

# ST JOSEPH'S PRIMARY SCHEME OF DELEGATION

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**2022-2023**

## St Joseph's Catholic Primary School

### Scheme of Delegation 2022-23

1. This revised scheme of delegation was approved by the Governing Board of St Joseph's Catholic Primary School during the Full Governing Board meeting held on 13 July 2022.
2. The scheme has been developed to clarify the responsibilities of governors and members of staff employed by the school in respect of key aspects of management of the school and to ensure compliance with legal requirements and, where appropriate, Local Authority policies.
3. The chart below sets out all areas of responsibilities and delegations.  
Delegations cannot be exercised other than by the delegated post holder of committee unless otherwise directed or agreed by the governing Board.
4. This scheme will be reviewed at the summer term meeting of the governing Board in each academic year and is made without prejudice to the powers and duties of the governing board and its committees.
5. The governing Board has agreed the following Committees for the **2022-23** academic year.
  - Resources Committee (incorporates Finance, Premises and Personnel)
  - Teaching and Learning Committee
  - Admissions committee (a sub committee of the Teaching and Learning committee)
  - Pupil Discipline/Exclusion Panel Committee (a sub committee of the Teaching and Learning committee)
  - General Purposes
  - Audit and Risk committee (a sub committee of the Resources committee)
6. The terms of reference for Committees will reflect all delegations. These terms of reference will be reviewed annually.

7. The governing Board has also agreed the following areas of lead/link responsibility for the following

Early Years – Sue Kelly  
SEND – Elaine Horton  
RE -Maureen Dean  
RSE – Elaine Horton  
PSHE -Elaine Horton  
Maths – Julie Haffner  
English – Martin McDonagh  
Early reading – Sue Kelly  
Computing – Neville Wilson-DeRoze  
Art and Design – Maureen Dean  
MFL (Spanish) – Elaine Horton  
History – Martin McDonagh  
Geography – Martin McDonagh  
Science – Anne-Marie Carroll  
Music – Neville Wilson-DeRoze  
PE – Martin McDonagh

In addition, Martin McDonagh is the nominated governor with responsibility for Safeguarding

Next review – this document will be reviewed at the Summer term 2023 meeting of the Full Governing Board for adoption for the following academic year unless any revisions are required prior to this date.

## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

### SCHEME OF DELEGATION

Key Function	Tasks	Committee	Full Governing Board	Governor/other	Headteacher
<b>Policies and Procedures</b>	To determine, approve and keep under review all statutory policies and processes.		FGB		
	To monitor and review annually the religious education curriculum and associated policies.		FGB		
	To agree, monitor and review annually the non-statutory and generic policies of the school.		FGB		
	To consider such matters relating to the policies of the school as may arise, and to make recommendations to the Governing Board.		FGB		
<b>Finance</b>	To approve the first formal budget plan each financial year	Resources Committee.	Ratify at FGB meeting		
	To monitor monthly expenditure and authorise virements.	Resources Committee.			
	To establish a charging and remissions policy.		FGB		
	Miscellaneous financial	Resources			up to £5,000

	decisions	Committee (more than £5,000)			Headteacher
	To enter into contracts up to the value of £5,000 unless authorised by the GB				Headteacher
	To ensure best value practice, obtain three quotes for any item over £5,000 unless best suppliers have already been secured and evidence documented				Headteacher
	To make payments				Headteacher
	To appoint auditors to evaluate the validity and reliability of the Trust's financial statements	Resources Committee			
	Approves any contract spend over £5,000		FGB		
	Sign off ESFA budget returns		FGB		
	Ensures school follows ESFA Financial Regulations	Resources Committee to oversee	FGB		
<b>Staffing/Personnel</b>	To appoint teachers	Resources Committee to approve appointment			Headteacher
	Appointment of Head Teacher	Selection Panel	FGB		
	Agree a Pay Policy	Resources Committee	Approval at FGB		
	To appoint support staff	Resources Committee to approve appointment			Headteacher

