

PARK VIEW SCHOOL

SCHEME OF DELEGATIONS AND DESIGNATIONS

Role of the Committee

- Sharing the load.
- Using the expertise of Governors to deal with specific subject areas.
- Releasing the full Governing Board for policy making.
- Making it easier for all Governors to make a contribution.
- Governors should make sufficient time to commit to the role.

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.

This would normally be done by the way of presenting minutes, which set out the points discussed and the Committees/panels decisions/recommendations.

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 cannot 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.

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.
- The involvement of the Clerk to the Governing Board at Committee meetings shall be in accordance with the Clerking Service Level Agreement.
- Agenda to be prepared by the Clerk to the Governors/Committee and distributed together with any supporting papers in accordance with current regulations.
- Minutes to be taken by the Clerk to the Governing Board/Committee
- Minutes of all committee meetings must be kept, including the names of those present.
- The Chair to be elected at the first meeting of the committee following the annual review of committees unless appointed by the governing board at the annual review of the Scheme of Delegation and outlined in this document.
- Frequency of meetings to be as necessary and/or determined by statutory requirements or at the request of the Chair of the Committee.
- Quorum for all committees is three governors unless otherwise stated.

How and when to report back to Governing Board

- Minutes of all committee meetings to be presented to the next appropriate meeting of the Governing Board. The Committee Chair will report to the Governing Board.
- Confidential minutes are to be reported to the Governing Board by the Chair of the Committee or a member of the Committee (in the absence of the Chair). The Clerk will provide the Chair of the Committee, the Chair of the Governing Board and the Head teacher a copy of the confidential minutes.

Chair appointed

The Chair of the committee to be elected at the first meeting of the Committee following the School Governors annual review of committees.

1. STAFFING COMMITTEE

1.1. Pay Review

Terms of Reference

The Committee have fully delegated powers to make decisions within the pay policy determined by the Governing Board and the terms of reference are as follows:

- a) To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- b) To make decisions about the level of pay for each individual, to minute these decisions and report these decisions to the Board of Governors in due course.
- c) To keep abreast of relevant developments and to advise the Governing Board when the school's pay policy needs to be revised.

The Head Teacher shall be present at meetings of the Pay Review Committee but in an advisory capacity.

Disqualification:

- Any 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.
- The Head Teacher shall not be involved where the subject of consideration is his/her own pay or performance appraisal.

1.2 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.
- To cease the process of staffing reductions if appropriate.
- 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.
- *Additional items which individual Governing Boards may wish to include*

Disqualification:

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.

1.3 Appointments

To consider and take action, if requested, on all matters relating to the appointment of staff especially in relation to shortlisting and interviewing of candidates for teaching positions at the school as shown below:

Head Teacher Deputy Head Teacher	<ul style="list-style-type: none"> • Agree specification/procedures by Personnel Committee/ • Shortlist by Personnel Committee/ Governing Board • Appointment by Governing Board
All Other Posts	<ul style="list-style-type: none"> • Agree specification/procedures. • Shortlist and appointment by Head Teacher and senior member of staff as appropriate. <p><i>A governor may be invited into the process if appropriate.</i></p>

Composition of Committee:

Head Teacher, Chair plus four governors.

Membership of Committee:

Head Teacher, Chair, Mrs G Hobson, Ms C Hardy, Mr R Lynn and (vacancy)

Quorum:

3 Governors

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 totalling more than 5 but not more than 15 school days in one term
- 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
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the governing board or relevant committee.

Disqualification:

- (i) The Head Teacher
- (ii) Any Governor with prior knowledge of the pupil or the incident.

Composition of Committee:

Pool of governors from which 3 will be selected at any one time on an alphabetical rota basis.

Membership of Committee:

From the full Governing Board. (Not including the Head Teacher)

N.B. 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. If, through non-attendance of a governor, four members consider an exclusion, the chair has a casting vote.

3. COMPLAINTS COMMITTEE

Terms of reference

- To hear complaints against the school at final stage of the formal complaint's procedure.
- To make recommendations on policy as a result of complaints.
- To review periodically the school's complaints policy and if necessary make recommendations to the Governing Board.

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.

Composition

Pool of governors from which 3 will be selected at any one time on an alphabetical rota basis.

Disqualification:

- I. The Head Teacher
- II. Any Governor with prior knowledge of the pupil or the incident
- III. Any governor employed to work at the school.

Membership of Committee

Pool of governors from which 3 governors will be selected at any one time on an alphabetical rota basis.

4. APPEALS COMMITTEE

Terms of reference

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

Composition and membership

All governors not included in the original decision or employed at the school.

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

The Head Teacher shall be present at meetings of the Appeals Committee but in an advisory capacity.

DELEGATED POWERS TO INDIVIDUALS / GROUPS

1. HEAD TEACHER'S PERFORMANCE MANAGEMENT GROUP

Terms of reference

- To arrange to meet with the External Adviser/ 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 External Adviser/ 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

Reviewed 5 October 2022

Membership of the Group:

Mrs N Fraser, Mrs G Hobson and Mrs A Parker

2. LINK GOVERNOR

- 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

Link Governors

Area Of Responsibility	Name of Governor	Liaising with
Quality of Education	A Parker	A Young
Teaching and Learning, RE and Collective Worship	A Parker	A Young
Behaviour and Attitudes	R Lynn	A Young & D Borrell
Leadership and Management	N Fraser	D Borrell
Safeguarding and Single Central Record	R Lynn	D Borrell
School Website / Finance and Premises	Mrs G Hobson	AM Burgess, G Scott & D Qadoomi
Looked after Children / Pupil Premium	C Hardy	D Borrell
Vocational	Mrs G Hobson	J Crowther
SEMH	C Hardy	I Rowell
Climate Change	A Parker	S Dunn

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BOARD OF
PARK VIEW SCHOOL 2020-21**

These delegations supersede all previous delegations by the Governing Board.

REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
5. Virement	Virement of budget provisions:- Amounts up to £10,000 Amounts over £10,000 up to £50,000 Amounts over £50,000	Head Teacher in consultation with appropriate Chair Person and/or Vice Chair Finance Committee or Governing Board Governing Board	Annually
9.2 Banking Arrangements	Signatories to Local Imprest Bank Account (NB Must be employees and are subject to agreement with the Chief Finance Officer)	Head Teacher Deputy Head Teacher Office Manager Designate	Annually
11.1c Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Deputy Head Teacher Office Manager Designate	Annually
REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
12.2 Payment of Accounts	Certification of accounts for payment	Head Teacher Deputy Head Teacher	Annually
14.3 Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Head Teacher Deputy Head Teacher	Annually

<p>16.5(1) Stores & Stores' Accounts</p>	<p>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</p>	<p>Head Teacher</p>	<p>Annually</p>
<p>16.5 (2) Stores & Stores' Accounts</p>	<p>Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget</p>	<p>Governing Board</p>	<p>Annually</p>
<p>18.2 & 18.3 Insurances</p>	<p>Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to Chief Finance Officer.</p>	<p>Business Manager Designate</p>	<p>Annually</p>