract value up to £3,000</p> <p>Contract value £3,000 to £10,000 after two telephone or written quotations</p> <p>Contract Value £10,000 to £50,000 after a minimum of two written quotations</p> <p>Contract value £50,000 to £100,000 after a minimum of three written quotations</p> | <p>Head Teacher Deputy Head Teacher</p> <p>Head Teacher and/or Deputy Head Teacher in consultation with the Chair and/or Vice Chair</p> <p>Head Teacher in consultation with the Chair and/or Vice Chair</p> <p>Governing Board</p> | Annually |

| REFERENCE TO SGFR & CSO | DESCRIPTION OF DELEGATED AUTHORITY | PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED | EXPIRY OF DELEGATION |
|--|---|--|-------------------------|
| 1 2 . 2 P a y m e n t o f A c c o u n t s | Certification of accounts for payment | Head Teacher Deputy Head Teacher | Annually |
| 1 4 . 3 S a l a r i e s , V a g e s P e n s i o n s a n d O t h e r | Certification of time records and other pay documents | Head Teacher Deputy Head Teacher | Annually |

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|--|---|--|-------------------------------------|----------|
| | E m o l u m e n t s | | | |
| 16.5(1) Stores & Stores' Accounts | Acceptance of offers received in response to disposal of stores or other property from delegated budget NB: The Corporate Director Children and Families must authorise the disposal of assets in the first instance | Head Teacher Deputy Head Teacher | | Annually |
| 16.5 (2) Stores & Stores' Accounts | Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget | Head Teacher | | |
| | 1 8 . 2 & 1 8 . 3 I n s u r a n c e s | Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to Chief Finance Officer. | Head Teacher Deputy Head Teacher | Annually |