	Authorising pay discretions and variations of contract	Resources Committee			
	Dismissal of Headteacher		FGB		
	Establishing disciplinary/capability procedures				Headteacher
	Dismissal of staff	Resources Committee			
	Suspending the Head of School		FGB		
	Suspending other staff	Resources Committee			Headteacher
	Ending suspension of Headteacher		FGB		
	Ending suspension of staff (except Headteacher)	Resources Committee			Headteacher
	Determining staff complement		FGB		
	Determining dismissal payments/ early retirement		FGB		
<b>Curriculum</b>	To ensure that the National Curriculum is taught to all pupils and to consider any disapplication for pupils				Headteacher
	To implement the curriculum policy/statement				Headteacher
	To agree or reject and monitor curriculum policy		FGB		
	Relationship and Sexual Education policy and provision of RSE		FGB		Headteacher
	To prohibit political indoctrination and ensuring the balanced treatment of political		FGB		Headteacher

	issues				
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		FGB		Headteacher
	To approve applications for educational visits	Teaching and Learning Committee			
	To establish a charging and remissions policy for non NC activities				Headteacher
	Responsibility for individual child's education				Headteacher
	To approve the (non-statutory) school targets	Teaching and Learning Committee			Headteacher
<b>Performance Management</b>	To implement the performance appraisal policy (staff)				Headteacher
	To formulate a performance management policy		FGB approval		Headteacher
	To review annually the performance of the Headteacher	Performance Review Committee			
<b>Data Analysis and Target Setting</b>	To scrutinise a range of pupil data to evaluate the school's performance		FGB		
	To agree challenging targets for pupil attainment		FGB		
<b>Discipline/Exclusions</b>	To establish a discipline/behaviour policy		FGB		
	To determine whether or not to confirm permanent exclusions	Exclusion Panel (sub			

	and fixed term exclusions where the pupil 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 cases of urgency)	committee of the Teaching and Learning committee)			
	To direct the reinstatement of permanently excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	Exclusion Panel			
<b>Admissions</b>	To consult annually before setting an admissions policy and before making any changes to the policy		<b>FGB</b>		
	Application decisions	Admissions Committee			Headteacher
	To appeal against LA directions to admit pupils.	Admissions Committee			
<b>Religious Education</b>	To provide RE according to the trust deed/specified denomination				Headteacher
	To ensure that all pupils take part in a daily act of collective worship.				Headteacher
	Arrangements for collective worship		FGB		Headteacher
<b>Premises &amp; Insurance</b>	Buildings insurance and personal liability – with advice sought from LA, Diocese, Trustees as appropriate		FGB		



	Developing school buildings strategy or master plan	Resources Committee			Headteacher
	Procuring and maintaining buildings, including developing properly funded maintenance plans.	Resources Committees		Diocese	Headteacher
<b>Health &amp; Safety</b>	To institute a health and safety policy; Safeguarding and Child Protection policy		FGB		
	To ensure that health and safety regulations are followed and regular checks take place with inspectors	Resources Committee			Headteacher
<b>General</b>	To set the dates of school terms and holidays.		FGB	Diocese	
	To ensure that the school meets for 380 sessions in a school year				Headteacher
	To ensure that school lunch nutritional standards are met where provided by the GB				Headteacher
<b>Information for Parents</b>	To prepare and publish the school prospectus				Headteacher
	To ensure provision of free school meals to those pupils meeting the criteria				Headteacher
	Adoption and review of home-school agreements		FGB		Headteacher
	School website information		FGB to approve and oversee		Headteacher
<b>GB Procedures</b>	To draw up an Instrument of Governance and any		FGB		

	amendments thereafter				
	To annually appoint (and remove) the chair and vice-chair of a permanent or temporary GB		FGB		
	To appoint and dismiss the clerk to the Governing Board		FGB		
	To hold a full governing board meeting at least three times per year		FGB		
	To set a register of Governors' Business Interests and review at each FGB		FGB		
	To approve and set up a Governor's expenses scheme		FGB		
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation schools		FGB		
	To consider exercising the delegation of functions to individuals or committees		FGB		
	To regulate the GB procedures (where not set out in law)		FGB		