

## Scheme of Delegation

### Bishop Wordsworth's School

1. This Scheme of Delegation was approved by the Governing Body of the Academy Trust at the formation of the Academy. It was reviewed, amended and readopted as part of the Salmon Pack on the dates shown therein.
2. The Scheme has been developed to clarify the responsibilities and powers of 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 Authority policies. The delegations set out in this Scheme are delegated to the specified committees of the Governing Body and postholders employed at the School.
3. 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 Headmaster, the delegations stand delegated to the Deputy Headmaster unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a postholder other than the Headmaster, the delegations stand delegated to the Headmaster unless otherwise directed or agreed by the Governing Body.
4. Instead of exercising her/his delegated powers a postholder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year of the Evaluation Committee and is made without prejudice to the powers and duties of the Governing Body and its committees.
5. **Powers to Be Exercised Only By the Full Governing Body or Members.** None of the responsibilities in this Paragraph may be further delegated.
  - a. Only the Members may:
    - Change the Constitution of the Governing Body
    - Decide on a change of school category
    - Delegate functions
    - Establish committees
    - Apply to change the governing documents.
    - Appoint Auditors.
  - b. Only the Governing Body may:
    - Elect or remove the Chair or Vice Chair of the Governing Body
    - Appoint the Company Secretary
    - Co-opt persons on to the Governing Body
    - Suspend Governors.

- c. Additionally the Governing Body has decided not to delegate the following:
- Decide what sex education is to be provided
  - Agree any general principles on pupil discipline
  - Decide any changes in the times of school sessions and dates of terms and holidays
  - Appoint a Headmaster
  - Approve the budget
  - Ensure that a broad and balanced curriculum is implemented and targets set as required
  - Ensure that RE and daily collective worship are provided
  - Ensure balance in the presentation of political issues in the curriculum.
  - Appoint the Internal Auditor (IA)
  - Agree the Annual Report and Accounts

## THE RESPONSIBILITIES OF GOVERNING BODIES AND HEADS

Note that this is not a complete list of Heads' and Governing Bodies' responsibilities and that some of these responsibilities are delegated; see the Decision Planner starting at Page 8.

### SCHOOL BUDGET & FINANCE

Responsibilities of Head	Responsibilities of Governing Body
<p>Draw up and submit to the Governing Body an annual budget plan ("the budget plan") for the School's funds which must conform to DfE requirements.</p> <p>Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body.</p>	<p>Consider the annual budget plan ("the budget plan") proposed by the Headmaster, and to amend the budget plan where appropriate, and to approve the budget plan, and</p> <p>to consider and approve any proposed revisions to the budget plan submitted by the Headmaster during the course of the year and</p> <p>to consider the delegation of their duties.</p>
<p>To be Accounting officer with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Ensuring regularity and propriety</li> <li>• Ensuring prudent and economical administration</li> <li>• Avoidance of waste and extravagance</li> <li>• Efficient and effective use of available resources</li> <li>• The day to day organisation, staffing, and management of the academy.</li> </ul>	<p>To spend the delegated budget before end of financial year within variance allowed for academies.</p>
	<p>To decide whether to delegate their powers to spend the delegated budget and any grants to the Headmaster. If so, decide the amount to be delegated.</p>

### PERSONNEL

Responsibilities of Head	Responsibilities of Governing Body
<p>To advise on staff requirements</p>	<p>To decide the number of staff at the School and the level of the posts.</p>
<p>To advise the Governing Body on the appointment of all teachers</p> <p>To appoint all teachers except those remunerated on the Leadership Pay Spine</p>	<p>To decide the overall procedures for appointing staff, including whether to delegate functions to the Head or Governor(s), taking account of legal requirements.</p> <p>To advertise Headmaster and deputy vacancies nationally, and other vacancies as appropriate.</p> <p>To set up selection panels for Headmaster and Deputy Headmaster posts.</p>

