

FOREST VIEW 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 body**. 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 boards 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.

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.
- 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.
- Minutes to be taken by the Clerk to the Governors/Committee.
- The Chair to be elected at the first meeting of the committee following the annual review of committees unless appointed by the governing board.
- Frequency of meetings to be as necessary unless otherwise stated.

1. PERSONNEL & PAY REVIEW COMMITTEE

Personnel

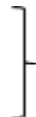
Terms of reference:

- 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 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.
- To make recommendations on personnel related expenditure to the Finance Committee
- *Additional items which individual Governing Boards may wish to include*

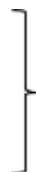
Appointments

Head Teacher and Deputy
Head Teacher



- Agree specification/procedures by Governing Board
- Shortlist by Governing Board
- Appointment by Governing Board

Teacher above Main Pay
Spine (MPS) and
TLR2a & above



- Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board
- Shortlist by Selection Panel
- Appointment by Personnel Committee

Teachers on Main Pay scale,
Temporary Posts, NQT
and Support Staff



- Agree specification/procedures by the Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board
- Shortlist by Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board
- Appointment by Head Teacher in consultation with the Chair and/or Vice Chair of the Governing Board

N.B.

Selection Panel to comprise of the Head Teacher and a governor from the Governing Board (depending upon availability).

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.

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:

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.

Minutes from the Pay Review Committee will be verbally presented to the Governing Board

Quorum:

3 voting governors.

Composition of Committee

Head Teacher, Chair of the Governing Board and 4 governors (Head Teacher in an advisory position only for the Pay Review)

Membership of Committee

Head Teacher, Cllr W Brady (Chair of the Governing Board), Mrs J Woods, Ms L Embleton, and Mrs JM Emmerson.

Chair of the Committee

Cllr WE Brady

2. FINANCE AND PREMISES COMMITTEE

Finance terms of reference:

- In consultation with the Head Teacher, to approve the first formal budget plan of the financial year.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing board
- To monitor expenditure of all voluntary funds kept on behalf of the governing board and take appropriate action when necessary.
- To annually review and approve charges and remissions policies and expenses policies.

- To agree expenditure following recommendations from other committees
- To approve all documents related to Schools Financial Value Standard (SFVS).

□ **N.B:**

For Documents relating to Schools Financial Value Standard (SFVS).

The Committee cannot approve matters where there are changes to Levels of Delegated Authority

- *Additional items which individual governing boards may wish to include*

Premises terms of reference:

- To advise the governing board on priorities, including health and safety, for the maintenance and development of the school's premises
- To have responsibility for the arrangements for repairs and maintenance
- In consultation with the Head Teacher, to oversee premises-related funding bids
- To have responsibility for the use of school premises by outside users, including health and safety, subject to governing board policy
- To establish and keep under review a Building Development plan and take corrective action
- To establish and keep under review an Accessibility plan and take corrective action
- To approve building/maintenance works (In line with the Financial Scheme of Delegation).
- To monitor and review all policies in relation to Health and Safety.
- *Additional items which individual Governing Board may wish to include*

Quorum:

3 voting governors

Composition of Committee

Head Teacher, Chair of the Governing Board and 3 governors

Membership of Committee

Head Teacher, Cllr W Brady (Chair of the Governing Board), Mr S Jordan, Mrs JM Emmerson and Mrs J Woods.

Chair of the Committee

Cllr WE Brady

3. 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

N.B. meeting to be held between 6th and 50th 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 6th and 15th school days 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
- *Any items which individual governing boards may wish to include*

Quorum:

3 voting governors

Composition of Committee

To consist of 3 voting governors to be selected at random from the Board of Governors.
(Subject to availability)

Membership of Committee

(Not including the Head Teacher)

Disqualification:

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

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.

4. 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

To consist of 3 voting governors to be selected at random from the Board of Governors.
(Subject to availability)

Membership of Committee

All governors on the Board who are not employed by the school.

Disqualification:

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

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.
- *Any items which individual governing boards may wish to include*

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.

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
- *Any items which individual governing boards may wish to include*

1. HEAD TEACHER'S PERFORMANCE MANAGEMENT GROUP

Terms of reference:

- To arrange to meet with the 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 School Improvement Partner, whether the targets have been met and to set new targets annually
- *Additional items which individual Governing Boards may wish to include*

Disqualification:

The Head Teacher and Staff governors

Composition of the Group

3 governors.

Membership of the Group

Mrs J Woods, Mrs L Baty and Mrs JM Emmerson.

2. CURRICULUM AND POLICY WORKING PARTY

Curriculum terms of reference:

- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the school's curriculum policy
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing board
- To receive regular reports from individual governors who have a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy and advice the governing board.
- To have responsibility for the arrangements for educational visits.
- To set the schools pupil performance targets.
- To approve Curriculum Policies.
- To consider the Schools Self Evaluation Form (SEF) and recommend to the Governing Board for approval.
- To consider the School Improvement Plan (SIP) and recommend to the Governing Board for approval.
- *Additional items which individual Governing Boards may wish to include*

Policy terms of Reference

- To regularly monitor, review all school policies for Governing Board approval. (Except those policies that are relevant to other existent committees)
- *Additional items which individual Governing Boards may wish to include*

Composition of Committee

All governors

Membership of Committee

All governors to be invited depending upon availability.

Link Governor

Area Of Responsibility	Link Governor	Teacher
Music	Mrs J Emmerson	K McHarg
Literacy	Mrs J Emmerson	R. Brown
Worship/RE	Mrs J Woods	K McHarg
Computing	Mrs J Woods	K Charlton
Numeracy	Mrs J Woods	S Archer
Health and Safety	Mrs J Woods	Head Teacher
Art	Cllr WE Brady	V Thompson
More Able Pupils	Cllr WE Brady	T Johnson
Humanities	Ms L Embleton	J Waudby
Science	Mrs J Emmerson	A Williams
Modern Foreign Languages	Mrs J Emmerson	A Williams
P.E.	Mrs L Baty	K. Waugh
Design Technology	Ms L Embleton	S Archer
P.S.H.E.	Mr S Jordan	K Waugh
Extended Schools	Mrs L Baty	A. Williams
S.E.N. & Pupil Premium	Cllr WE Brady	T Johnson
Foundation Stage	Ms L Embleton	K. Waugh
Safeguarding	Cllr WE Brady	Head Teacher
Looked after Children	Cllr WE Brady	Head Teacher
Equalities	Cllr WE Brady	Head Teacher
Curriculum	Mrs J Emmerson	S Archer
Data Protection	Mrs B McCulla	Head Teacher

Link Governors reviewed 16.11.18

*For example, a curriculum subject, a key stage, a year group.

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BOARD OF FOREST
VIEW PRIMARY SCHOOL**

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 (after consultation with appropriate Chair Person) Finance and Premises 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 Administrative Officer – J Peel	Annually
11.1c Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Deputy Head teacher Administrative Officer – J Peel	Annually
11.2 Orders for Work, Goods and Services (any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate Governing Board meeting)	All orders for all goods and services shall be procured:- Contract value up to £3,000 Contract value £3,000 to £10,000 after two telephone or written quotations Contract Value £10,000 to £50,000 after a minimum of two written quotations Contract value £50,000 to £100,000 after a minimum of three written quotations	Head Teacher (in consultation with the appropriate Chair Person) Head Teacher (in consultation with the appropriate Chair Person) Finance and Premises Committee or Governing Board Governing Board	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
16.5(1) Stores & Stores' Accounts	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	Head Teacher Governing Board	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	Governing Board	
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.	Administrative Officer – J Peel	Annually

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