

ROBERT BAKEWELL PRIMARY SCHOOL - GOVERNING BODY

Scheme of Delegated Authority June 2021

Key:

Level 1: Full Governing Body (FGB)
 Level 2: A committee of the Governing Body
 Level 3: The Headteacher (HT)
 COLUMN MARKED: Action to be undertaken at this level

Key Function	No	Task	1	2	3	Comments
Budgets	1	Approve budget plan for financial year	X			
	2	Monitor monthly expenditure		X		L & M
	3	Establish a charging and remissions policy		X		L & M
	4	Agree financial and procurement policies		X		L & M
	5	Enter into purchases or contract (up to £7,000)			X	
	6	Enter into contracts (between £7,000 and OJEU threshold)		X		L & M
	7	Enter into contracts (over OJEU threshold)	X			
Staffing	8	Headteacher appointment	X			
	9	Leadership appointments		X	X	
	10	Teaching staff appointments		X	X	L & M & HT
	11	Non-teaching staff appointments			X	
	12	Pay policy (including discretions)		X		L & M
	13	Establish and review disciplinary/capability procedures	X	X		FGB & L & M
	14	Dismissal of Headteacher	X			
	15	Dismissal of other staff		X		L & M
	16	Suspension of Headteacher	X			
	17	Suspension of other staff			X	
	18	Ending suspension of Headteacher	X			
	19	Ending suspension of other staff			X	
	20	Determining staffing requirements		X	X	L & M & HT
Curriculum	21	Dismissal payments / early retirement	X			
	22	Establish and implement Curriculum Policy		X	X	L & M & HT
	23	Approval of Curriculum Policy		X		T & L
	24	Responsibility for standards of teaching			X	
	25	Decide which subject options will be taught, including activities outside the school day			X	
	26	Responsibility for individual child's education			X	
	27	Provision of sex education – includes establishing and maintaining an up to date policy		X		T & L
Performance Management	28	To prohibit political indoctrination and ensuring a balanced treatment of political issues	X			
	29	Establish a performance management policy and review every 4 years		X		L & M
	30	Implement staff performance management policy			X	
Target Setting	31	Implement Headteacher performance management policy.		X		L & M
	32	Approve targets for student achievement in collaboration with SLT			X	
Discipline/Exclusions	33	Establish and review discipline policy	X			
	34	To consider parent representation and/or appropriateness in respect of exclusion of pupils from school (currently the Pupil discipline Committee).		X		L & M
	35	Direct reinstatement of excluded students		X		L & M
Admissions	36	Review Admissions Policy annually	X			
	37	Determine admission criteria for applications through issue and annual review of Admissions Policy	X			
Collective Worship	38	Arrangements for collective worship			X	
Insurance	39	Oversee procurement of all property, liability and personal insurances required by the school		X		L & M
	40	Develop Academy buildings strategy	X			
	41	Procure and maintain buildings, including a properly funded maintenance plan		X		L & M
Health & Safety	42	Institute and periodically review a Health & Safety Policy	X	X		FGB & L & M
	43	Ensure that health & safety regulations are followed		X		L & M
School Organisation	44	Set times of Academy day and dates of Academy terms and holidays	X			
	45	Monitor number of sessions the school meets each year, via annual feedback report from HT	X			
	46	Ensure that Academy lunch nutritional standards are met via discussion with Leicestershire Food Support			X	
Information for parents	47	Prepare and publish the Academy prospectus			X	
	48	Ensure the provision of free school meals to those students meeting the criteria			X	
	49	Adopt and review home school agreements			X	
GB Procedures	50	Appoint (and remove) the chair and vice chair of GB	X			
	51	Appoint (and dismiss) the clerk to the governors	X			
	52	Hold a full GB meeting at least 3 times in an Academy year	X			
	53	Appoint (and remove) Associate co-opted governors	X			
	54	Set up and carry out annual check of Register of Governors' Business Interests	X			
	55	Set up Governors Expenses Scheme and review as required		X		L & M
	56	Set up and periodically review a register of risks to which the Academy is exposed	X	X		All committees
	57	Discharge duties in respect of students with special needs by appointing a SENCO and inclusion governor		X		T & L
	58	Consider whether or not to delegate functions to individuals or committees	X			
Collaborative Partnership	59	Regulate the GB procedures	X			
	60	Consider forming a Collaborative Partnership or joining another existing federation/partnership	X			
	61	Leave the collaborative partnership	X			
Extended Schools	62	Decide to offer additional activities and what form these should take		X		L & M
	63	Put in place and ensure the delivery of services to be provided			X	
	64	Cease providing extended school provision		X		L & M