

NORBURY MANOR BUSINESS AND ENTERPRISE COLLEGE FOR GIRLS: SCHEME OF INTERNAL DELEGATION

THIS SHOWS TO WHICH LEVEL THE ACADEMY TRUST AND GOVERNING BODY DELEGATE FUNCTIONS:

KEY

Level 1: Full governing body

Level 2: An identified committee or committees of the governing body (AEC - Admissions, Education and Curriculum; Premises or Resources)

Level 3: An individual governor

Level 4: Headteacher

Level 5: Other individual

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made at Levels 2-5

			Decision Level				
Area	No.	Function	1	2	3	4	5
Finance	1	To approve the formal budget plan each financial year after consideration and approval by the Resources Committee	✓				
	2	To keep funding, budgets, expenditure and financial procedures under review in accordance with the terms of reference		Resources Committee			

Area	No.	Function	Decision Level				
			1	2	3	4	5
Finance cont.	3A	To instruct bank accounts to be established and closed		Resources Committee			
	3B	To authorise changes to existing bank accounts (i.e. change of signatories)		Resources Committee			
	4	Approval of investment procedures after recommendation by Resources Ctte	✓				
	5	To establish a charging and remissions policy (subject to the Secretary of State's approval)		Resources Committee			
	6	Miscellaneous financial decisions	According to the Norbury Manor finance procedures				
	7	To enter into contracts	According to the Norbury Manor finance procedures				
	8	To make payments	According to the Norbury Manor finance procedures				
	9	To investigate any activity deemed relevant to enquiries. Headteacher not to participate if enquiry relates to Headteacher activities		Each Committee			
	10	Approval of Academy Report for annual accounts		Resources Committee			
	11	Annual approval of audited accounts	✓				
	12	To appoint Auditors and agree actions in light of Auditor's reports	✓				

Area	No.	Function	Decision Level				
			1	2	3	4	5
Staffing	13	Headteacher appointments (on recommendation of selection panel)	✓				
	14	Appointment of Deputy heads, other members of the SLT and Finance Manager		Selection Panel (three members for deputy head and assistant head positions)			
	15	Appoint other teachers				✓	
	16	Appoint other support staff				✓	
	17	Agree a pay policy (on recommendation of Resources Committee)	✓				
	18	To make pay decisions in line with pay policy and legal requirements		Resources Committee			
	19	Agree and review policies on CPD, Grievance, Sickness and Staff Attendance		Resources Committee			

Area	No.	Function	Decision Level				
			1	2	3	4	5
Staffing contd.	20	Implement, monitor and review the Single Equalities Policy and objectives	✓				
	21	Implement, monitor and review annually the operation of the Appraisal, Capability and CPD policies		Resources Committee			
	22	Dismissal of Headteacher		Steering Committee			
	23	Suspending Head		Steering Committee			
	24	Suspending staff (except head)				✓	
	25	Ending suspension (except head)				✓	
	26	Determining staff complement and changes to overall structure		Resources Committee			
	27	Determining dismissal payments/early retirement		Resources Committee			
	28	To produce and maintain a central record of recruitment and vetting checks				✓	

Area	No.	Function	Decision Level				
			1	2	3	4	5
Staffing contd	29	To agree and monitor a training strategy for governors	✓				
Performance Management	30	To agree and review annually policies on Appraisal, Capability Procedure and Performance Management		Resources Committee			
	31	To implement the appraisal and performance management policy (except for Headteacher)				✓	
	32	To implement the appraisal and performance management of the Headteacher		Headteacher Performance Review Group			
Curriculum	33	To establish, review and implement curriculum policy				✓	
	34	Responsibility for standards of teaching and individual student's education				✓	
	35	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)				✓	
	36	Responsibility for individual child's education				✓	

	37	To approve, monitor and review the Academy policy on sex and relationship education		AEC			
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Area	No.	Function	Decision Level				
			1	2	3	4	5
Curriculum cont'd.	38	To prohibit political indoctrination and ensuring the balanced treatment of political issues				✓	
	39	To ensure that the school appoints a Special Educational Needs Coordinator (SENCO)		AEC			
	40	To discharge other duties in respect of students with special educational needs				✓	
	41	To approve, monitor and review the Academy's SEN policy		AEC			
	42	To monitor student achievement against set targets		AEC			
	43	To approve off-site visits and activities of up to 1 day				✓	
	44	To approve off site visits and activities of more than 24 hours or which involve hazardous pursuit or journey by air or sea				✓	
	45	To approve targets for student achievement		AEC			

