



## 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 Executive 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 4)*
- Minutes to be taken by the Clerk to the Governors/Committee.

**Chair appointment**

The Chair 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 Chair of the Committee.

**1. PERSONNEL COMMITTEE**

**1.1 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 Executive 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.

<b>Appointments</b>	
Head Teacher and Deputy Head Teacher	<ul style="list-style-type: none"> <li>• Agree specification/procedures by Governing Board</li> <li>• Shortlist by Personnel Committee</li> <li>• Appointment by Governing Board</li> </ul>
All Teacher posts, TLR posts, Caretaker post and Secretary post	<ul style="list-style-type: none"> <li>• Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board</li> <li>• Shortlist by Selection Panel</li> <li>• Appointment by Selection Panel</li> </ul>
All temporary staff posts and all Support Staff posts except those identified above	<ul style="list-style-type: none"> <li>• Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board</li> <li>• Shortlist by Senior Leadership Team</li> <li>• Appointment by Senior Leadership Team</li> </ul>

**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.*

### **1.2 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 Executive Head Teacher)

### **Membership of Committee:**

Ms C Hardy (Chair of Governing Board), Mrs H Smith (Executive Head Teacher), Mr J Fay, Ms S Nicholson and Cllr R Porthouse.

### **Chair of the Personnel Committee:**

Ms C Hardy

### **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).*

## **2. 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 totaling more than 5 but not more than 15 school days in one term  
(N.B. meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> school day 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.*

**3. 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.

**4. 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:**

4 governors (including the Chair of the Governing Board and Executive Head Teacher)

**Membership of Committee:**

Ms C Hardy (Chair of the Governing Board), Mrs H Smith (Executive Head Teacher), Ms S Nicholson and Mr G Scott-Cummings.

**Chair of the Pupil Admissions Committee:**

Ms C Hardy

**5. 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.

### **ADMISSIONS APPEALS PANEL**

An agreement is in place with South Tyneside Council to support admissions appeals. The Council maintains a list of currently available suitable trained people to sit on admissions appeals panels. In the event of admissions appeals for the school the Council will select panel members for the hearing from the list.

## **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. JOINT HEAD TEACHER COMMITTEE RELATING TO THE AGREEMENT FOR SHARED HEADSHIP BETWEEN ST OSWALD'S CE VA PRIMARY SCHOOL AND BEDE BURN PRIMARY SCHOOL**

### **Purpose and function:**

- To act as the Executive Head Teacher joint performance management
- Monitor how the Agreement operates
- To ensure good communication between the two schools
- To ensure both Governing Boards are kept abreast of the content and decision making within the Joint Headteacher Committee
- To address concerns and resolve issues relating to the current Joint Headship Agreement
- To celebrate and promote good collaborative practice
- To ensure that financial transfers are fairly and efficiently processed
- To ensure good work-life balance of the Executive Headteacher
- To lead the change process at the end of the Agreement

### **Terms of reference:**

1. The joint committee will have delegated power from each governing body to monitor the collaboration. Any variation of the Agreement will be decided by both governing bodies.
2. The membership and terms of reference of the joint committee will be reviewed, when necessary but at least annually.
3. The joint committee meetings will comprise of the chairs and vice chairs of both governing bodies, and the Executive Headteacher. A representative of the Local Authority (SIA) and the Diocese may be invited in an advisory capacity as the need arises.
4. The quorum shall be both Chairs of the Governing Boards. Whilst the Executive Head teacher does not have to be in attendance for the meeting to be quorate, it is agreed that meetings will be held at a time when the Executive Head Teacher is able to attend and that in the event she is unable to attend, she will be offered the opportunity of requesting that the Deputy Headteacher from either school attend in her absence.
5. The joint committee will meet annually to review the effectiveness of the Agreement but additional meetings can take place throughout the year if the need arises.
6. The joint committee will be responsible for monitoring the financial arrangement and all costs of the executive headship and will ensure that agreed financial transfers take place. A financial statement will be presented each year, in or around March and in any event before the financial year end, to enable any outstanding transfers to be arranged.
7. The joint committee will be responsible for the management of the Executive Headteacher's Performance Management in relation to the agreed target that is

shared by both schools. This would be prior to the joint committee considering the Executive Head Teacher's Performance Related pay.

8. The joint committee will be responsible for carrying out the Executive Head Teacher's annual salary review.
9. The joint committee will ensure that the Executive Headteacher's work life balance will not be compromised as a result of the Agreement.
10. The joint committee will be accountable to each governing board and each member of the governing board will have access to the minutes from this joint committee.

**Membership of the Group:**

Chairs and vice chairs of both governing bodies, and the Executive Headteacher. A representative of the Local Authority (SIA) and the Diocese may be invited in an advisory capacity as the need arises.