	To conduct interviews and appoint teaching staff (delegated to the Headmaster)
To advise on the appointment of non-teaching staff.	To appoint non-teaching staff. (delegated to the Headmaster)
To make recommendations for teachers' pay progression and other teachers pay related matters.	To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To advise the Governing Body on the specification for a vacant teaching post.	To decide a specification for any vacant post, in consultation with the Headmaster.
To advise on levels of pay for all teaching and non-teaching staff except his own.	To set the pay of all members of staff, including that of the Headmaster and any Deputy Headmasters, in line with legal requirements.
To advise the Governing Body on adopting effective procedures to deal with incompetent teachers and to keep the Governing Body informed of the general operation of such procedures.	To establish capability procedures to deal with incompetent teachers.
To advise on disciplinary rules and procedures and staff grievance	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
To advise the Governing Body on whether anyone employed at the school should be dismissed.	To dismiss an employee.
To advise the Governing Body on payments to be made.	To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment.  To decide whether to grant early retirement to teachers.
To suspend staff in appropriate circumstances.	To suspend staff in appropriate circumstances.  To end a suspension.
To deploy, manage and Lead all teaching and non-teaching staff of the school and allocate particular duties to them.	The instigation of an appropriate pay spine and related procedures for support staff
To evaluate the standards of teaching and Learning in the school and ensure that proper standards of professional performance are established and maintained.	

## SECULAR CURRICULUM

Responsibilities of Head	Responsibilities of Governing Body
<p>To determine, organise and implement an appropriate curriculum for the school.</p> <p>To ensure that a broad and balanced curriculum is implemented in the school.</p>	<p>To ensure that the curriculum is balanced and broadly based.</p> <p>To ensure that a broad and balanced curriculum is implemented.</p>
To draw up a policy for the secular curriculum for the school (“the curriculum policy”).	To agree, amend or reject the curriculum policy drafted by the Headmaster.
To implement and review the policy once every school year and suggest any necessary changes to the Governing Body.	To monitor the implementation of the School curriculum policy and consider with a view to adopting or rejecting any changes submitted by Headmaster.
To draft a Sex Education Policy	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school.

## PERFORMANCE MANAGEMENT

Responsibilities of Head	Responsibilities of Governing Body
<p>To draft, if requested by the Governing Body, a school performance management policy, within the framework set by the Appraisal Regulations.</p> <p>To consult all school teachers at the school, if requested by the Governing Body, before drafting a performance management policy</p> <p>To implement the school performance management policy established by the Governing Body</p> <p>To appoint/act as appraisers for teachers</p> <p>To review complaints by teachers about their appraisal where the Head has not been the appraiser.</p> <p>To set the timing of the performance management cycle for other teachers</p>	<p>To establish a school performance management policy to govern the implementation of school teacher appraisal (including the Headmaster) within the framework set by the Appraisal Regulations.</p> <p>To ensure that all school teachers are consulted.</p> <p>To review and, if necessary, amend the performance management policy annually.</p> <p>To ensure that school teachers receive a regular appraisal of their performance.</p> <p>To appoint two or three governors to take responsibility for carrying out all aspects of the Headmaster’s appraisal.</p> <p>To decide the exact timing of the performance review cycle for the Headmaster.</p> <p>To appoint one or more review officers where a complaint is made by the Headmaster about his/her performance review and the Chair of Governors has been involved in that review.</p>

## STANDARDS AND TARGET SETTING

Responsibilities of Head	Responsibilities of Governing Body
To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement.	To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally.

## EXCLUSIONS

Responsibilities of Head	Responsibilities of Governing Body
The Headmaster can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently.	To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination.

## ADMISSIONS

Responsibilities of Head	Responsibilities of Governing Body
The Headmaster may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in-year applications.	The Governing Body is the admissions authority. A school's admission authority is responsible for setting its admission policy and making the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements. Separate arrangements apply where a pupil has a statement of special educational needs. In this case, admission is determined by the statement (and, additionally, whether the boy has passed the 11+). Before naming a school on a statement, the LA must consult the Governing Body.

