Scheme of Delegation for St Andrew's C.E. 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
Budgets & Accounts	1	Approve budget plan for financial year		√		
	2	Monitor monthly expenditure		√		√
	3	Establish charges & remissions policy			√	
	4	To enter into contracts (refer to Financial 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		√	√	
Staffing	11	Headteacher appointments		√		
	12	Deputy Headteacher appointments		√		
	13	Teaching staff appointments				√
	14	Non-teaching staff appointments				√
	15	Pay policy		√		

Key function	No	Task	Decision level			
			1	2	3	4
	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			√	√
Curriculum	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				√

Key function	No	Task	Decision level			
			1	2	3	4
Appraisal	32	Establish performance management policy and review annually		√	√	
	33	Implement the performance management policy				√
Target setting	34	Set and publish targets for student achievement				√
Discipline/Exclusions	35	Establish a Behaviour Policy			√	√
	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				√
Admissions	38	Consult annually before setting an Admissions Policy		√		
	39	Admissions: applications decisions (main round)		√	√	
Collective Worship	40	Arrangements for collective worship				√
Premises & Insurance	41	Buildings insurance, personal liability & Governors' Indemnity Insurance			√	
	42	Develop academy building strategy			√	
	43	Procure & maintain buildings, including properly funded maintenance programme			√	
Health & Safety	44	Institute a Health & Safety policy		√		
	45	Ensure Health & Safety regulations are followed			√	
School organisation	44	Set times of academy day and dates of academy terms and holidays		√		√
	45	Ensure academy meets 380 sessions in a school year				√

Key function	No	Task	Decision level			
			1	2	3	4
	46	Ensure academy lunch nutritional standards are met				√
Information for parents	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				√
GB procedures	50	Appoint (and remove) the chair and vice chair		√		
	51	Appoint (And dismiss) the clerk to the governors/trustees		√		
	52	Hold a full GB/Trustees meeting at least 3 times in the academy year		√		
	53	Appoint (and remove) Governors/Trustees	√	√		
	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/Trustees 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			√	√

Key function	No	Task	Decision level			
			1	2	3	4
	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 designated 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		√		