**Quorum**

The quorum shall be both Chairs of the Governing Boards

**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 Executive Head Teacher.

*A governor can be selected if the Chair is unavailable.*



### Link Governors - Governing Body 2023-2024

Link Role	Governor Name	Staff Contact Member
#saveourchurch	Archdeacon Katherine Ritchie Porthouse	Helen Smith <a href="mailto:hsmith@stoswaldscofe.co.uk">hsmith@stoswaldscofe.co.uk</a> Andrew Richardson <a href="mailto:arichardson@stoswaldscofe.co.uk">arichardson@stoswaldscofe.co.uk</a>
Task to Intention	Gary Scott Diane Tate	Terri Topping <a href="mailto:Ttopping@stoswaldscofe.co.uk">Ttopping@stoswaldscofe.co.uk</a>
Quality Over Quantity	David Ramsay	Andrew Richardson <a href="mailto:arichardson@stoswaldscofe.co.uk">arichardson@stoswaldscofe.co.uk</a>
Community and Parental Engagement	Chrissy Hardy Sam Nicholson	Helen Smith <a href="mailto:hsmith@stoswaldscofe.co.uk">hsmith@stoswaldscofe.co.uk</a>
Oracy	Rachel Booth Jonny Faye	Jade Sharrock <a href="mailto:jpape@stoswaldscofe.co.uk">jpape@stoswaldscofe.co.uk</a>
Chair of Governors (Safeguarding, Leadership and Governance)	Chair of the Governing Board by Virtue of Position	Helen Smith <a href="mailto:hsmith@stoswaldscofe.co.uk">hsmith@stoswaldscofe.co.uk</a>



## Link Governors - Governing Body

### Year Group Champions

Class	Governor Name	Staff Link
Reception	Gary Scott	Erin Chalder <a href="mailto:echalder@stoswaldscofe.co.uk">echalder@stoswaldscofe.co.uk</a>
Class 1	Jonny Faye	Alison Wells <a href="mailto:awells@stoswaldscofe.co.uk">awells@stoswaldscofe.co.uk</a> Rachel Booth <a href="mailto:rbooth@stoswaldscofe.co.uk">rbooth@stoswaldscofe.co.uk</a>
Class 2	David Ramsay	Terri Topping <a href="mailto:ttopping@stoswaldscofe.co.uk">ttopping@stoswaldscofe.co.uk</a>
Class 3	Ritchie Porthouse	Aaron Keelan <a href="mailto:akeelan@stoswaldscofe.co.uk">akeelan@stoswaldscofe.co.uk</a>
Class 4	Sam Nicholson	Laura Marley <a href="mailto:lmalley@stoswaldscofe.co.uk">lmalley@stoswaldscofe.co.uk</a>
Class 5	Chrissy Hardy	Andrew Richardson <a href="mailto:arichardson@stoswaldscofe.co.uk">arichardson@stoswaldscofe.co.uk</a>
Class 6	Archdeacon Katherine	Jimmy Appleby <a href="mailto:jappleby@stoswaldscofe.co.uk">jappleby@stoswaldscofe.co.uk</a>

Please note that *Governors* who are parents should not 'Champion' a year group that includes their own child in the interests of fairness.

'Champion' *Governors* will work alongside class teachers to act as a single link to the *Governing Board* for that year group.

The *Head Teacher* and *Staff Governor* should not link with a specific class unless they are teaching that class.

One Link governance and one class champion visit **MUST** be carried out and a report written each term.

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

These delegations supersede all previous delegations by the Governing Board.

<b>REFERENCE TO SGFR &amp; CSO</b>	<b>DESCRIPTION OF DELEGATED AUTHORITY</b>	<b>PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED</b>	<b>EXPIRY OF DELEGATION</b>
5. Virement	<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 (after consultation with appropriate Chair Person)</p> <p>Governing Board</p> <p>Governing Board</p>	Annually
9.2 Banking Arrangements	<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
11.1c Orders for Work, Goods and Services	<p>Signatories to official order forms</p>	<p>Head Teacher</p> <p>Deputy Head Teacher</p>	Annually

<p>11.2 Orders for Work, Goods and Services</p> <p><b>(any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate Governing Board meeting)</b></p>	<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 Deputy Head Teacher</p> <p>Head Teacher Deputy Head Teacher</p> <p>Governing Board</p>	<p>Annually</p>
<p><b>REFERENCE TO SGFR &amp; CSO</b></p>	<p><b>DESCRIPTION OF DELEGATED AUTHORITY</b></p>	<p><b>PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED</b></p>	<p><b>EXPIRY OF DELEGATION</b></p>
<p>12.2 Payment of Accounts</p>	<p>Certification of accounts for payment</p>	<p>Head Teacher Deputy Head Teacher</p>	<p>Annually</p>
<p>14.3 Salaries, Wages Pensions and Other Emoluments</p>	<p>Certification of time records and other pay documents</p>	<p>Head Teacher Deputy Head Teacher</p>	<p>Annually</p>

16.5(1) Stores & Stores' Accounts	Acceptance of offers received in response to disposal of stores or other property from delegated budget <b>NB: The Corporate Director Children and Families must authorise the disposal of assets in the first instance</b>	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	
18.2 & 18.3 Insurances	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

SGFR - School Governors' Financial Regulations  
CSO - Contract Standing Orders