## RE AND COLLECTIVE WORSHIP

Responsibilities of Head	Responsibilities of Governing Body
<p><b>RELIGIOUS EDUCATION</b></p> <p>The Headmaster shall ensure that RE is provided, in accordance with the school's basic curriculum.</p> <p><b>COLLECTIVE WORSHIP</b></p> <p>The Headmaster shall ensure that each pupil shall on each school day take part in an act of collective worship.</p>	<p>The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.</p> <p>The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an act of collective worship each day.</p>

## SCHOOL PREMISES

Responsibilities of Head	Responsibilities of Governing Body
<p><b>Control of school premises</b></p> <p>Day to day management of the school and day to day charge of who can enter the school premises.</p> <p>To advise Governing Body where appropriate.</p> <p><b>Health and Safety</b></p> <p>To comply with Governing Body directions.</p>	<p>To control the use of the school premises both during and outside the school day.</p> <p>To decide on what charges to levy where external providers want to use the school premises.</p> <p>To agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety.</p>
<p><b>Medical Care And School Meals</b></p> <p>To ensure free meals are provided for those pupils whose parents are in receipt of specified benefits.</p>	<p>To ensure pupils take advantage of dental and medical care if available.</p> <p>To direct that free meals are provided for those pupils whose parents are in receipt of specified benefits.</p>

# GOVERNING BODY DECISION PLANNER

This Planner shows the delegation approved by the Governing Body of Bishops

## KEY

**Level 1:** Members (Mem), Governing Body (GB), Appropriate Panel (Panel)

**Level 2:** A committee of the governing body: Evaluation (Eval), Finance & Audit (F&A), Pay & Staffing (P&S), Admission, Property Health & Safety (APHS), or to that committee containing relevant Link Governor (Link).

**Level 3:** Headmaster (or his delegate)

All committees have authority to adopt policies allocated to them.

Key Function	Serial	Action Sheet Tasks	Authority Level		
			LEVEL 1	LEVEL 2	LEVEL 3
Finance	1	To approve the budget and the mid-year revision each financial year	GB		
	2	To monitor income, expenditure, cash flow and the Balance Sheet.		F&A	
	3	Miscellaneous financial decisions (e.g. write-offs)		F&A	
	4	To investigate financial irregularities (Head suspected)	Panel		
	5	To investigate irregularities (others suspected)		F&A	
	6	To enter into contracts (above £75,000)		Fin	
	7	To enter into contracts (below £75,000)			HM
	8	To approve the Financial Procedure Manual		F&A	
	9	To sign the interim financial reports		F&A	
	10	To sign the Annual Report	GB		
	11	To appoint auditors for the A/Cs	Mem		
	12	To appoint an Internal Auditor (IA)	GB		
	13	To approve the IA duties and Audit Plan		Fin	
	14	To draw up a Charging and Remissions policy for activities		F&A	
Staffing & Pay	15	Headmaster appointments (selection panel)	Panel		
	16	Deputy appointments (via selection panel)	Panel		
	17	Appoint other teachers (a governor is normally part of the selection panel)			HM
	18	Appoint non teaching staff (a governor is normally part of the selection panel)			HM
	19	Annual Pay Policy incl Allowances Policy		S&P	
	20	Receive Annual Staffing Report		S&P	
	21	Agree Staff Development Plan		S&P	
	22	Pay discretions (the Head is not to advise on own pay)		S&P	
	23	Appoint an external adviser to assist with the Head's appraisal		S&P	
	24	Support Staff Pay including consensual variation if necessary.		S&P	



