



## SCHEME OF DELEGATION

### Northgate Primary School

**Key:**

- Level 1: Academy Trust (Members)
- Level 2: Governors/Trustees (Directors)
- Level 3: A committee of the Board of Governors/Trustees (Directors)
- Level 4: The Accounting Officer (Headteacher)

Column blank: Action can be undertaken at the level

Column shaded: Function cannot legally be carried out at this level

Key function	No	Task	Decision level			
			1	2	3	4
<b>Budgets &amp; Accounts</b>	1	Approve budget plan for financial year		✓		
	2	Monitor monthly expenditure				✓
	3	Establish charges & remissions policy			✓	
	4	To enter into contracts (refer to <b>Financial</b> Scheme of Delegation)		✓	✓	✓
	5	Ensure academy annual accounts are prepared within the appointed time frame			✓	
	6	To approve and submit the annual accounts		✓		
	7	To receive the Annual Report and Accounts	✓			
	8	Review annually and appoint the External Auditors	✓	✓		
	9	Review annually and appoint the Responsible Officer		✓	✓	
	10	Review annually and appoint the Internal Auditors		✓	✓	
<b>Staffing</b>	11	Headteacher appointments		✓		
	12	Deputy Headteacher appointments		✓		
	13	Teaching staff appointments				✓

Key function	No	Task	Decision level			
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	14	Non-teaching staff appointments				✓
	15	Pay policy		✓		
	16	Establish and review procedure for addressing staff disciplinary, conduct and grievance			✓	
	17	Dismissal of the Headteacher		✓		
	18	Dismissal of other staff			✓	✓
	19	Suspension of the Headteacher		✓		
	20	Suspension of other staff				✓
	21	Ending suspension of the Headteacher		✓		
	22	Ending the suspension of all other staff			✓	✓
	23	Determining staffing requirements			✓	✓
	24	Dismissal payments / early retirement			✓	✓
<b>Curriculum</b>	25	Establish and implement Curriculum Policy				✓
	26	Approval of Curriculum Policy			✓	
	27	Responsibility for standards of teaching				✓
	28	Decide which subject options will be taught including activities outside the school day			✓	✓
	29	Responsibility for individual child's education				✓
	30	Provision of sex education – includes establishing and maintaining an up to date policy				✓
	31	To prohibit political indoctrination and ensuring a balanced treatment of political issues				✓
<b>Performance Management</b>	32	Establish performance management policy and review annually		✓	✓	
	33	Implement the performance management policy				✓
<b>Target setting</b>	34	Set and publish targets for student achievement				✓
<b>Discipline / Exclusions</b>	35	Establish a discipline policy			✓	✓

Key function	No	Task	Decision level			
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	36	Review use of exclusion and decide whether or not to confirm permanent and fixed term exclusions where the student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (can be delegated to chair/vice chair in case of emergency)			✓	
	37	Direct reinstatement of excluded students				✓
<b>Admissions</b>	38	Consult annually before setting an Admissions Policy		✓		
	39	Admissions: applications decisions (main round)		✓	✓	
<b>Collective worship</b>	40	Arrangements for collective worship				✓
<b>Premises &amp; Insurance</b>	41	Buildings insurance, personal liability & Governors' Indemnity Insurance			✓	
	42	Develop academy building strategy			✓	
	43	Procure & maintain buildings, including properly funded maintenance programme			✓	
<b>Health &amp; Safety</b>	44	Institute a Health & Safety policy		✓		
	45	Ensure Health & Safety regulations are followed			✓	
<b>School organisation</b>	44	Set times of academy day and dates of academy terms and holidays		✓		✓
	45	Ensure academy meets 380 sessions in a school year				✓
	46	Ensure academy lunch nutritional standards are met				✓
<b>Information for parents</b>	47	Prepare and publish the academy prospectus				✓
	48	Ensure provision for free school meals to those students meeting the criteria				✓
	49	Adopt and review home school agreements				✓
<b>GB procedures</b>	50	Appoint (and remove) the chair and vice chair		✓		
	51	Appoint (And dismiss) the clerk to the governors/trustees		✓		
	52	Hold a full GB meeting at least 3 times in the academy year		✓		
	53	Appoint (and remove) governors/trustees	✓	✓		

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			1	2	3	4
	54	Set up register of Governor/Trustees business interests		✓		
	55	Approve and set up governor expenses scheme		✓		
	56	Discharge duties in respect of students with special needs by appointing a 'responsible person'		✓		
	57	Consider whether or not to delegate functions to individuals or committees		✓		
	58	To delegate 'Chair's Action' to the Chair of Governors/Trustees		✓		
	59	Regulate the GB procedures		✓		
Multi-academy Trusts	60	To consider forming a MAT or joining an existing MAT	✓	✓		
	61	To consider requests from other schools to join the MAT	✓	✓		
	62	To leave a MAT	✓	✓		
Extended schools	63	Decide to offer additional activities & what form these should take				✓
	64	Put in place and ensure delivery of services to be provided				✓
	65	Cease providing extended school provision				✓
Inclusion and equality	66	To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years		✓	✓	
	67	To establish and review a special educational needs (SEN) and disability policy		✓		
	68	To designate a 'responsible person' for Safeguarding		✓		
	69	To designate a 'responsible person' for looked after children		✓		
	70	To establish an accessibility plan and review it every three years			✓	
	71	To establish and review annually a child protection policy and relevant procedure		✓		

Signed: \_\_\_\_\_  
Chair of Governors

Date: 16<sup>th</sup> October 2017