Key Function	No.	Tasks	Decision Level				
			1	2	3	4	5
Behaviour/Discipline/Exclusions	46	To approve, monitor and review policy on behaviour		AEC			
	47	Headteacher has powers to search, with or without consent a student whom they reasonably suspect is carrying a knife or other weapon				✓	
	48	To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently				✓	
	49	To review the use of exclusion and to decide whether or not to confirm permanent exclusions and fixed term exclusions where the student is either excluded for more than 15 days in total in a term would lose the opportunity to sit a public examination.		Special Committee (can be delegated to Chair/Vice Chair in cases of emergency)			
	50	To direct reinstatement of excluded students		Special Committee (Chair or Vice Chair in case of emergency)			

	51	To review the overall pattern and use of exclusions within the school		AEC			
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Key Function	No.	Tasks	Decision Level				
			1	2	3	4	5
Behaviour/Discipline/ Exclusions contd.	52	To monitor and review student behaviour and attendance				✓	
	53	To set attendance targets		AEC			
Religious Education	54	Responsibility for ensuring provision of RE in line with school's basic curriculum and statutory requirements				✓	
Collective worship	55	To ensure that all students take part in a daily act of collective worship (after consulting GB)				✓	
	56	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without religious character)				✓	
	57	Arrangements for collective worship (schools without religious character (after consulting GB)				✓	

Key Function	No.	Tasks	Decision Level				
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Premises & Insurance	58	Building insurance and personal liability		Premises / Health and Safety			
	59	Developing and implementing school building strategy or master plan	✓				
	60	To agree school buildings strategy or master plan	✓				
	61	Procuring and maintaining buildings, including developing properly funded maintenance plan		Premises / Health and Safety			
	62	To review and implement a hiring policy				✓	
	63	To research and be involved in drawing up an Accessibility Plan for the school		Premises / Health and Safety		✓	
	64	To monitor and review a health and safety policy		Premises / Health and Safety			
	65	To ensure that health and safety policy and regulations are followed				✓	

Key Function	No.	Tasks	Decision Level				
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School Organisation/Student Welfare	66	To ensure that suitable risk assessments are prepared and action taken to minimise risk a) School trips b) Premises/building work c) Financial		Premises		✓	
	67	To publish proposals to change category of school	✓				
	68	To set the times of school sessions and the dates of school terms and holidays	✓				
	69	To ensure that school lunch nutritional standards are met where provided by the governing body				✓	
	70	To ensure that school policy and procedure for Looked After Children are consistent with measures set out in the statutory guidance		AEC			

Key Function	No.	Tasks	Decision Level				
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School Organisation/Student Welfare contd.	71	Special responsibility for safeguarding children			Nominated governor lead		
	72	To carry out annual review of Safeguarding Children/Child Protection policy and procedures		AEC			
Information for Parents	73	To prepare and publish the school prospectus				✓	
	74	To establish, publish and review a complaints procedure				✓	
	75	To establish, publish and review a Freedom of Information scheme and ensure the Academy complies with it	✓				
	76	To ensure provision of free school meals to those students meeting the criteria				✓	
	77	Adoption and review of home-school agreements on recommendation of Headteacher and AEC	✓				
Community	78	To consider matters relating to the role of the school in the community, including public relations	✓				
	79	To ensure that the school contributes to community cohesion	✓				

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Planning	80	To approve priorities for the School Development (SDP) Plan	✓				
	81	To approve the SDP	✓				
	82	To monitor the SDP	✓				
GB Procedures	83	To amend Articles of Association	✓				
	84	To appoint (and remove) the chair and vice-chairs	✓				
	85	To appoint (subject to election for parent governors) and remove governors	✓				
	86	To appoint, subject to election, and remove parent and staff governors	✓				
GB Procedures	87	To appoint and dismiss the clerk to governors	✓				
	88	To hold a full governing body meeting at least once a term or as often may require	✓				

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GB Procedures contd.	89	To send out agendas and minute all meetings of the Governing Body and committees in consultation with the relevant chairs					Clerk
	90	To maintain a Register of Governors' Business Interests (Pecuniary Interests)					Clerk
	91	To approve, monitor and review a Governors' expenses policy		Resources			
	92	To discharge duties in respect of students with special needs by appointing a 'responsible' person	✓				
	93	Delegation of functions to committees or individuals, including establishing terms of reference, and, in the case of committees, establishing their constitution and membership and the review of any such scheme of delegation not less than once a year	✓				
	94	To regulate GB standing orders (where not set out in law)	✓				
	95	Chair's Action			Chair		

Key Function	No.	Tasks	Decision Level				
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	96	To consider forming a federation/MAT or joining an existing federation/MAT	✓				
	97	To consider requests from other schools to join the federation/MAT	✓				
	98	To leave a federation/MAT	✓				
Academy	99	Annual report to EFA after year end	✓				
	100	Annual report to Companies House by 9 months from year end	✓				