	25	Establishing Disciplinary /Capability procedures		<b>S&amp;P</b>	
	26	Dismissal Head (Discipline/ Redundancy/ Medical Panel)	<b>Panel</b>		
	27	Dismissal other staff (Discipline/ Redundancy/ Medical Panel)	<b>Panel</b>		
	28	Dismissal support staff on probation			<b>HM+ Chair P&amp;S</b>
	29	Suspending Head (Discipline Panel)	<b>Panel</b>		
	30	Suspending staff except Head (Discipline Panel)	<b>Panel</b>		
	31	Ending suspension Head (Discipline Panel)	<b>Panel</b>		
	32	Ending a suspension except head (Discipline Panel)	<b>Panel</b>		
	33	Determining dismissal payments / early retirement		<b>S&amp;P</b>	
	34	Determining 'important' support staff to be on 4 month's notice			<b>HM + Chair P&amp;S</b>
	35	Determining staff complement		<b>S&amp;P</b>	
	36	Leave for family emergencies: 5/20 days paid/unpaid in a 12 month period			<b>HM</b>
	37	Further leave for family emergencies		<b>HM &amp; Chair/V Chair P&amp;S</b>	
<b>Curriculum</b>	38	To draft curriculum model			<b>HM</b>
	39	To implement curriculum model			<b>HM</b>
	40	To agree or reject and review curriculum model	<b>GB</b>		
	41	Responsible for standards of teaching			<b>HM</b>
	42	To decide, within agreed curriculum model, which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			<b>HM</b>
	43	Responsibility for individual child's education			<b>HM</b>
	44	Provision of sex education - make and keep up to date a written policy		<b>Link policy</b>	<b>HM Prov' n</b>
	45	To prohibit political indoctrination and ensuring the balanced treatment of political issues	<b>GB</b>		
<b>Staff Appraisal</b>	46	To agree and review annually teaching and support Staff Appraisal policies		<b>S&amp;P</b>	
	47	To draft and implement the Staff Appraisal policies			<b>HM</b>
<b>Data Analysis &amp; Target Setting</b>	48	Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' Data Dashboard	<b>GB</b>		
	49	To monitor targets for pupil achievement.	<b>GB</b>		
<b>Exclusions</b>	50	To decide a Discipline policy		<b>Link</b>	
	51	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently			<b>HM</b>

	52	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 15 days in total in a term (see above) or would lose the opportunity to sit a public examination. (Can be delegated to Chair / V Chair if urgent)	<b>Panel</b>		
	53	To direct reinstatement of excluded pupils. (Can be delegated to Chair / V Chair if urgent)	<b>Panel</b>		
<b>Admissions</b>	54	To consult annually before setting an Admissions policy		<b>APHS</b>	
	55	To set an Admissions Policy in line with the Admissions' Code.		<b>APHS</b>	
	56	To publish and advertise the Admissions' Policy			<b>HM</b>
	57	Admissions: application decisions outside Policy directions.		<b>APHS</b>	
	58	Make place offers when no determination is required.			<b>HM</b>
	59	To defend appeals.			<b>HM</b>
	60	To appeal against LA directions to admit pupil(s)			<b>HM</b>
<b>Religious Education</b>	61	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)	<b>GB</b>		
	62	Decision to provide RE according to original trust deed	<b>GB</b>		
<b>Collective Worship</b>	63	To ensure that all pupils take part in a daily act of collective worship. The Governing Body is to be consulted			<b>HM</b>
	64	Arrangements for collective worship	<b>GB</b>		
<b>Premises</b>	65	Buildings insurance & Personal Liability - GB to seek advice from Diocese or trustees as appropriate		<b>APHS</b>	
	66	Routine strategy: budgeting for repairs etc and Asset Management Plans		<b>APHS</b>	
	67	Buildings Strategy: major new commitments	<b>GB</b>		
	68	To set a policy and ensure health and safety issues are met		<b>APHS</b>	
	69	To ensure Health and Safety regulations are followed			<b>HM</b>
	70	To agree the Health & Safety Manual		<b>APHS</b>	
	71	To set a Security Policy		<b>APHS</b>	
<b>School Organisation</b>	72	To propose any amendments to the Funding Agreement (including the Articles of Association)	<b>Mem</b>		
	73	To publish proposals to change category of school*	<b>Mem</b>		
	74	To agree a school Action Plan following OFSTED inspection and distribute copies to parents	<b>GB</b>		
	75	To set the times of school sessions and the dates of school terms and holidays to provide for 380 half day sessions per year	<b>GB</b>		

<b>Information for Parents</b>	76	To prepare & publish the School Prospectus			<b>HM</b>
	77	To ensure provision of free school meals to those pupils meeting criteria			<b>HM</b>
	78	Annual Safeguarding report		<b>Link</b>	
<b>GB Procedures</b>	79	To appoint (and remove) the chair or vice-chair of the Governing Body/ a committee.	<b>GB/</b>	<b>C'tee</b>	
	80	To appoint and dismiss the Company Secretary	<b>GB</b>		
	81	To hold a Governing Body meeting at least once a 'double' term or more often if required.	<b>GB</b>		
	82	To appoint and remove co-opted, including temporary additional co-opted, governors	<b>GB/ DBE</b>		
	83	To set up a Register of Governors' Business Interests	<b>GB</b>		
	84	To discharge duties in respect of pupils with special needs by appointing a "responsible person" (SENCO)	<b>GB</b>		
	85	To agree delegation of functions to individuals or committees (as allowed in Law).	<b>GB</b>		
	86	To regulate the GB's procedures (where not set out in law	<b>GB</b>		
	87	To review annually a year the establishment, terms of reference and membership of committees.		<b>Eval</b>	
	88	To amend the Risk Register after consulting governors.		<b>Eval</b>	
<b>Federations</b>	89	To consider forming a federation or joining an existing federation	<b>GB</b>		
	90	To consider requests from other schools to join the federation	<b>GB</b>		
	91	To leave a federation	<b>GB</b>		
<b>Extended Schools</b>	92	To decide to offer additional activities and to what form these should take	<b>GB</b>		
	93	To put into place the additional services provided			<b>HM</b>
	94	To ensure delivery of services provided			<b>HM</b>
	95	To cease providing extended school provision	<b>GB</b>		
<b>Academy</b>	96	Annual Report to DfE by 4 mths after YE	<b>GB</b>		
	97	Annual Report to Companies House by 9 Mths from YE	<b>GB</b>		

Annex  
A. The Roles of Governing Bodies.

## **THE ROLES OF GOVERNING BODIES**

(taken from *Governing Bodies and Effective Schools* DfEE/Ofsted 1995 and *New Regulations and Guidance on the Roles of Governing Bodies and Head Teachers* DfEE 2000.)

Governors have three key roles

- **To provide a strategic view**
- **To act as a critical friend**
- **To ensure accountability**

### **Provide a strategic view**

The Governing Body has important powers and duties but limited time and resources. So it should focus on helping to decide the School's strategy for improvement so that its pupils learn most effectively and achieve the highest standards.

This means:

- setting suitable aims and objectives,
- agreeing policies, targets and priorities; and
- monitoring and reviewing aims, objectives, and whether the policies, targets and priorities are being achieved.

Governing Bodies should take advice on all this from the Head before taking their own decisions.

The School Development Plan, School Improvement Plan or post-OFSTED Action Plan, along with agreed policies, will generally provide the strategic framework. Governing Bodies will need to monitor progress, but are not responsible for collecting monitoring data themselves. Instead they should agree arrangements with their Headmaster. Governors should agree with their Head and staff a policy on visits they may wish to make to classrooms. Governor Support has produced some guidance on this.

Working strategically, Governors should then use any monitoring evidence to review and evaluate progress against any targets set to see whether a policy is working or needs changing. The Head can suggest arrangements for monitoring and evaluating particular requirements and policies.

As "lead professional" the Head will be responsible for formulating and implementing the policies, for leading the School towards the set targets and for discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on him or her.

Heads should give their Governing Bodies enough information for the Governors to feel confident that those delegated responsibilities - and the Head's own responsibilities - have been met. Governing Bodies should make sure they get enough information to allow them to check on their school's achievements and progress, over time and in comparison with similar schools.

### **Act as a critical friend**

A critical friend offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. It is critical in the sense of its responsibility for monitoring and evaluating the school's effectiveness, asking challenging questions, and pressing for improvement. But a critical friend may also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution. It exists to promote the interests of the school and its pupils.

### **Ensure accountability**

The Governing Body is responsible for ensuring good quality education in the School. The Headmaster and staff report to the Governing Body on the School's performance. It is not the role of Governors simply to rubber-stamp every decision of the Headmaster.

The Governing Body has the right to discuss, question and refine proposals while always respecting the professional roles of the Headmaster and other staff, and their responsibilities for the management of the School. In its turn, it is accountable to parents and the wider community for its actions and the School's overall performance.

The Headmaster and professional staff are accountable to the Governing Body for the school's performance. The Governing Body must be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, pupils, parents and the press as well as the LA, School's foundation or the Secretary of State.